



LINDA HERMAN CONSULTING

PROJECT FACILITATION
AND
MANAGEMENT



The mission of **Linda Herman Consulting** is to facilitate the smooth flow of your design project while respecting your needs and meeting your expectations. This is accomplished by providing impeccable planning and project management services. We become your partner, ensuring that your objectives for quality, cost and schedule are the highest priority. We act as your liaison with the team, providing insight as well as direction on your behalf. If you are in the midst of a design project or anticipate being involved with one in the future, we can optimize your time, money and vision.

Facilitate:

-to make easier or less difficult; free from impediment or difficulty; lessen the labor of; EASE.

The business is founded on the following four interdependent premises:

1. A design client needs a neutral party, an advocate, whose only agenda is the overall well being of the project; a project leader who can maintain objectivity and balance all the different issues around the table. As the project facilitator, our only charge is making sure the interests of your organization are being served and all your expectations are being met.
2. Every team needs a leader. Just like a sports team, your team will function more efficiently, effectively, cooperatively and decisively with a leader who not only directs and manages but also supports their efforts. In creating a collaborative environment that promotes mutual respect, the team is inspired to perform their best and they stay motivated and productive.
3. Collaboration allows for honest dialogue and the highest levels of integrity, both of which are essential to a successful team. Misunderstandings and errors that cost you money are minimized.
4. The entire project experience will be rewarding, satisfying, and - dare we say it - fun!



Linda Herman Consulting serves a broad range of businesses and individuals as well as executing a variety of project types, including small to large custom interiors and single family homes.

We are the hub of the project, bringing to you the best resources at the right time, that are appropriate to your organization and project type. Because of our expertise, we know what needs to be done, how long it takes and how much it will cost. As our fees are not tied to construction costs, we make recommendations based purely on the goals of the project and what's best for you. We can participate from the inception to completion of a project or at any step along the way; whatever best meets your needs.

As your partner, we will deliver your project on time and on budget, with the highest level of quality, detail and service.

Client satisfaction is our highest goal.





DEFINE THE PROJECT:

THE SCOPE

Understand and establish the business objectives for this project, both quantitative and qualitative.
Understand your organization's structure and culture.
Establish the 3 component goals and criteria for the project:
Design, Schedule and Budget.
Prepare a comprehensive Project Plan, with clear objectives, creating the overall structure in which the project will progress.

THE SPACE

Establish criteria for site selection.
Assist the broker in evaluating each potential location against the criteria.
Work with the design consultants during any code and "usability" reviews.
Review the lease and work letter.

THE TEAM

Identify all the consultants required for the Project.
Select list of candidates appropriate for the Project and prepare RFP.
Assist with review of RFPs and interview process. Make recommendations.
Assist with fee negotiations and contracts.





MANAGE THE PROCESS:

DESIGN PHASE

- Coordinate the programming process with architect and/or designer.
- Review your program for accuracy, completeness and final approval.
- Review your goals with team and establish strategy to meet those goals.
- Manage the design process to ensure compliance with schedule and budget.
- Lead team meetings and prepare notes for distribution to team.
- Attend all presentations and assist with design decisions.
- Receive, review and organize all documentation from all consultants.



DOCUMENTATION PHASE

- Manage process for compliance with schedule and design.
- Review plans and specifications for compliance with budget.
- Identify potential cost savings.
- Manage the bidding process.
- Coordinate value engineering and subsequent design revisions with architect/designer and contractor.
- Evaluate all bids and make recommendations.

CONSTRUCTION PHASE

- Chair weekly meetings; prepare meeting notes for distribution to team.
- Assess progress of work for compliance with design and schedule.
- Monitor critical path schedule and coordinate with contractor as required.
- Review all documentation from contractor and architect.
- Review all costs and manage change order process, as well as any additional work authorizations.
- Manage the punch list process.

THE MOVE

- Assist with selection of mover and negotiate contract.
- Coordinate installation with furniture and IT vendors.
- Manage furniture and equipment punch list to completion.

POST-OCCUPANCY

- Coordinate receipt of all drawings, warranties, and manuals.
- Review all final requests for payment.
- Close out all contracts.





