



OVERVIEW

Odoi Associates, Inc. (OAI) is a professional services company providing complete technical and business solutions for public and private sector clients in Facility Management and Construction Management Services. OAI brings together a unique combination of disciplines, incorporating talents and backgrounds of highly qualified professionals to deliver superior value to our clients. Our capabilities utilize an integrated management system approach to provide one-stop service delivery at all phases of space delivery and occupancy to satisfy clients' requirements.

SERVICES

• CONSTRUCTION MANAGEMENT SERVICES

- Project Management
- Cost Estimating, Budgeting & Cost Control
- Project Scheduling
- Project Risk Analysis/Life Cycle Costing
- Value Engineering
- Procurement
- Project Inspection
- Real Estate Planning & Leasing Services
- Construction Claims Analysis
- Interior Design/Space Planning

• FACILITY MANAGEMENT SERVICES

- Operation & Maintenance of Equipment (O&M)
- Facility Maintenance and Equipment Asset Management
- Facility Operations and Maintenance (Mech, Elec, Elev & Escalator)
- O&M Consulting Services
- Housekeeping / Environmental Services
- Facility Managers

- **ENERGY MANAGEMENT & SYSTEM CONTROLS SERVICES**

- Commissioning and re-commissioning of equipment
- Energy Audit
- Energy Accounting Program
- Energy Saving Technology and Solutions
- Installation of Appropriate Metering Systems to Help Allocate Energy Cost
- Perform Preventive maintenance that will Result in Energy Savings
- Installation and Monitoring of Energy Management System (EMS)

- **BUSINESS SUPPORT SERVICES**

- Administrative Assistant
- Production Control
- Budget Analyst
- IT Support
- Technical Support
- Contracts Specialist

CONSTRUCTION MANAGEMENT (CM)

- **Project Management**

OAI provides project management services for both private and public institution. We manage multiple projects for Federal Agencies and private industry utilizing integrated management systems to provide one-stop service delivery at all phases of a project. Our program provides our clients with extraordinary leadership, proven expertise, state-of the –art systems and resources to deliver superior value to their construction needs. We coordinate all aspects pre-design, budgeting, programming, design and post-contract needs including the following: feasibility studies, architectural/engineering design, project management, long-lead item procurement, and coordination of miscellaneous services.

- **Cost Estimating, Budgeting & Cost Control Services**

To be able to control cost one must first accurately predict them. OAI provides independent professional estimating (Quantity Surveying) services for all types of project. OAI's intense involvement during early budgeting, planning, pre-design, and post-contract phases makes our cost control services most effective and useful to our clients. We use a variety of the most up-to-date database estimating systems to efficiently deliver these estimates on time. We believe that effective estimating services are those that recognize estimating as an essential part of project planning.

We provide alternative analysis, which assists clients in establishing firm design parameters. As the design emerges, our estimators monitor changes thereof and promptly adjust the initial quantity-survey estimate to reflect changes made. As the project proceeds, OAI's diversified group of estimators provide direct support using our experience in conceptual estimating, hard-bid contracting, change order negotiations, design/build and development work.

Examples of our typical analysis include the following:

- ❑ Review of cost effectiveness of design
- ❑ Review of constructability of proposed design elements
- ❑ Review of means and methods of construction

- ❑ Review of impact on contractor schedule and construction sequencing
- ❑ Review of contract packaging & procurement strategies
- ❑ Review of effect of market and field conditions on design & construction

OAI will update its cost estimate prior to solicitation of bids to ensure project is within budget limitations. Prior to the commencement of construction activities,

OAI will review and report on the following Construction Contract items.

- ❑ Contractor's Schedule of Values
 - ❑ Project cost-loaded schedule
 - ❑ Anticipated monthly cash flow projection
 - ❑ All related Bonds, Insurance, etc.
 - ❑ All existing contracts between Owner/Architects and Contractor
 - ❑ Contractor Retention Requirements
 - ❑ Safety & Quality requirements
- **Project Scheduling**

OAI's approach to schedule preparation and management is based upon the philosophy that the construction project is a detailed integrated process involving planning, design, procurement, construction and occupancy, rather than a series of independent phases of the work. Accordingly, our schedules are structured to provide ease of control and monitoring, and place equal importance on time and resource management for the project.

OAI uses state-of-the-art scheduling software, such as Primavera Project Planner, Microsoft Project, Sure Track and TimeLine depending on client preference. These scheduling tools have the capability to cost-load and forecast expected expenditures, estimate manpower requirements through resource loading and provide a full compliment of schedule and cost reports, time scale graph presentation including both critical path logic diagrams, and bar chart formats.
 - **Project Risk Analysis & Life Cycle Costing**

OAI provides project risk analysis, which enables the capital risks on projects to be evaluated. We calculate financial contingencies required to cover those risks

in a rational and dependable manner using the proven statistical method (Monte Carlo Simulation). We avoid "gut feel" methods in estimating risk contingencies.

