



## MISSION STATEMENT

We are dedicated to providing personalized Project Management services by approaching your business needs with greater understanding, availability, and excellence while building long term relationships with our valued partners.

## YOUR PLANS IN OUR HANDS

SAGE Project Management is a Certified Women-Owned Business Enterprise located in Philadelphia, Pennsylvania, dedicated to providing first-rate customer centric Owner's Representative professional services. Owner, Jamie McDonald, began her career in the industry with an Engineering background and found her niche in the Construction Management sector. Utilizing over 10 years of experience and technical education, she is able to effectively execute each necessary step when working with a diverse set of partners and stakeholders. As a small company, SAGE is able to offer cost-effective professional services and recruit resources from the WBE community as needed on a job-to-job basis. Our team focuses on ensuring expedited response times and a commitment to exceeding partner expectations from Day 1 through completion.

## Specializing in Interior Fit Outs

### WHO WE SERVE

Academic  
Government  
Offices  
Residential  
Commercial  
Hospitality

### WHY SAGE

Direct Communication with Owner  
Customized Services for Each Client  
Proven Experience and Leadership  
One Point of Contact  
Cost-Effective Professional Services  
Community Connection

### SAGE SERVICES

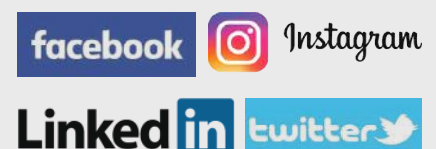
Project Management  
Contract Administration  
Move Management  
Cost Estimating

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### CONNECT WITH SAGE



# SERVICES

1

## PROJECT MANAGEMENT & OWNER'S REPRESENTATION



### PRE-CONSTRUCTION

- ✓ Master scheduling
- ✓ Schematic through construction document drawing review
- ✓ Maximize avoidance of delays, changes and claims
- ✓ Overall project budgeting management
- ✓ Consider material, systems and process alternatives
- ✓ Bid evaluation/negotiation
- ✓ Attendance to all project meetings
- ✓ Bidding and management of direct purchase vendors
- ✓ Organization and maintenance of project documentation



### CONSTRUCTION

- ✓ Acts as immediate liaison to owner
- ✓ Manages the daily communication and directives with Architect, General Contractor and all direct purchase vendors
- ✓ Field inspection and onsite confirmation of material delivery
- ✓ Code compliance review
- ✓ Coordination of all project meetings and distribution of meeting minutes
- ✓ Responsible for all weekly progress reports
- ✓ Continuous schedule enforcement
- ✓ Contract administration and monitoring compliance with contract documents
- ✓ Payment application review
- ✓ Continued management and communication with direct purchase vendors
- ✓ Submittal coordination and management
- ✓ RFI coordination and management
- ✓ Change order review and negotiations
- ✓ Schedule updating and analysis
- ✓ Maximize avoidance of delays, changes and claims
- ✓ As-built records
- ✓ Cost Management – Continuous tracking of budget



### CLOSE OUT

- ✓ Assistance in substantial and final completion
- ✓ Collaborate with Architect for creation, review and completion of punch list
- ✓ End user move-in management
- ✓ Supervision of required commissioning processes
- ✓ Collection and distribution of operations and maintenance manuals and warranties
- ✓ Review and recommendation for release and final payment
- ✓ Support in final product presentation to end users

2

## CONTRACT ADMINISTRATION

3

## MOVE MANAGEMENT

4

## COST ESTIMATING



“ When juggling the independent variables of time, cost and quality construction Sage Project Management has proven to be focused, efficient, and reliant at driving the successful execution of our project. ”

- Patrick Brunner, Executive Director of Facilities Design & Construction, West Chester University.

## JAMIE MCDONALD

### EDUCATION

Drexel University  
BS in Architectural Engineering  
Philadelphia, Pa

Drexel University  
MS in Construction Management  
Philadelphia, Pa

### COMMUNITY INVOLVEMENT

- Drexel University Adjunct Professor for School of Engineering
- East Passyunk Crossings ROC Zoning Committee Member
- Philadelphia Animal Welfare Society (PAWS) Level II Volunteer
- Broad Street Run 10-year Participant

### EXPERIENCE

**SAGE PROJECT MANAGEMENT**  
PHILADELPHIA, PA

ESTABLISHED APRIL 2016

- Operates as a Sole Proprietor providing Owner's Representation, Project Management, Construction Administration, Move Management and Cost Estimating throughout the Greater Philadelphia Area.
- Manages the day-to-day tasks of current projects with direct communication to clients and on site presence.
- Implements all departments of the business operations including Administrative, Accounting, Marketing, Sales and Production.

**BECKER & FRONDORF**  
PHILADELPHIA, PA

APRIL 2015 – APRIL 2016

- Provided Project Management services for clients in the Academic and Hospitality sectors including management of budget, schedule, daily communication and overall project success.
- Sample clients include Drexel University, The Shipley School, Hospitality Property Trust and American Realty Capital.

### PROJECTS\*

- West Chester University - Tanglewood, The President's Residence
- Drexel University – Close School of Entrepreneurship
- The Shipley School – The Main Building
- Hospitality Property Trust – Sonesta (Nationally)
- American Realty Capital – Marriott (Nationally)