Innovation Properties Group

We are a talented and slightly obsessed real estate team completely dedicated to our client’s success.
Innovation Properties Group, Inc. ("IPG") was formed with the goal of specializing in innovation-based commercial real estate. IPG’s services include tenant representation, predevelopment consulting, strategic planning and development. We also offer expertise in the areas of joint ventures, creative financing, and saleleaseback transactions. We are available for hire as tenant advisors, consultants or as developers.

IPG provides tenant representation services with zero conflict of interest. Whether a tenant is leasing space or buying a building, we’ll help them find the perfect place to do business. IPG excels at translating the business needs of our clients into successful commercial property leases or purchases; while eliminating surprises throughout the real estate transaction process.
IPG considers our client’s real estate as their business tool — one that goes beyond operational needs by assisting the enhancement of our client’s image, attracting top talent, and driving bottom line profitability. Accordingly, IPG’s approach to a real estate requirement is entirely strategic. Before IPG thinks about our client’s space requirements or holdings, we think about the business and investment needs behind them. Only by understanding those needs, can we address them in a meaningful, goal-oriented way.

IPG has represented leading research universities, institutions, biotech firms, municipalities and pharmaceutical companies alike. We have worked on the brokerage and development of research and commercial buildings uniquely suited to the needs of both established and emerging innovation firms. We offer a complete range of real estate services by a highly skilled team of real estate professionals. IPG is dedicated to delivering high quality, functional and affordable innovation properties for our clients.

Specializing in the knowledge of design and marketing, we work with our clients from initial assessment of their space requirements through the final phases of construction, creating excellent properties that enable and enhance the progress of world-class research. IPG searches for creative and innovative ideas to meet the specific needs of developing and leading edge innovation companies. Our extensive knowledge and experience, coupled with our hands-on approach assures our clients that their technically demanding specifications will be met, in every detail. Integrity is IPG’s absolute trademark. IPG is a progressive company with oldfashioned values. We are committed to our uncompromised word.
The impact real estate has on your business is significant. However, the process of identifying and acquiring the ideal property can be a challenging, time consuming, and costly process. **This is where Innovation Properties Group comes in.**

**Significance**

Your real estate is a direct reflection of your business and what it represents. It is the first image you put forth to the world, and often, the first thing people see. Your location welcomes your clients and has the potential to attract top talent, painting a picture that illuminates who you are as a company and what you do. In addition, your real estate must support your operational needs efficiently, providing a base of operations that makes everything else possible.

**Support**

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**Success**

Our team of real estate professionals will guide you through the complicated process of securing the ideal location for your business. The space has to work for you, rather than you having to work around its limitations. Whether you’re looking for a property to lease or for an asset to purchase, we work with you to identify the best options in the marketplace, options that address the demands of your business while putting your best face forward.
**Tenant Services We Offer**

- Corporate Real Estate Strategy
- Acquisition of Office, R&D, and Manufacturing
- Disposition of Specialty Facilities
- Lease & Purchase Negotiations
- Portfolio Optimization
- Facilities Planning
- Incentives & Site Selection
- NPV Lease Analytics
- Project Management & Delivery
- MTA Support
- Property & Facility Management
- Appraisal & Valuation Services
- Demographic & Market Analysis
- Advisory & Consulting
- Technology & IT Assessment
- Peer Experiences and Best Practices
- Lease Versus Purchase

**Tenant Purchasing Services We Offer**

- Acquisition Feasibility Studies
- Net Present Value Analysis
- Lease-To-Own Structuring
- Developer Negotiations
- Purchase Sale Agreements
- Property Due Diligence
- Development Proformas
- Financing Lender Options
- Construction Management
International

The uncertainty of current global economic trends weighs heavy on global companies, resulting in significant stress while establishing an overseas presence or when trying to manage existing global holdings.

An Intelligent, Accountable Approach

IPG’s international team is led by Erich Stuzych an absolute professional in ways of global corporate real estate. IPG International specializes in strategy development and implementation of real estate solutions. Our clients have a significantly different type of experience when working with us because:

**IPG International is strategy-driven**

We start every global assignment by analyzing and understanding each client’s issues and opportunities, and working with them to develop sophisticated strategies. We then agree on specific goals with which to implement and measure our performance.

