

## Detailed List of Consultation Services

- Site evaluation and selection
- Feasibility and market analysis
- Team assembly
- Financial and legal structures, e.g. contracts, condo divisions, documents etc. — concept, development and finalization
- Development business plan, including budgeting, preliminary project pro-forma, and finance strategy
- Conceptual design
- Architectural and engineering design, details and specifications
  - Site development concept
  - Architectural concept, including architectural, structural, mechanical, electrical, green design and interior design.
  - Energy and performance goals
  - Construction concept (structure, envelope, materials, methods, partners)
  - Rendering suitable for marketing
- Facilitation and management of the integrated design process —all disciplines
- Zoning and permit approvals
- Risk management
- Develop and implement sales and marketing strategy, including project branding, positioning, marketing plan, added value proposition, sales channels, and partners
  - Select and supervise sales team
  - Create media buzz, including press launch and PR
  - PR and branding promotion, including press releases, graphic design, internet advertising, website, sales and marketing materials and printing.
  - Advertising and promotional activities—with a strong web based and direct outreach
  - Client and prospect tracking
  - Regular direct email campaigns
- LEED certification: consultation, co-ordination and application
- Building commissioning and start-up
- Project management during construction:
  - Modifications to construction documents as required
  - Preliminary Cost Estimating
  - Bill of Quantity Estimating
  - Preparation of Construction Tenders
  - Tender Analysis
  - Awarding of Contract on behalf of the Owner
  - Preparation of Project Schedules
  - Administration and Co-ordination
  - Accounting
  - Operation Control Systems
  - Mediation and Arbitration

**ADDITIONAL SERVICES**

- Charrette facilitation
- Integrated Design Process facilitation
- Education and training
- Conferences and Workshops: organization and presentations
- Research
- Curriculum development
- Developing, packaging and licensing technologies such as;
  - energy-efficiency residential retrofit and new build housing
  - energy-efficient and developer friendly building products
- Consulting in other business and organizational areas related to sustainability