

Neil Locke & Associates Services

FF&E and OS&E Consulting:

NLA can present a detailed budget by line item that the client can use as a guideline while working with the designer in the beginning stages of project design.

FF&E and OS&E Project Development Services:

- Join the project team at pre-construction team meetings.
- Confirm understanding of project objectives and design criteria.
- Establish and confirm approval procedures, project schedule, and confirm budget parameters.
- Join the team at the model-room review and assist the design team with sourcing for the cost effective implementation of the FF&E (& OS&E).
- Review the preliminary FF&E (& OS&E) specifications for compliance with acceptable hospitality industry standards.
- Suggest alternate sourcing to provide savings while maintaining the integrity of the design.
- Review the design package and prepare a line item budget and implementation schedule for the client's approval.
- Distribute all approved purchase orders to vendors.
- Expedite the production of all samples, shop drawings, and production manufacturing.
- Continually communicate with all vendors and manufacturers to ensure all delivery schedules are maintained.
- Track and process vendor payments in an organized manner.
- Warehouse and Installation Coordination provided.