We are not brokerage-driven. This avoids counterproductive conflicts of interest. Instead of putting individual’s brokerage revenues ahead of clients requirements, we can structure project goals and compensation to appropriately align our interests with yours. For example, we have in the past developed strategies that recommended against doing certain transactions – something that brokerage-driven firms avoid because of compensation conflicts.

**IPG International does not do “hand-offs”**

The individuals you work with at IPG will personally drive the project to completion. Anywhere in the world, whether in Miami or Bratislava, we actively advocate on your behalf and represent your interests. You will know who is representing you, and who to hold accountable for results. Clients give us positive reviews for these differences. One of them characterizes us as a provider of European-style real estate services, but not just because of our international roots. Our processes and incentives are designed to provide you a “trusted advisor” experience that differs from most North American-based firms.
North & South America

Valuations and investment acquisitions for various clients in New York, Boston, Austin, Phoenix, Miami and Los Angeles

Investment acquisition for two US-based Fortune 500 client in Sao Paulo

Europe

Land acquisition and disposal for manufacturing and chemical industry clients in Mortsel and Schoten

Office and warehousing sales for a European based company to an investor in Dübendorf

Sales of office building for a European based chemical company in Athens

Asia

Investment and market analysis of viable options in Chengdu and 9 other Chinese secondary markets for a Venture Capital and Investment Firm

Project development and investment sales for several US- and-European based clients in Halle, Munich, Frankfurt, Düsseldorf, Cologne and Berlin

Office building sales in Paris for a European-based chemical company
Selecting a new campus or site for your business can be challenging. From regulatory frameworks to your own timeline and financial objectives, working with IPG assures peace of mind.

Challenge

The process of choosing an ideal site can be overwhelming in its complexity. In some situations, it may even take years to complete. IPG saves you time, resources, and eases the stress involved, guiding you with confidence and an uncompromising attention to detail that our clients have come to depend on.

IPG Process

The table below illustrates IPG’s Site Selection Process. Our advisors are available to assist you as your broker representative, development partner, or simply as your site selection consultant.
<table>
<thead>
<tr>
<th>Stage of Process</th>
<th>Your role</th>
<th>IPG Tenant Representative</th>
<th>IPG Project Manager</th>
<th>Your Landlord’s Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Assessment</td>
<td>Work with your broker and project manager to ascertain how much space is needed. Establishing priorities, such as amenities, location, etc.</td>
<td>Discovery and needs assessment to determine space requirements and priorities. Develop site selection timeline. Review your current lease to identify potential options at your existing space.</td>
<td>Works with you and your rep/broker to determine a preliminary timeline and budget. Consult an architect to evaluate physical space needs.</td>
<td>N/A</td>
</tr>
<tr>
<td>Market Survey</td>
<td>Review your options and choose the locations you want to see.</td>
<td>Identify available on and off-market options that meet the criteria and prepare to present them to you. Decide what spaces would be best suited for a build-out.</td>
<td>Provide information on specific properties. Follow up with tenant rep to learn more about tenant needs to narrow search. Share marketing materials, plans, videos of available spaces with tenant.</td>
<td></td>
</tr>
<tr>
<td>Tours</td>
<td>View previously selected properties, develop a shortlist of top contenders. Make appointments for property tours.</td>
<td>Experiment with layouts to determine what design might work for you. Gain a better understanding of the upgrades and renovations needed.</td>
<td>Connect with you at the location, tour and discover the property’s features and amenities.</td>
<td></td>
</tr>
<tr>
<td>Proposals</td>
<td>Consider your options and offers, and craft counter-offers. Request proposals for shortlisted properties. Prepare a report to share.</td>
<td>Break ground on preliminary construction, obtain quotes on shortlisted properties.</td>
<td>Present an initial proposal and go over the deal terms with your tenant rep.</td>
<td></td>
</tr>
<tr>
<td>Financial Analysis &amp; Negotiation</td>
<td>Work with your broker to craft an lease that’s good for you. Go over different deal structures to determine an ideal approach.</td>
<td>Negotiate the best lease terms for you with your landlord. Advise on financial analysis and discuss construction costs and timelines to determine the best start date.</td>
<td>Work with rep to wrap up terms that all stakeholders can agree on.</td>
<td></td>
</tr>
<tr>
<td>Final Lease Proposal</td>
<td>Make a decision as to which property you will move forward with.</td>
<td>Submit the negotiated offer to the landlord the tenant has chosen.</td>
<td>Based on what the landlord is willing to accept, submit a final proposal to the broker.</td>
<td></td>
</tr>
<tr>
<td>Lease Document Review</td>
<td>Liaise with lawyers and tenant rep to finalize lease. Work with legal team and the landlord to finalize lease. Review work letter and offer comments on language in the lease.</td>
<td></td>
<td>Liaise with landlord’s lawyer to finalize lease documents.</td>
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</tr>
<tr>
<td>Lease Execution</td>
<td>Commit to a space. Start planning for your build-out. Accept the agreed-upon lease terms and support you through the lease signing process. Architectural design process begins. Apply for permits and solicit bids. Accept lease terms and coordinate the execution of the document with your new landlord.</td>
<td></td>
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<tr>
<td><strong>Build Out</strong></td>
<td>Make final design decisions and liaise with project manager</td>
<td>Hand-off to project manager or the building’s property manager</td>
<td>Oversee construction, communication, and schedules with contractors, subcontractors, and other vendors. Update schedule and budget (ongoing), Communicate ongoing progress, assure quality control through each stage.</td>
<td>Building architect, property manager, and construction manager come together with the tenant and his/her broker.</td>
</tr>
<tr>
<td><strong>Move-In</strong></td>
<td>Move in to your new location!</td>
<td>Liaise with project manager to ensure a stress-free move-in.</td>
<td>Oversee project completion and obtain Certificate of Occupancy. Enlist movers, IT installation, etc. Put together a punch list with you and the architect. Obtain closeout documents required in the lease.</td>
<td>Grants access to space.</td>
</tr>
<tr>
<td><strong>Occupancy</strong></td>
<td>Enjoy your new space! Time to grow your business!</td>
<td>Advise you on the market (ongoing). Consult on your changing real estate needs, including expansion and lease renewal.</td>
<td>Be available as a resource in case any additional repairs or modifications are required.</td>
<td>Contact tenant rep up to 12 months before lease expiration to talk about renewal, expansion, or adjustment of terms.</td>
</tr>
</tbody>
</table>
Landlords

