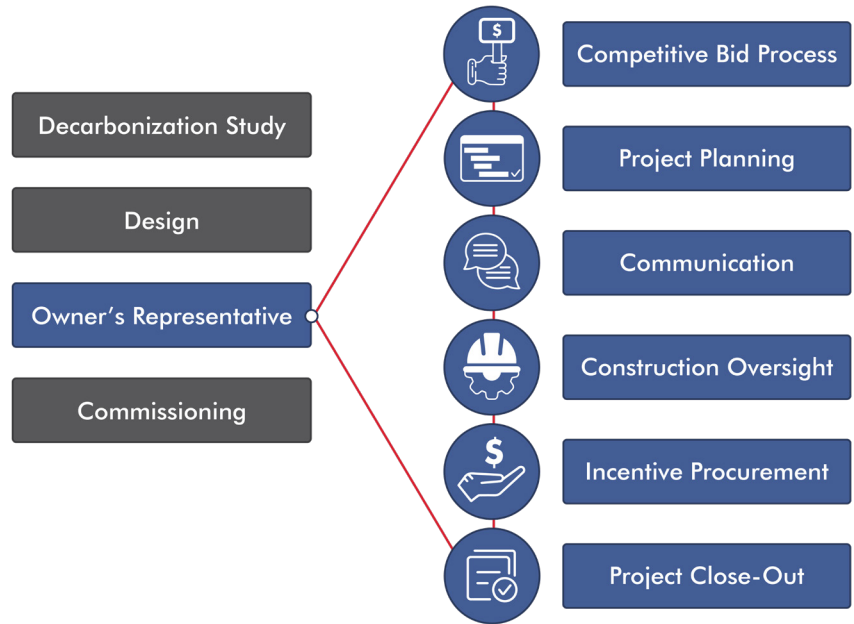


# AKF

## POWERING HUMAN POTENTIAL by Improving Building Performance

### OWNER'S REPRESENTATIVE SERVICE

AKF's new Owner's Representative Service offers owners and operators of existing NYC multifamily buildings a single partner to drive decarbonization and electrification retrofit projects from conception through construction. As a leader in both MEP / FP Engineering and Energy Efficiency, AKF's multidisciplinary staff offers a comprehensive slate of services to navigate the complex landscape of carbon compliance and incentives. We will develop and implement property-tailored decarbonization pathways to meet your building's priorities and financial considerations. Communication with ownership, residents, and installers is key to our approach for achieving a high-performing, comfortable, and safe building in compliance with Local Law 97.



### SERVICE HIGHLIGHTS

#### COMPETITIVE BID PROCESS

- Generate **Request for Proposal (RFP)** and collect installer bids
- Manage **Requests for Information (RFI's)**
- Create **Bid Evaluation Matrix** and **Installer Recommendation**
- Technical review of installer **Scope of Work**

#### PROJECT PLANNING

- Coordinate **Project Logistics**
- Support installer in creating a **Preliminary Schedule**
- Manage and review **Shop Drawings & Submittals**

#### COMMUNICATION

- Manage **Project Communication**
- Run **Progress Meetings** and assign **Action Items**
- Set up a **Document Control Platform** for team-wide file sharing
- Assist owner with **Occupant Communication**

#### CONSTRUCTION OVERSIGHT & COST MANAGEMENT

- Conduct **Construction Progress Inspections & Reporting**
- Manage and review **Change Orders**
- Manage and review **Payment Requisitions**
- **Project Budget** tracking
- Project **Schedule** tracking

#### INCENTIVE PROCUREMENT

- Process **Incentive** applications
- Complete **Incentive Administration** tasks
- Procure **Rebates & Incentives**

#### PROJECT CLOSE-OUT

- Conduct **Substantial Completion Inspection**
- Generate **Punchlist** and oversee Installer Punchlist Correction
- Manage Installer's issuance of **As-Builts, Close-out Documentation** and conducting **Site Staff Training**

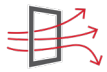
# AKF

## POWERING HUMAN POTENTIAL

AKF can be your Trusted Partner and Consultant for Your Expansion, Renovation, Relocation, and Construction Plans

### SERVICES

Our coordinated in-house services streamline projects and reduce costs by limiting sub-consultants and improving project communication. The scope of our Integrated Services enables us to remain committed to our clients' projects from concept through construction and ongoing optimization.



Mechanical Engineering



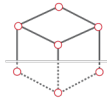
Electrical Engineering



Plumbing Engineering



Fire Protection Engineering



3D Scanning & Scan-to-Revit®



Arc Flash & Short Circuit Coordination



Code Consulting



Commissioning



Energy + Performance



Fire & Life Safety



Infrastructure Design



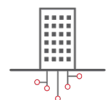
Instrumentation + Building Controls



Lighting Design by Lightcraft



Master Planning



Smart Building Consulting



Technology Services

### ABOUT US

AKF's MEP/FP engineering, design, and technology expertise powers human potential in buildings so occupants can live, heal, learn, work, and play to the best of their abilities. Our experienced professionals innovate new ways to design for the built environment amidst the evolving landscape and trends of the AEC industry.



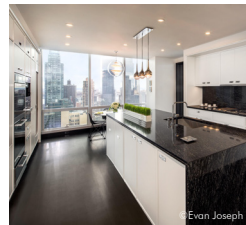
400+ employees



5 On-site Net Zero Energy Projects



100+ LEED Gold Projects



100M+ SF Energy Audited



### CONTACT

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Global Engineering & Integrated Design Services  
akfgroup.com