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ADP Service Corporation provides design, construction and management services

November 28, 2007 - Connecticut

ADP Service Corporation* has provided design, construction and management services for prestigious corporate, retail and industrial projects throughout Fairfield and Westchester Counties since 1988.

ADPSC has completed over ten million s/f of construction as a general contractor and construction manager on a wide range of projects, ranging from 1,000 to 250,000 s/f.

These include:

- * Corporate interiors
- * Design and construction of Class A corporate office buildings
- * Capital improvements at Class A office buildings
- * Design and construction of retail shopping centers
- * Construction of medical office buildings
- * Conversion of a former warehouse to Class A office space
- * Construction of warehouse/mixed-use interiors
- * Computer rooms/data centers

The firm's attention to detail and quality workmanship, as well as the integrity and expertise of its project management team have earned ADPSC an exceptional reputation in the industry. ADPSC's long term relationships with local building officials as well as subcontractors with proven track records, ensure that projects are completed on schedule and within budget.

What Gives ADPSC Its Competitive Edge

- * **Unique Insight and Perspective:** ADPSC brings a unique perspective to every construction project - including a thorough understanding of the needs of property owners, tenants, managing agents and design architects. This has added significant value to their clients' construction dollars and programs.
- * **Outstanding Project Safety Record:** Rigorous safety programs and procedures are in place to ensure that all project managers and superintendents are trained and certified in the latest OSHA regulations for the construction industry. Job sites are reviewed and monitored constantly to keep the work environment safe.
- * **Technology Support:** ADPSC's state of the art project scheduling and management systems enable them to control each step of the project, manage document flow and control construction costs and schedules.
- * **Experience:** The ADPSC team has significant experience in all aspects of construction and property management, including working in occupied spaces, and has a track record of getting

projects completed on time.

* Foresight: ADPSC's "proactive" approach to projects, combined with its knowledge of handling code requirements, lead times and construction means and methods, enable it to complete projects within budget.

Expertise in all Phases of Construction

ADPSC provides expertise in all phases of construction from project design and planning through construction management and final occupancy. There is great value and efficiency in having a professional construction management firm coordinate and manage the entire process from start to finish. Their services include:

* Pre-Construction Project Planning:

- Feasibility studies and site assessment
- Design team selection
- Phasing and scheduling analysis
- Budgeting and providing realistic cost estimates on preliminary plans
- Continued review of design progress
- Long-lead time identification and purchasing
- Value engineering
- Pre-qualifying contractors and obtaining bids
- Recommending contract awards

* Construction Management:

- Ensure trade coordination and document administration
- Schedule control
- Coordinating and issuing weekly progress reports
- Working with governmental agencies
- Preparing final punch lists and project manuals at project close-out

* Property Management:

- Building services contract management
- Operating budgets
- Capital improvements recommendations and budgets
- Facilities management Hewitt exterior