As most of us know, owning real property is a wise investment and a positive annuity. However, this presents its own unique challenges.

Expertise

IPG property management and leasing specialists offer vital expertise to mitigate those challenges. We advise landlords and investors on how to achieve the highest potential and a consistent rental income for all of their properties and portfolios.

Measures

We will conduct in-depth competitive analysis and meticulously evaluate the asset’s investment goals, and tenant mix—as well as the building’s strengths and weaknesses—to develop a tailored marketing strategy that will help grow your business.

IPG also functions as a trusted ally for property owners who are either seeking to liquidate an asset, or to help with acquiring a new property.
Landlord services we offer

- Asset Analysis
- Tenant Demand, Market Analysis, and Competition
- Thorough Property Positioning:
  - Marketing Plans and Collateral
  - Budget Creation and Administration
- Relationship Nurturing
- Tenant Analysis
- Letters of Intent
- Lease Negotiation
- Client Reporting
- Market and Trend Analysis
- Coordinate All Property and Project Management
- Sustainability Consulting
- Investment Sales
- Property Appraisal
Managing a property is a time-and-resource consuming endeavor. The endless phone calls, negotiations, and meetings, and maintaining the integrity of the budget along project timelines – all while keeping your tenants happy – whew! Suffice to say, it’s not easy.

Delegate your responsibilities

IPGs project managers relieve you of the day-to-day chaos of managing your real estate, giving you more time to focus on other aspects of your business. Fewer interruptions in your day means you’ll have more time to truly enjoy the fruits of your labor.

Transparent progress

Our partnership gives you the ultimate peace of mind of knowing that IPG has your back and that your property is earning at its highest potential. Through strategic management and clear guidance, we work tirelessly to make your vision a reality, keeping you in full control every step of the way.
Development Services

IPG’s development clientele include every kind of business, from middle-stage tech companies to institutional landlords, public institutions, research corporations, and domestic municipalities.

Partnered with world-renowned architects, contractors, and engineers, IPG assists clients in the visioning, review, and evaluation of their real estate by analyzing the overall feasibility of each client’s individual initiatives. Our project philosophy is well-defined, founded on a thorough understanding of the objectives and requirements of our clients and the successful realization of their goals.

