Owner’s Representation

NEW BEDFORD MANAGEMENT CORP.

To Learn More about New Bedford Management’s Owner’s Representation Services,

Please call Andras P. Joo, at 646-453-5272

Or email to andras@nbmgmt.com
WHAT CAN WE HELP YOU WITH?

New Bedford Management (NBM) Owner’s Representatives help execute a wide range of construction capital projects, renovations and restorations to maintain your building and to resolve city violations. We also assist with new construction, additions, interior or shell and core construction projects.

Typical projects include, but are not limited to:

- **FISP** or formerly known as Local Law 11 Façade restorations
- Roof replacement, **Solar** panel installation, parapet and bulkhead repairs
- **Interior/exterior projects**, coating, **Hallways** and building wide upgrades
- **Elevator** modernization
- **Amenities**, **Laundry room legalization**, **Boiler room**, **Garage restorations**
WHO IS A NBM OWNER’S REPRESENTATIVE?

As the name states, an NBM Owner’s Representative represents the owners throughout the construction process during the entire project, assisting in all phases from planning through execution to closure.

The NBM Owner’s Representative is the “eyes and ears” of the owners and acts as one of them on the job site. This is different from other contractors and vendors on the project who report directly to their managers and primarily prioritize their own company’s interest. We work on behalf of the Board, report only to the Board directly, FOCUSING ON THE OWNERS’ BEST INTERESTS.

NBM Owner’s Representatives manage a limited number of projects in order to be able to DEDICATE their full ATTENTION and provide PROMPT RESPONSES to project requirements as well as board members and resident’s questions/concerns. We are your ADVOCATE in every situation: PROBLEM SOLVING, conflict resolution, negotiation and collaboration with all parties involved during the project.

This is a PROFESSIONAL SERVICE staffed by a team of experienced individuals who have a background in either architecture or engineering, with years of EXPERIENCE managing similar projects. The NBM Owner’s Representative team works closely together and provides coverage to each other when needed.
DAY-TO-DAY ACTIVITIES

NBM Owner’s Representatives help to set up **RESERVE ACCOUNTS** to help manage the finances of the project.

We assist from the beginning of the project with our 100% **TRANSPARENT**, controlled and documented **BIDDING PROCESS**, providing closed bids and video recorded bid openings with the owners or board members.

We create bid evaluation charts and run insurance background checks through **BUSINESS CREDENTIAL SERVICES** to help owners make the best decisions. Starting a project with vetted vendors, architects and/or engineers is key to a successful outcome. As all our members are highly seasoned, we can share our **EXPERIENCE** from similar projects or situations to help owners make well informed decisions.

**COMMUNICATION** is a key aspect of this role which we provide on the highest professional level.

Our department keeps clear and accessible **RECORDS** of every aspect of the project: files, documents, emails, meeting minutes, etc.

The NBM Owner’s Representative posts **NOTICES** and periodic status updates in the building to keep residents updated on the project. We also keep clear, detailed contact with residents, board members, vendors, architects and engineers and maintain close relationships and day-to-day communication with property managers, superintendents and other building staff.
We are experts in **COLLABORATION**. We help coordinate with many parties to align vendor schedules and/or to gain access to residential units. We visit the construction site weekly or as required, attend meetings and conference calls with architects, contractors and vendors.

We maintain and provide **REPORTS** regularly to the owners summarizing status of progress, financial status, open items and provide Earned Value **EVALUATION**.

The department is supported with its own accounts payable associates to manage **INVOICES**, AIA pay requisitions, cheques, and all transfers required to provide timely payments to vendors and keep the project uninterrupted.
WHAT TOOLS DO WE USE?

Earned value evaluation report
Progress; Budget; Open issues

MRI
Real estate management software

AVID
Invoice management software

Basecamp
Communication platform

Business Credential Services (BCS)
Insurance background check

Building notices
Bid evaluations
HOW WILL WE WORK WITH YOU ON CONTRACTS, INSURANCES AND TIME TRACKING

We provide an OPEN agreement based on hourly fees. The contract can be started and stopped at any time, with no long-term obligation. We provide invoices monthly with a detailed time sheet showing times and work provided with administrative services at a reduced rate. The service can be tailored to the owner’s needs, for which we provide a PROJECT CHARTER at the project kickoff that clarifies the:

1. Communication channels
2. Authorities
3. Expectations and goals

Owners may also request to set up a threshold, a limit, per week so your NBM Owner’s Representative will alert you if they have reached a certain number of hours. The owners/board members are in FULL CONTROL of this service during the entire period of the project. New Bedford Management provides insurance for their Owner’s Representatives and requires us to be additionally insured on all vendor contracts and COI (Certificate of Insurance) as well.
OUR TEAM:

ANDRAS
Andras P. Joo
Head of Department
Senior Owner’s Representative

GEORGE
George Y. Sawicki, AIA
Senior Owner’s Representative

JAMIE
Jamie Peruso
Owner’s Representative

TIM
Timothy Lavigne
Owner’s Representative

SAMANTHA
Samantha Yearwood
Accounts Payable Associate
WE ARE IN ALL 5 NYC BOROUGHS

Our Owner’s Representatives are working in all five boroughs in New York City, on large number of projects, at various locations...
And growing!

Visit our Website:
https://www.nbmgmt.com/services/owners-representation/