

Tenant Workplace SOLUTIONS



CBIZ GIBRALTAR'S



Workplace Solutions

CBIZ Gibraltar's Workplace Solutions (WS) provides our clients with a complete implementation management service – from strategic space programming through design, construction and occupancy. Working in unison with our Transaction team, WS provides single-source accountability focused on achieving the best market value in facility design and construction, with on-time and on-budget delivery.

Gibraltar's WS approach utilizes strategic industry goals including efficiency benchmarking, cost data analysis and workplace wellness metrics, providing timely and accurate information to support our clients' business goals. This approach is applied to both relocation and renewal scenarios, and is designed to minimize business disruption and maximize efficiency. Our WS team is committed to implementing environments that enhance workplace productivity and wellbeing, while controlling cost exposure.

Our Workplace Solutions specialists

work with our clients from day one, using a needs assessment methodology that evaluates current space utilization, addresses client-specific remote and hybrid workplace strategies, incorporates strategies for growth and change, and establishes projected space needs in a precise and practical way. Throughout the market search and lease negotiation process, our WS team works with our Transaction team to establish timelines, develop the overall project budget, orchestrate competitive engagement of consultants, contractors and vendors, and coordinate all aspects of design, construction, furniture installation and occupancy.



Program Management Services:

STRATEGIC PLANNING & PROJECT IMPLEMENTATION

FACILITY EVALUATION & NEEDS ASSESSMENT

WORKPLACE SAFETY & WELLNESS STRATEGIES

PROJECT COST ANALYSIS & COMPETITIVE BID NEGOTIATION

DESIGN & CONSTRUCTION OVERSIGHT

FURNITURE & EQUIPMENT COORDINATION

SUSTAINABILITY INTEGRATION

MOVE & OCCUPANCY MANAGEMENT



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TRIGGERING EVENTS



Lease Evaluation & Negotiations



Evolving Space Needs



Growth, Mergers & Consolidations



Recruitment & Retention



Commute Patterns, Hoteling Strategies & Wellness Needs

PROGRAM MANAGEMENT PHASES

1 Needs Assessment & Space Programming

- Analyze Comparative Benchmark data
- Develop Hoteling & Workspace Wellness Strategy
- Conduct Cost / Benefit Analysis
- Develop Project Budget & Timeline
- Assess Technology Integration

2 Planning

- Compare & Analyze Candidate Buildings
- Coordinate Space Planning Studies
- Assess Impact on Business Operations
- Analyze Tenant Improvement Capital & Direct Expense
- Establish Budget for Furniture, Fixtures & Equipment (FF&E)
- Produce Outline Specifications for Preliminary Construction Pricing
- Evaluate Lease Workletter & Exhibits

3 Design and Construction

- Engage Consultants, Contractors & Vendors
- Challenge Design & Cost Projections
- Identify Value Engineering Opportunities
- Manage Construction & FF&E Process
- Manage Cost Reporting & Invoicing
- Track Project Schedule
- Conduct Quality Control

4 Move Management & Project Close-Out

- Negotiate, Engage & Coordinate Movers
- Manage Punchlist Process
- Coordinate Warranties & As-Built Documents
- Finalize Billing & Waivers
- Assist with Change Management Communications
- Post-Occupancy Evaluation
- CBIZ Gibraltar WS Evaluation

WHY CBIZ



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