Connections

We approach each client as a partner, as we find this the most effective way to address their specific needs. A custom site and market evaluation are critical to asset positioning and repositioning and effectively allows IPG’s clients to realize maximum value.

Custom solutions

IPGs development services are designed to deliver the unique needs and vision of our clients.
IPG Development Advisory services:

- Project Visioning & Planning Charente
- Portfolio & Real Estate Review Programs
- Financial Structuring & Options (PPP Strategies, Taxable, Tax Exempt)
- Market Research and Strategy
- Ownership Structuring
- Development Plan (Program & Typography)
- Architectural & Engineering Management
- Construction Estimates (Budget, Schematic Detail)
- Project Master Planning
- Marketing Programs (Marketing Plan and Products)

www.ipgsf.com
Sustainability

IPG provides sustainability solutions to our clients on a global scale

Led by Yuliya, who is based in Berlin and, IPG provides global experience in project management, wide-ranging real estate services, interior design...

We deliver a wide range of work experience in construction, development, value engineering, building material selection and advise clients on the overall effect all these elements have on a building occupant’s overall health and wellness.

Sustainability in today’s resource-stretched world is no longer a luxury, but a necessity. Climate change is becoming an increasingly important issue for businesses to address and can pose environmental and financial risks, as well as risks to human health. Companies often have more sustainability related initiatives than they realize, specially when it comes to human health and wellness. We help companies develop and recognize ways that can incorporate not only business opportunities and technical data, but also components like ambiance, interior design, emotional comfort, psychology and communication by choosing a comprehensive approach to sustainability embracing human connection and human interaction with space and nature.

Yuliya Kuleshova

Services

Would you like to embed a sustainable strategy into your organization? Or do you have questions regarding your current strategy? Providing a full spectrum of construction services, such as project management and estimating, we integrate sustainability consulting services, such as LEED WELL, to focus on health and wellness of building occupants. We ensure highest quality work by using most reputable project management and interior design software. I believe that sustainability encompasses more than just the built environment. Services include interior design, Well-being of the building occupants, interior design and more.

As an expert in the WELL Building Standard, Sustain WELL provide WELL Consulting services for projects of all typologies.
Services include supporting companies in developing policies and practices to drive performance improvements, such as meeting energy reduction targets, reducing waste, increasing recycling and improving water efficiency, increasing employee performance and well-being. That can be achieved by establishing new guidelines and applying strategies through certifications like WELL, LEED and sustainable assessment. Real estate developers and owners choose LEED and WELL because the process demonstrates leadership, innovation, and environmental stewardship. LEED certification is a strong marketing brand. I specialize in helping companies implement environmental improvements.

Accreditation

**LEED Certification and Recertification**

To learn more about LEED certification fees and procedure, different types of certifications and latest news from US Green Building Council, please visit: [www.usgbc.org](http://www.usgbc.org)

**WELL Certification**

To learn more about the product, overview, product and pricing you can visit the International Well Building Institute at [www.wellcertified.com](http://www.wellcertified.com)

**Construction Estimating**

Construction Estimating services include on-screen take-off, cost estimation, proposal request/data, estimation of labor, materials, and time requirements in order to determine the overall cost of the project, complex analysis of collected data and metrics.

**Project Management**

Project Management services include budget and estimate costs management, allocation of resources, reports regarding job status, collaboration with subcontractors, engineers, architects and key team members of the project team.

**Blender 3D Modeling**

Blender 2.8 3D modeling for interior design, renovation, and cost estimating. Program includes variety of shapes and surface modeling which is perfect for planning, budgeting and material selection during early stages of design.
Lease audit

IPG’s Lease Audit team helps clients achieve significant savings in lease expenses and occupancy cost.

Mind the expenses

Each year commercial real estate tenants spend millions of dollars above their base rent in operating expenses. Unlike rental rate that is negotiated in the lease document, these operating expenses charges are subjects to each property owners’ operating and accounting procedures. Many times, tenants are over charged from unintentional errors to questionable spending and accounting practices.

