

NON-PROFIT HOUSING ASSOCIATION OF NORTHERN CALIFORNIA

San Francisco, California



Client:
Non-Profit Housing Association of Northern California

Location:
San Francisco, California

Assignment:
Project Management

Services:

- Schedule & Budget Management
- Lease/Workletter Management
- Construction Administration
- Financial Management

Project Facts:

- 8,000 SF Tenant Improvement

Completion Date:
January 2008

General Contractor:
BN Builders

The Non-Profit Housing Association of Northern California, the California Housing Partnership, and the Local Initiative Support Corporation occupy approximately 8,000 square feet of space, in three separate suites, in a downtown San Francisco office building. As part of their lease renewal, they received a small tenant improvement allowance for simple upgrades to their space. Project Management Advisors, Inc. (PMA) assisted in developing a scope of work that would meet their needs, yet stay within the allocated budget and manage the tenant improvement work and related relocation activities.

The tenant improvements were completed in two phases over a three week period. Work began with the relocation of the furniture from the first suite into the accompanying suites while renovations were being done. After the first suite was completed, the remaining two suites were vacated and renovated. PMA managed the relocation and tenant improvement work to complete the project on schedule and within the allowed budget.