TO THE CLIENT:

- As your direct link to day-to-day project activities, we keep you informed.
- With an advocate representing your interests on the design project, you can continue with your normal day-to-day responsibilities.
- You have peace of mind.
- With effective leadership, you receive your teams best efforts.
- Information is summarized and compiled for easy review, saving you time.
- You are more in control.
- With regular review and organized documentation, decision making is easier and you feel secure knowing you are making the wisest choices.
- There are no surprises.
- You are kept informed and advised, minimizing delays in decision-making.
- The Project Plan maintains the organization and structure of the project so you can see regular measurable progress.
- Costs are minimized because your team is well coordinated.
- Your project meets all the goals of Design, Budget and Schedule.

TO THE TEAM:

- Client has active representation, so the team receives clear direction regarding the client's vision and objectives.
- Decision making takes place in a timely manner so work can proceed according to the project plan.
- Team members can stay focused on their work, knowing both the big picture and the smallest details of the project are coordinated by a single party.
- When all consultants are working collaboratively, an atmosphere of cooperation takes hold.
- When conflicts arise, they are resolved with minimal disruption to the flow of the project.
- The overall schedule managed by us frees your consultants to focus on their respective disciplines.
- Changes are minimized because the flow of information to the team and to you is complete and consistent resulting in cost savings.
- The team is supported throughout the process, keeping motivation, creativity and productivity high.
- Team collaboration allows for honest dialogue throughout the project.
- Problem solving and decision making can progress with ease.





With more than two decades of experience leading teams that produce high quality projects on time and on budget, Linda Herman has built an impressive roster of satisfied commercial and residential clients.

Linda is recognized as an exceptional team leader and articulate communicator with strong organizational and problem-solving skills. Her long-term relationships within the professional community translate into outstanding design, with equal attention to beauty and budget, schedule and strategic plan.

A designer at heart and a realist by nature, Linda is adept at balancing all aspects of your project with a pragmatic focus. She is outcome oriented, able to think twenty steps down the line without sacrificing quality to expediency or cost.



Linda's unique background blends design education and training with degrees in psychology and education, enhancing her innate people and project management skills. Her areas of expertise include facilities strategic planning/visioning, budget projecting and control, and managing the design and construction of highly individual tenant improvement projects and individual residences. She has successfully completed more than a million square feet of interiors projects. Her experience includes many years as senior project manager with prestigious San Francisco design firms.

Because client satisfaction is her premier goal on any project, she is known for building teams based on trust, consensus, and client-centered creativity.





CORPORATE

- Alburger, Basso, DeGrosz, Belmont, CA
- Citicorp, San Francisco, CA
- Chevron, San Ramon, CA
- Credit Suisse First Boston, San Francisco, CA
- First Data Corporation, Palo Alto, CA
- Hardin Cook Loper Bergez Engels, Oakland, CA
- Harris Bretal Sullivan Smith, San Francisco, CA
- ICS-Deloitte, Foster City, CA
- ING Barings, San Francisco, CA
- Robertson Stephens & Company
- Spare Kaplan & Bischel, San Francisco, CA
- The Stephenz Group, San Jose, CA
- The Clorox Company, Oakland, CA
- Rent.Net, San Francisco, CA
- Univision Television Group:
 - KDTV, San Francisco
 - KUVS, Sacramento
 - KFTV, Fresno



RESIDENTIAL

- Gutierrez Residence, Carmel, CA
- Hodgson Residence, Carmel, CA
- Kittler Residence, Atherton, CA
- Price Residence, Belvedere, CA
- Springs Residence, San Francisco, CA

GOVERNMENT

- County of Marin, San Rafael, CA
- GSA/Dept of Education, San Francisco, CA

TECHNOLOGY

- Action Technologies, Alameda, CA
- Apple Computer Inc., Cupertino, CA
- Applied Materials, Santa Clara, CA
- Genentech, South San Francisco, CA
- Hexcel Corporation, Pleasanton, CA
- Tandem Computers, Seattle, WA
- The 3D0 Company, Redwood City, CA
- Veritas Software, Mountain View, CA

NON-PROFIT/COMMUNITY

- Congregation Beth Sholom, San Francisco, CA