Saving your money

Through a detailed analysis of lease terms and validation of charges, IPG can ensure that amounts billed to our clients are correct. This involves a stringent review of all lease documents and amendments, invoices and various ancillary billing and contractual materials. This can also include a review of the property manager’s books and records.
IPG Lease Audit benefits include

- Brings leases back in line with the original financial projections
- Recovers overpayment from Landlord
- Provides security in knowing that leases are in material compliance
- Increases landlord awareness of errors
- Improves internal controls
- Identifies areas for improvements of future leases
- Performance based fees (compensation occurs only out of generated savings)

Why should you request an IPG Lease Audit?

- Tenants operating expenses are second only to payroll expenses
- Real Estate is not your business focus, but it is your Landlord’s business
- A lease audit shows you exactly what the Landlord bills you for and keeps them honest
- IPG has been on the Landlord side, understands their mindset and knows what to look for
- Errors are made, which if unaccounted for, can be quite costly over time
- A Lease Audit saves capital that can be applied to your core business focus
- IPG will handle all the work and is only compensated out the savings generated
FOCUS Innovation studio

FOCUS Innovation Studio offers IPG’s clients expansion and holdover space in the event our clients need a little extra space before or during their relocation. We are able to provide private offices, laboratory space, meeting space or open desks in one of the best locations in San Francisco at incredibly affordable rates.

A passion project lead by the Gasser Family Trust and Innovation Properties Group. Focus Innovation Studio on the surface is a shared work environment. However, as current FOCUS members will tell you, it is fundamentally much more than that. FOCUS is a private members studio, designed to generously spawn creativity and collaboration between Artists, Designers, Founders and Technologists.

Honoring a piece of history

Adolph Gasser, the owner and founder of Gasser Photography, was an absolute innovator in every sense of the word. One of the most paramount inventions by Mr. Gasser was the development of a photographic technology that was used in B-29 Bombers in World War II. His technology and equipment was able to capture clear images while in extreme cold elevations and in turn provided the Air Force with accurate mapping intel for strategic air strikes.
Throughout the years, Mr. Gasser maintained his technical passion and innovative spirit, designing The Big Eye sports camera, developed special enlarged photographs for Ansel Adams (one of his best friends) and also invented a state-of-the-art strobe unit used in an unopened Egyptian Pyramid.

Mr. Gasser discovered many technical breakthroughs throughout his career and his spirit of innovations truly felt by the members of the FOCUS family. It is truly a special place and we hope you stop by for a visit sometime.

Amenities

FOCUS has amenities that would please even the most demanding users.

- Roof Deck
- Vintage Brick
- Exercise Area
- Bike Storage
- Secure Network
- Newly renovated Landmark
- Maker Space
- Highly curated Art Installations
- Fresh coffee from Pete’s
- Nap Loft
Our client, Easterly Government Properties, Inc., was looking to purchase a large flex building in the East Bay for the purposes of building out a Class-A laboratory. The location would be the FDA’s new field headquarters in the Bay Area, leased to the agency by Easterly, a specialist in Government leasing and development. Easterly currently controls about 8,500 leases to government entities, comprising more than 200 million square feet.

Amgen Pharmaceuticals

Client type: Life Science
Services provided: site selection, tenants, project management
Sector: Life Science
Adresse:
- 1120 Veterans Boulevard, San Francisco, CA 94080
- 360 Binney Street, Cambridge, MA 02142
- 51 University St, Seattle, WA 98101

2,600,000 sqft

IPG executed a domestic market real estate review with Lend Lease for Amgen Pharmaceuticals, which included the analysis of leased assets for both Amgen and Onyx Pharmaceuticals.

Federal Drug Administration

Client type: Life Science
Services provided: site selection, tenants, project management
Sector: Life Science
Adresse: 1431 Harbor Bay Parkway, Alameda, CA 94502

80,000 sqft

Dell Computers

Client type: Technology
Services provided: site selection, tenants, project management
Sector: Technology
Adresse: Unterschweinstiege 10, Frankfurt, Germany 60549

180,000 sqft

Dell Computers is a world leader in computer hardware and software, powering businesses and consumers in just about every market on the planet. IPG was contracted to act on Dell’s behalf to support one of their largest EU expansion efforts.
Ametek manufactures industrial electronic devices for analytical, testing and measurement solutions used by aerospace, defense, power systems and a wide diversity of niche markets. They were approaching the end of their lease and needed a strategy to obtain the best possible terms on renewal.

