

# STUART BROWN PARTNERSHIP LLP



## PROJECT MANAGEMENT SERVICES

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Edition 2010

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**PROFILE**

The Stuart Brown Partnership (SBP) first came into being in 1989, with the aim of applying the project management skills learned in the Oil industry to the British construction and fit-out industry. The partnership grew over the next few years and won prestigious projects, combining techniques new to the London construction industry with more traditional methods to bring in projects on time, to budget and of a sufficiently high quality that we are regularly recommended to other companies.

The Consultancy side of SBP was initially established to assist clients as part of our Project Management service. However as our expertise and the demand for these services grew they have now been offered as an independent service for many years, with a growing Client list of Blue Chip companies. The scope of services includes Information Management (including filing), Support Services, the management of Direct Contracts (including furniture and artwork procurement), Office Logistics and Relocation.



Throughout the 20 plus years of Stuart Brown Partnership's existence, our Project Management and Consultancy Services divisions have built a reputation for excellence. This now means we have worked on projects of all shapes and sizes, from bespoke small projects such as the Guild of Clockmakers Museum (The Clockmaker's Museum) to large complete projects from hole in the ground through fit out to occupation such as Linklaters (475,000 sq ft), and everything in between.

We have been continually refining and innovating our service to ensure we stay a step ahead of the competition, but more importantly offer a constantly improving service for our clients. We offer what we believe to be a unique and comprehensive service that exceeds that on offer by other Project Management companies. To do this we have developed new methodologies which improve our ability to ensure quality and timeliness.

We can categorically state that we act solely in the Client's interest to provide impartial advice and a service that reaches our own and our Clients' exacting standards. Our policy is always to put the Client first and, to do this effectively, we choose not to align ourselves with any other partnerships or companies in the construction industry. Our commitment to independence enables us to offer a completely unbiased overview of the services and products available to our Client. This ensures that the best and most appropriate use of resources is guaranteed.

In addition, we offer a wide range of services from which Clients can tailor a package to suit their needs - from 'one-off' advice to full project implementation.

The name of Stuart Brown Partnership has become synonymous with quality and we give the same level of effective, professional service to every project we accept, regardless of status or size.

**SBP**

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**CLIENT PROJECT MANAGEMENT**



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**CLIENT PROJECT MANAGEMENT**

(Fit Out or Refurbishment)

Establishing Project Objectives and Brief

Legal Documentation

Negotiations

Managing the Professional Team

Preliminary Work

On-Site Management

Budget

Reporting Structure

Direct Contracts

Relocation

Post Installation

The Client Project Management division of SBP will take any construction or refurbishment project from conception to completion, from the smallest of refurbishments to the complete construction of a new building. We organise everything from the first evaluation of the buildings or sites and monitoring the construction, through to the fit out or refurbishment and furnishing of the premises. This can include establishing suitable funding agreements. Where possible, it is our policy to locate a dedicated project management team in the Client's offices, enabling us to fully understand that Client's requirements and working practices and to ensure the finished project exactly caters for their specific business needs. We are experienced in completing offices, conference centres, gymnasiums, auditoriums, bedrooms, houses and apartments, receptions, restaurants, and all the necessary complementary areas, such as plant rooms, communication centres and computer rooms.

During the life of a project, we will undertake any or all of the following:

#### **Establishing Project Objectives and Brief**

To clarify the Client's individual needs and requirements against the overall criteria of design, building, time and budget, we devise a comprehensive programme, project brief and risk analysis, which include site investigations and surveys.

#### **Legal Documentation**

The partnership has considerable experience of working with legal firms to ensure that the practical aspects of the construction / refurbishment process are fully incorporated in the legal documentation. In addition the SBP project managers have detailed understanding of the requirements for Heads of Terms / Agreements for Lease.

#### **Negotiations**

SBP can undertake detailed negotiations in specific authorised areas to achieve the clients' requirements for the project. It has a history of successful negotiations for agreements to lease and heads of terms. Detailed records are maintained for all contacts/meetings

### **Managing the Professional Team**

We help select (usually by tender) and appoint the Professional team and ensure they coordinate their specific roles within the wider project.

### **Preliminary Work**

We manage the production of space plans, produce budgets, create high level and detailed programmes of work, assist with statutory approvals and consents, as well as oversee the tendering, negotiation and appointment of contractors. We will also help with the control and production of contracts, especially with regard to construction interface clauses.

### **On-Site Management**

We monitor the progress of the on-site installation, keeping track of project costs against budget, programme issues and quality. We control procurement and the interface between the professional team and contractors, ensuring that information is timely, accurate and coordinated. Where appropriate, we will assist in the negotiation of Capital Allowances. We have introduced new techniques to ensure a more detailed control of quality and progress.

### **Budget**

We monitor closely the control over expenditure to ensure that the costs remain within the agreed budgets and that no additional expenditure is incurred without prior authorisation by our clients.

### **Reporting Structure**

During the whole project, a weekly accountability regime is set up, with written reports including input from the professional team and principal contractors. These encompass building defects, building technology and contractual appointments as well as presenting progress against budget, and quality and programme constraints. We are able to back up our findings with accurate, clear and dated site photographs, taken by our own specialised photographers.

### **Direct Contracts**

We manage those items that require closer Client control as an autonomous project, with its own reporting structure, programme and budget. Items managed as Direct Contracts can include voice/data/security installations, cashless vending and furniture. This separate installation is closely synchronised with the fit out and relocation programmes.

### **Relocation**

Although technically part of the Consultancy side of SBP, our own Relocation management frequently works alongside the Project Managers to integrate our experience of moving Clients and ensure a smooth transition between the old and new premises.

### **Post Installation**

Once the construction/fit out process is completed, we co-ordinate the quality assessments, tests and inspections of the work, ensuring that manuals include test certificates and as-built drawings, and that adequate training is given. Once the Client personnel have moved, SBP will control the decommissioning and reinstatement of the old offices.

**Our aim is to use our expertise to make our Clients' projects immeasurably easier, delivering them into their new premises as quickly and efficiently as possible, within budget and timescale.**

**CLIENT LIST**

A&amp;L Goodbody, Dublin and London

ABN AMRO Holdings (UK) Ltd

Allen &amp; Overy

Ashursts

BAE Systems

BNP Paribas

Brick Court Chambers

BSkyB

BTG

Credit Suisse

Dechert

DTZ

Duchy of Lancaster Office

Ernst &amp; Young

Forsters

Frere Cholmeley Bischoff

GlaxoSmithKline

Great Portland Estates

Grosvenor

Herbert Smith

Hiscox plc

JP Morgan Chase &amp; Co

Lehman Brothers International

Limit

Linklaters

Lowndes Lambert

Lovells

MAFF

Merrill Lynch

Neville Russell

Norton Rose

Office for National Statistics

Simmons &amp; Simmons

Smith &amp; Williamson

Société Générale

Swiss Re

UBS

UBS Singapore

Visa International

Wilde Sapte

**SBP**

**STUART BROWN PARTNERSHIP LLP**

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