

**"Utilizing Rare Space's process, we were able to improve our space efficiency by 35%. This has significantly benefited BestMed's financial bottom line and operational efficiencies."  
Stan Cohen, CEO, BestMed**

### *Designing the Ideal Space*

It is reasonable to assume that your new space is going to need some retrofitting to accommodate your firm's real estate needs - there are two options for design services. The first and most common, is for the Tenant to use the Landlord's architect in their space planning. The second, which is the strategy we recommend, is to hire your own space planner and pay them from the tenant improvement allowance that is given by the Landlord.

Following our strategy, we recommend that you interview three architectural firms. Rare Space will assist in setting up these interviews and can help you select the design firm that best understands your space, business, and financial goals. Generally, the space planner takes our client through a series of steps with the ultimate goal of creating a space ideally designed and built to our client's specifications. The steps in the space planning process include:

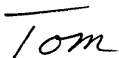
- An initial meeting is held to discuss your space needs - information is gathered regarding the type, size, proximities, and adjacencies of work areas as well as growth projections.
- A "test fit" or preliminary space plan is created for all buildings under consideration.
- The space plan is submitted to our client for comments, changes, and revisions. These plans are refined until all parties are satisfied.
- A pricing plan is then created so the construction costs can be evaluated.
- Once a building is selected and a lease is signed, most Landlords require the Tenant to sign off on the final space plan - this floorplan becomes an exhibit to the lease.
- Next, the architect will create a set of construction documents from which the contractor will build.
- It is a good idea to review the construction drawings prior to the start of construction in order to make sure they reflect your understanding of the space layout, including all special items, features, or upgrades that were previously agreed to.
- Generally the Tenant/Client should allow 60 to 90 days following the approval of their construction documents for the space buildout to be completed. Prior to taking occupancy, it is advisable for the Tenant to do a final "walk through" to check the construction quality and completion.

Rare Space assists in the creation of our client's ideal space; our team coordinates every stage of the space planning process, from architect selection to review of the final plan. Selecting the right architect is critical to building an ideal space that meets your business and operational goals. Additionally, the right architect will insure that the construction of your space is completed on time, on budget and that there are no surprises or delays.

Next month our newsletter will review the build-out and tenant finish process. In the meantime, if you have any commercial real estate questions or space needs, please contact us.

Rare Space Inc.

Best regards,



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Rare Space is a Tenant Advisory firm that uses the latest commercial real estate technology, including real time property information, sophisticated financial modeling tools and a comprehensive real estate process to produce superior results for our clients.