**Ametek**  
**Client type:** Technology  
**Services provided:** site selection, tenants, project management  
**Sector:** Technology  
**Adress:** 9250 Brown Deer Road, San Diego, CA 92121  
**88,225 sqft**

Micron Technology, Inc. is an American multinational corporation based in Boise, Idaho. They produce a multitude of semiconductor and computer memory devices, including DRAM and Flash components, and solid-state drives under several well-known brand names.

**Micron Technology**  
**Client type:** Technology  
**Services provided:** site selection, tenants, project management  
**Sector:** Technology  
**Adress:** Carl-Wery-Straße 22, Munich, Germany 81739  
**120,000 sqft**

The principals of IPG were hired by the Kamehameha Schools for the development of a 4.5 acre site in Kaka’ako on the waterfront just west of downtown Honolulu, HI. The entire project will be a fully built out three phase 500,000 SF research campus.

**Asia Pacific Research Center**  
**Client type:** Technology  
**Services provided:** site selection, tenants, project management  
**Sector:** Technology  
**Adress:** Kamehameha Schools, Honolulu, HI 96801  
**137,000 sqft**
POSE Corporation is a privately-held American corporation based in Framingham, MA. They design, develop, and sell high-quality audio equipment. Founded in 1964 by Amar Bose, their products are known and highly sought-after throughout the world.

Erich Struzyk of IPG was contracted to find investors, developers, and a buyer to purchase their former manufacturing and distribution center in Nordhorn, Germany.

250,000 sqft

The City of Cedar Park contracted IPG to deliver a development program and financing feasibility study to Cedar Park Texas’ Economic Development Corporation for a 250,000 square-foot research park on a 13-acre property, an initiative that would put them at the leading edge of technology and innovation.

Claro Park Innovation Center

Client type: Technology and Life Science
Services provided: site selection, tenants, project management
Sector: Technology and Life Science
Address: Neuenhauser Str. 73, Nordhorn, Germany 48527

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Cedar Park Innovation Center

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Services provided: site selection, tenants, project management
Sector: Technology and Life Science
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Memphis Bioworks Inc. is an entity comprised of members from the Memphis Economic Development Corporation, St. Jude, Baptist Memorial, LeBoehner Institute, and The University of Tennessee.

Memphis Bioworks Foundation is an organization that creates companies and facilitates investment in bioscience. It was established in 2001 to foster economic growth by investing in the potential of entrepreneurs and startups, building high-tech laboratories and facilities, and training a new generation of workers.

We joined the project when they were at the phase three predevelopment stage of their eight-acre site, adjacent to the University of Tennessee in downtown Memphis. The goal was to transform the site into a life science and research park.

FOCUS Innovation Studio

Client type: Life Science, Technology, Nonprofits and Healthcare
Services provided: site selection, tenants, project management
Sector: Life Science, Technology, Nonprofits and Healthcare
Address: 181 2nd St, San Francisco, CA 94105

20,000 sqft

FOCUS is an IPG-owned business and the headquarters for our company in California. A former landmark photography building in the heart of the SoMa district, it was originally owned by Adolph Gasser, one of the most important photographic innovators of our time. Gasser was also a close friend and colleague of Ansel Adams, a significant detail we feel contributes to the mystique and legacy of the project. The building is still owned by the Gasser Family and is under the oversight of the Gasser Family Trust. IPG formed a partnership with the organization and spearheaded the redevelopment of the property at 181 2nd Street in San Francisco. The overarching intention was to bridge the gap between past, present, and future, restoring the Gasser Building to its rightful place of artistic importance.

Memphis Bioworks Foundation

Client type: Technology and Life Science
Services provided: site selection, tenants, project management
Sector: Technology and Life Science
Address: 20 Dudley St #900, Memphis, TN 38103

1,200,000 sqft

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Partial List of recent IPG SF Clients
References available upon request

VolunteerMatch
 Sysdig
 BLOCKPARTY
 adidas
 INSIGHT EDITIONS
 WILDFLOWER
 TOPIA
 U.S. FOOD & DRUG ADMINISTRATION
 HBUS
 AMGEN
 BERKELEY BIOLABS
 Huobi
 DRIVE MOTORS
 weldonowen
 AIRPR
 senomyx
 Bristol-Myers Squibb
 Genentech
 bloomlife
 Natel Energy
 MOVE GUIDES