OAI life cycle costing methodology is based on calculating the cost of a whole system from inception to disposal. Our technique examines major cost items, through their entire life. These include items such as research and development, design, construction, operation and maintenance and disposal costs.

- **Value Engineering**

OAI views Value Engineering (VE) as a systematized approach for searching out high cost areas in the design and substitute these components with other less expensive components. This is done to without sacrificing quality and functionality but to achieve the best balance between cost, performance, reliability and value. During the design phase OAI applies VE to eliminate overly restrictive requirements, impose standardization where practical, minimize quantities of different material and component types, and eliminate non-essential items.

- **Procurement**

OAI provides full procurement services including cost reporting, inspection services (Shop and Field), scheduling, invoice handling, management of client's account, commissioning and vendor payment.

- **Project Inspection**

OAI provides site inspection for all projects. Our site inspection includes the following:

- ❑ Prepare site inspection report
- ❑ Establish level of completion with project schedule
- ❑ Review Contractor Request for Payment & Compare to Earned Value
- ❑ Coordinate inspection activity with general contractor work
- ❑ Troubleshoot for potential delay work activities
- ❑ Provide dated captioned digital photographs with inspection report.

- **Real Estate Planning & Leasing Services**

OAI provides all real estate planning and leasing services. We start with a detailed need analysis which helps define our client's desired goals. We provide space requirements services to establish what type of space is required such as size, location, security, and accessibility for both short-term and long range needs. Decision is then made as to whether space is to be acquired or leased.

- **Construction Claims Analysis**

OAI's combined abilities in construction management disciplines are used to analyze and prepare detailed cost estimates and project schedules impact to assist our clients in resolving construction claims and disputes.

- **Interior Design/Space Planning**

An employee in this class is responsible for planning, assigning and reviewing the work of a professional staff engaged in planning projects for newly constructed and renovated buildings. We supervise and participate in the planning of interior construction, interior design, finishes and furnishing, preparation of specifications for interior treatments including the bidding process, processing of requisitions and invoices, and the scheduling of construction projects. Other duties include coordinating plans with structural, mechanical and electrical engineers, architects, and subordinates to ensure project cohesion from design inception to completion of construction. OAI space planners exercise considerable independent judgment in the application of principles and practices of interior planning, design and construction for satisfactory attainment of client's goals and objectives. We maintain knowledge of the most recent developments and future trends in interior design, indoor air quality, architectural finishes, color and spatial relationships, furniture and product availability and durability.

FACILITY MANAGEMENT SERVICES

OAI provides Facility Management Services to maximize client's current resources to accomplish both short and long-term objectives. It is our client's priorities that dictate our actions. We help our clients identify areas of concern and offer efficient solutions. Our areas of expertise include the following:

- Facility Maintenance and Equipment Asset Management
- Facility Operations and Maintenance (O&M) of Mech, Elec, Elev & Escalator

- O&M Consulting Services
- Housekeeping / Environmental Services

OAI's efforts are designed to enhance the strengths of current program components, while providing a structure and foundation for added value to meet organizational needs for the future. Our Systems approach to Facility Management insures the following:

- Guarantee Budgets
- Meet Quality of Service Parameters
- Provide Strong & Competent on-site Facility Management Teams
- Provide Solutions to Integrate a variety of Operating Systems (Including Energy Management Systems)
- Provide Efficient Coordination of Resources

We believe that specialized resources are required to bring value to our clients. Furthermore, in order to bring this added value to our clients we have established Strategic Partnerships with firms that share our commitment to problem-solving in all areas of Facility Management.

ENERGY MANAGEMENT & SYSTEM CONTROLS SERVICES

- **Commissioning and Re-commissioning of Equipment**

Commercial building owners have heard the promises: commissioning and re-commissioning is a cost-effective way to verify that your building is performing the way it was intended to perform. The process identifies and remedies design flaws, construction defects, malfunctioning equipment, and other problems, repaying owners with lower energy bills and other benefits.

That's the promise—but most building owners have yet to be convinced to try commissioning. Many cite a lack of information on commissioning actual cost-effectiveness. Others contend that commissioning is an unnecessary added cost, especially if they've already paid a premium for design and construction of high-performance buildings.

- **Energy Audit**

A facility audit is the first step to assess how much energy your facility consumes, and to evaluate what measures you can take to make your facility more energy efficient. An audit will show you problems that, when corrected, will save you significant amounts of money over time. During the audit, you can pinpoint where your facility is losing energy and the efficiency of your facilities heating and cooling systems. An audit will show you ways to curtail utility consumption.

