



ADVISORY & TRANSACTION SERVICES

OCCUPIER SERVICES

CBRE A/S | RUED LANGGAARDS VEJ 6-8 | 2300 KØBENHAVN S

CBRE

SCENARIOS & SERVICES





SCENARIOS & SERVICES

PHASE 1

- A. Workshop - Understanding the "Why", interviews
- B. Setting up the project team
- C. Web based questionnaire (employees)
- D. Prep. Utilisation study (meeting with steering committee)
- E. Utilisation study
- F. Presentation of MOBY report (U-study report)
- G. Decision

PHASE 2

- A. Implementing the utilisation study or likewise decision
- B. Spacer (interview, fit, interior)
- C. Conceptual design
- D. Presentations of the WP concept
- E. Heatmap / zip code analysis
- F. Collecting financial input

PHASE 3

- A. Forming the requirement brief
- B. Presentation of the WP concept and requirement brief
- C. Steering committee approval

PHASE 4

- A. Transportation study – shortlist
- B. Floored – fit out shortlist
- C. TDD
- D. Involving employees in why change is needed
- E. Communication
- F. Training



SCENARIOS & SERVICES

PHASE 1

- A. Gathering documentation
- B. Identification of strategy and process
- C. Matching the requirement brief to the market
- D. Market survey (Longlist) and cost benchmark
- E. Options for inspection

PHASE 2

- A. Inspection tour and shortlist
- B. Negotiation strategy
- C. Comparison and selection of final options
- D. Financial benchmark/ business case
- E. Validation of options

PHASE 3

- A. RFP's and Head of Terms
- B. Negotiation of financial and commercial terms
- C. Approval of final business case and legal sign-off
- D. Signature on lease contract



SCENARIOS & SERVICES

PHASE 1

CONCEPT DESIGN

- A. Prepare concept design
- B. Outline proposals for structural design, building services systems, outline specifications and preliminary cost Information
- C. Review relevant project strategies in accordance with design program
- D. Agree alterations to brief
- E. Issue final project brief

PHASE 2

DEVELOPED DESIGN

- A. Prepare developed design
- B. Coordinate and update proposals for structural design, building services systems, and outline specifications
- C. Access cost information and project strategies in accordance with design program

PHASE 3

TECHNICAL DESIGN

- A. Prepare technical design in accordance with design Responsibility Matrix
- B. Project strategies to include all architectural, structural and building services information, etc. in accordance with design program

PHASE 4

CONSTRUCTION

- A. Offsite manufacturing
- B. Onsite construction in accordance with construction program
- C. Resolution of design queries from site as they arise



SCENARIOS & SERVICES

PHASE 1

- A. Zoning, technical and scope and specification
- B. Invitation to bids, RFP's and selection of service providers
- C. Coordination of design process
- D. Scheduling and budgeting

PHASE 2

- A. Supervision of the works (schedule and budget)
- B. Monitoring of works
- C. Reporting to the client
- D. Timeline control
- E. Tender process (AV/IT, furniture, security, move contracting)
- F. Handover process

PHASE 3

- A. Assistance in transition and reinstatement of previous lease
- B. Getting started in the new lease



CONTACTS

JAN LYNG-PETERSEN
Head of A&T Occupier
jan.lyng-petersen@cbre.com
+45 3070 6656

**KATRINE FALKENLØVE
ERICHSEN**
Director
katrine.erichsen@cbre.com
+45 3139 0669

BO NIELSEN
Senior Project Manager
bo.nielsen@cbre.com
+45 4085 1530