

STUART BROWN PARTNERSHIP LLP



PROJECT MANAGEMENT SERVICES

Stuart Brown Partnership LLP
6 Snow Hill
London EC1A 2AY

020 7002 7711

Edition 2010

www.stuartbrownpartnership.com

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

STUART BROWN PARTNERSHIP LLP

CLIENT PROJECT MANAGEMENT



SBP

STUART BROWN PARTNERSHIP LLP

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.

SBP

STUART BROWN PARTNERSHIP LLP

CONSTRUCTION PROJECT MANAGEMENT



CONSTRUCTION

Initial Evaluation of Sites

Building and Construction Appraisals

Negotiations with Owners/Local authorities/Heritage Organisations

Preliminary Description/Sequence of Works

Legal Documentation

Initial Programme and Budget

Professional Team

Procurement/Building Contract

Building Control/Statutory Requirements

Construction Control

Commissioning

Assistance with Letting

Objective

The Construction Project Management division of SBP, much like the Client side, can 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.

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

Initial Evaluation of Sites

To determine the potential of individual sites specific evaluation reports are produced to determine the yield, cost and timescale for development (in conjunction with the client's architects and agents). Assistance can be provided to produce specific development appraisals to aid funding. The service can include the managing of the planning process.

Building and Construction Appraisals

SBP is able to undertake building and refurbishment appraisals as well as site evaluations to meet the client requirements. Detailed Construction Appraisals are prepared for all potential projects.

Negotiations with Owners / Local Authorities / Heritage Organisations

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

Preliminary Description / Sequence of Works

Following the initial Construction Appraisal an initial specification of works is prepared and agreed with the client. In parallel a sequence of works is prepared.

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 represented in the legal documentation.

Initial Programme and Budget

SBP will provide a detailed programme for the development/refurbishment of the site (included will be the results of initial investigation of the likely effects of contamination and archaeological surveys) to include the individual stages of construction and/or fit-out and the associated budget.

Professional Team

SBP usually appoints the Professional Team members, usually by tender or negotiation. SBP uses Advanced Design Management techniques to ensure the quality and timeliness of the design material and maintain the overall co-ordination of the drawings and specifications. The Professional Teams involvement with the on-site construction is planned and monitored.

Procurement / Building Contract

Management of the Procurement Contract(s) dependent upon the procurement method chosen (Main Contractor, Construction Management, Management Contracting etc) usually by tender. Review of proposals and negotiation of contracts.

Building Control / Statutory Requirements

SBP does maintain a detailed library of the statutory requirements and does monitor, as part of design management, compliance. Ongoing relationships are maintained with Building Control Officers (local government and independent) to ensure that any concerns are resolved.

Construction Control

We have developed a detailed construction monitoring/control methodology which can be used to ensure progress and quality are maintained throughout the construction period. It ensures progress/quality is accepted for specific areas/items throughout.

Commissioning

SBP review and monitor the commissioning of all plant and M+E systems (including security systems). We ensure that all design criteria are met and that all statutory requirements are met (including Part M)

Assistance With Letting

SBP has been used by clients to assist the letting of completed space. This includes arranging test fits, reviewing potential tenant requirements and negotiating the practical aspects of Agreements for Lease and Leases.

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.

SBP

STUART BROWN PARTNERSHIP LLP

CONSTRUCTION PROJECT MONITORING



SBP

STUART BROWN PARTNERSHIP LLP

CONSTRUCTION PROJECT MONITORING

Negotiations

Quality Review

Costs

Programmes & Progress

Other Methods

Reports

Photography

Risks and Remedies

Co-ordination of Design

Non- Confrontational

Commissioning

Materials

Review of Site

The whole objective of Project Monitoring is to produce a service which provides our clients with protection of their investment, aids and records progress and monitors quality. This is used to preserve the timeliness of the income stream, on which the investment is based, and to preserve the value of the investment.

Aspects of Construction Project Monitoring can include the following:

Negotiations

We can assist with the legal negotiations to ensure that our client's interests are preserved, and the rights to monitor the project are protected. This assistance leads to the inclusion of practical measures to achieve our and our clients' aims.