OAI energy consultants will use a variety of techniques and equipment to determine the energy efficiency of a structure. OAI consultants will use test equipment which measure the extent of leaks in the building envelope and areas of air infiltration.

- **Energy Accounting Program**

OAI energy accounting program is a process for recording and tracking both the amount and cost of the various utilities used by your facilities. The utilities that are typically tracked include:

- Electricity
- Electrical Demand
- Fossil Fuels
- Water
- Sewer

Energy accounting involves recording both the amount used and costs of utility billed on a monthly basis (or in some cases bi-monthly or quarterly). These data is analyzed to produce information that can be used for comparison and to show usage trends. Reports are the produced that can be used by decision-makers and consultants to take the necessary action to eliminate inefficiency and reduce energy costs.

- **Installation of Metering Systems to Help Allocate Energy Cost**

Utility costs are a major and sometimes unpredictable month-to-month expense. A great way to take control of this expense is to allow OAI to install a metering system that will allow you to manage your utilities cost easier. A metering

system will take the time consuming approach of calculating utility cost through inaccurate calculations.

- **Sub-metering will encourage energy conservation**
 - Placing the financial responsibility for utility use on the end user. The more they use, the more they pay.
 - More detailed information about utilities provides a better understanding as to the energy consumed. More data means greater flexibility in how you manage our energy.

MECHANICAL SERVICES

OAI understands the critical nature of your HVAC, and Control Systems in your office buildings. When, heating, cooling, dehumidification, air flows are an integral part of your process, you can count on the OAI Mechanical to keep your system performing at peak performance.

To remain at the forefront of a competitive industry, OAI is focused on maintaining technological leadership and customer satisfaction.

Along with providing the industry's best mechanical services, OAI offers its customers value-added solutions to better enhance facility management capabilities. HVAC capabilities include:

- Heat Exchangers
- Chillers
- Cooling Towers
- Computer Room Units
- Pumps
- Air Handling Units
- Roof Top Units
- Condensing Units
- Humidifiers
- Electrostatic Filters
- Service Agreements

This equates to quality service to our customers in providing mechanical services for their HVAC/R systems. At OAI, we go above and beyond to

provide value-added services with the intent to exceed both industry standards and our customer's expectations.

BUSINESS SUPPORT SERVICES

OAI provides business support services for government institutions and corporations that require vastly different solutions to achieve their goals. The various services we offer accommodate this diversity and provide each type of customer the best possible business value. Our services include, but not limited to the following: professional administrative and secretarial support services, production control services, budget analyst, IT support and technical support.

MAJOR CONTRACTS

- 1. GSA Multiple Year IDIQ Construction Management
Awarded May 2005 \$3 Million per Year**
 - 2. Dept Of Energy IDIQ Contract For Facility Support
Awarded October 2003 \$400,000 per Year**
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Construction Management Services

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|----|----------------------------|---------------------------------|-------------|
| 1. | GSA | Construction Quality Management | 5 Contracts |
| 2. | GSA | Estimation Services | 1 Contract |
| 3. | DHS | Project Support Specialist | 1 Contract |
| 4. | The Johns Hopkins Hospital | Construction Quality Management | 1 Contract |

Facility Management Services

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| 5. | GSA-Cohen/Switzer | Operations & Maintenance | 2.5 Million SF |
| 6. | GSA FOB 8 | Operations & Maintenance | 0.5 Million SF |
| 7. | DOD Pentagon | Preventive Maintenance | 7 Million SF |
| 8. | GSA | Facility Manager Position | 1 Contract |
| 9. | GSA FOBI0A/I0B | Operations & Maintenance | 2 Million SF |

Energy Management Services

10. National Park Service
11. Dept. of Agriculture Cotton Annex
12. Naval Surface Warfare Center

Business Support Services

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| 13. | GSA | Contracts Specialist | 2 Contracts |
| 14. | DOE | Project Manager | 5 Yr Multiple |

CERTIFICATIONS

1. US Small Business Administration

a. SBA 8A Certification

SBA 8A Certified: 09/26/01
Graduation Date for 8(a) Certification: 09/26/10
SBA Case Number: 107375

• Small Disadvantage Business (SDB)

SDB Certified: 09/26/01
Graduation Date for SDB Program: 09/26/10
SBA Case Number: 107375

**2. Maryland Dept of Transportation Minority Business Enterprise
MDOT - MBE/DBE)**

MBE/DBE Certified: 02/20/08
Certification Number: DOT MBE 02-434

**3. National Minority Supplier Development Council (NMSDC)
Minority Business Enterprise (MBE)**

MBE Certified: 06/30/2009
Certification Number: MD2005