Costs

Costs are monitored throughout the project to ensure both value for money and preservation of the budget on which the investment is based. With detailed monitoring, potential overspend is recognised at an early stage, allowing recovery measures to be introduced.

Programmes & Progress

The monitoring includes regular detailed evaluation of site programmes. These programmes show the stage of completion the individual contractors should be at, in relation to the time elapsed. Our years of experience enable us to monitor effectively all the contractors at any given point in the project.

Quality Review

Alongside the criteria of cost and time, there is an ongoing requirement to ensure that the standard achieved preserves the value of the investment and provides protection against future problems. The preservation of quality on the project is often overlooked. Our service recognises this fact and allows the appropriate action to be taken

Other Methods

The process includes detailed analysis of other site records/factors which can be used to determine progress and quality. These include labour histograms, crane hook time and site material holdings to give a more accurate representation of progress.

Reports

The service provides in depth detailed reports covering all aspects of the project which can be produced weekly, fortnightly or monthly. Included are updated programmes, commentaries on site conditions, factors affecting progress and / or quality and proposals for improvement. These reports provide the client with a complete overview of the project.

Photography

Stuart Brown Partnership (SBP) has trained, highly skilled site photographers who understand the construction process. Photographs are individually timed and dated, with the locations carefully recorded. The photographic log this builds up shows the state and progress of the project throughout its working life. They can also highlight potential problems and concerns.

Risks and Remedies

The information is compiled in such a way that it is not solely a historical record. One of the main aspects it offers is to assist us to identify potential risks and causes of delay, together with practical measures to avoid or reduce the problems, thereby, aiming to save our client money.

Co-ordination of Design

SBP can, if required, provide as part of this service, an independent audit of the design (including the M&E design) at an early stage to identify potential clashes on the site, saving time and money later on.

Non-Confrontational

Detailed monitoring reports of this type invariably contain potential for confrontation (which could defeat the objective). Our aim is always to avoid unnecessary confrontation and work alongside the main contractors to achieve necessary improvements.

Commissioning

The service includes the facility to review the commissioning programme to determine its applicability and effectiveness, also to ensure that all identified commissioning activities are undertaken, and that the commissioning is duly completed.

Materials

The monitoring team will check delivery records to site to ensure that sufficient materials are available to support the progress required. Checks will also be made to ensure the quantities of offsite materials are correct, and that they match the payments. The quantity will also be checked to ensure there is no surplus of material on or off site, which could lead to delays or even in extreme cases, theft.

Review of Site

The service includes commentary on the site set-up, safety organisation and storage of materials, co-ordination of contractors with practical suggestions for improvements if required.

CLIENT LIST

A&L Goodbody, Dublin and London

ABN AMRO Holdings (UK) Ltd

Allen & Overy

Ashursts

BAE Systems

BNP Paribas

Brick Court Chambers

BSkyB

BTG

Credit Suisse

Dechert

DTZ

Duchy of Lancaster Office

Ernst & Young

Forsters

Frere Cholmeley Bischoff

GlaxoSmithKline

Great Portland Estates

Grosvenor

Herbert Smith

Hiscox plc

JP Morgan Chase & Co

Lehman Brothers International

Limit

Linklaters

Lowndes Lambert

Lovells

MAFF

Merrill Lynch

Neville Russell

Norton Rose

Office for National Statistics

Simmons & Simmons

Smith & Williamson

Société Générale

Swiss Re

UBS

UBS Singapore

Visa International

Wilde Sapte

SBP

STUART BROWN PARTNERSHIP LLP

CONTACT LIST

Stuart Brown

Senior Partner

Stuart Brown Partnership LLP

6 Snow Hill

London EC1A 2AY

Tel: 020 7002 7711

Email: Stuart.Brown@stuartbrownpartnership.com

Pendrick Brown

Partner (Marketing)

Stuart Brown Partnership LLP

6 Snow Hill

London EC1A 2AY

Tel: 020 7002 7698

Email: Pendrick.Brown@stuartbrownpartnership.com

Mobile: 07775 845810