

Expectations for Project Management

We are ensuring the safe and
successful execution of your projects.

INTRODUCTION | SEPTEMBER 2020





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Deep expertise in Project Management Consultancy.

Dear Client

Welcome to the **ECCONE** Service Schedule for Project Management Consultancy. This offer contains all of the information you will need about our "Project Management" service.

ECCONE is leading professional multidisciplinary company with specialists in project and construction management, engineering, management and health and safety consulting providing a wide range of services to both private and construction sector clients in UK. Our team is formed of experts who are either specialise in construction sectors, such as civil engineering, health and safety, process engineering. In addition, Eccone Ltd consultants are a member of numerous UK professional associations- (RISC, IIRMS, IOSH, APS)

At **ECCONE**, we help clients achieve their investment objectives and deliver projects by consulting at every project phase.

ECCONE is able to facilitate an efficient package of construction management services to match your requirements at any level. We commit to providing the highest standard across all our service areas.

We have a wide range of experience across the whole construction industry with highly trained multi-skilled personnel, and we aim to provide professional and practical project management services to clients, designers and contractors within the residential construction sector with dynamic consistency.

We are always keen to work with our clients to meet their specific needs, so please let me know if we can assist in making the service more bespoke to your project.

We would appreciate it if we could be considered for your exiting or upcoming projects.

I look forward to hearing from you, in the interim, if you have any questions, then please do not hesitate in calling me directly.


Kind Regards,

Rafal Gierszewski MIIRSM GradIOSH AssocRICS AaPS
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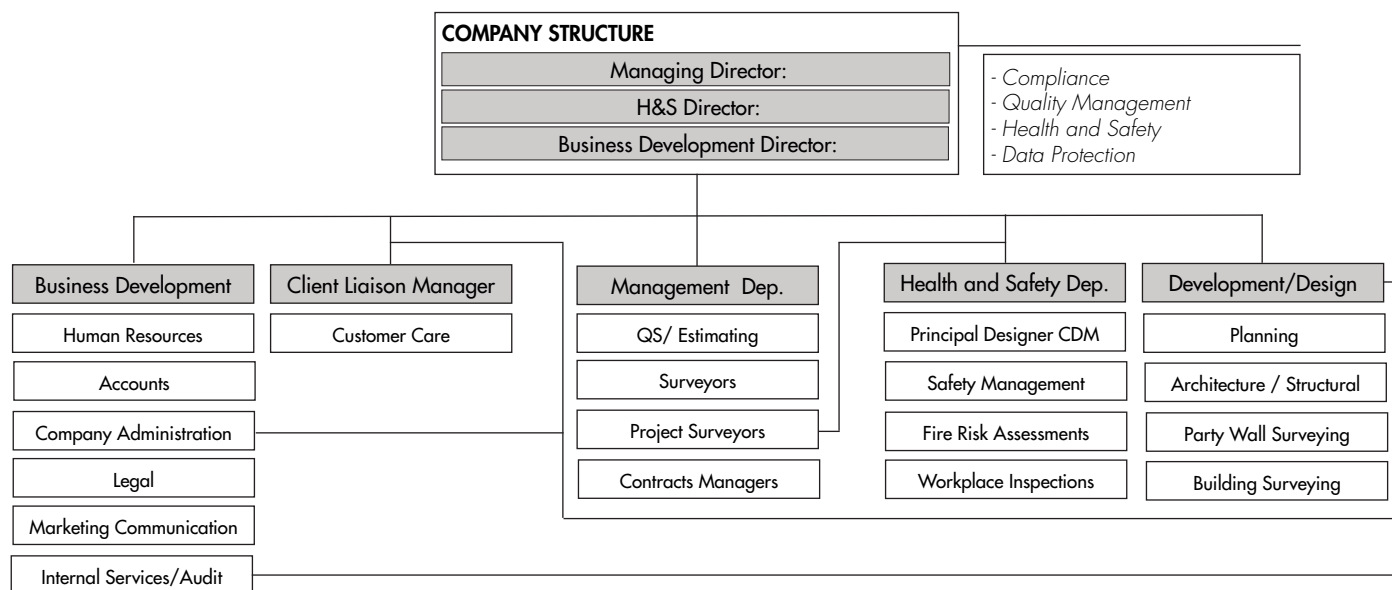
ECCONE GROUP ORGANIZATION

Consultancy for all types of projects.

ECCONE is a leading player in Client project implementation and has developed a comprehensive competency in project management.

Under the Eccone umbrella, this strategic alliance enables us to deliver a broad, plethora of skills but still deliver the personal service associated with a smaller-sized firm. Concurrently, we deliver the highest levels of experience, expertise and reliability that you'd expect from a larger firm.

PROJECT TEAM STRUCTURE



What we provide

The success of a project with respect to cost-effectiveness, schedule compliance, safety, operability, and maintainability depends on the project management team and how it integrates with the Client contractor's project team and the client's representatives. Here's what we provide:

Project management:

We manage and integrate the engineering, procurement, and construction phases of the project. Clients with complicated structure projects, sometimes in challenging locations, often appoint us their overall program manager. Acting as the single point of contact, we consolidate all contractors and subcontractors, often from diverse cultures and backgrounds, to deliver a successful project.

Resourcing strategy:

We identify personnel with relevant experience, maximizing the use of local/regional staff and people with experience.

Project controls:

A detailed understanding of project costs and schedule is critical to effective monitoring. We draw from our experience to enhance our project management and control capabilities.

Engineering and procurement:

We focus on the details in defining requirements, aligning stakeholder teams, and ensuring a disciplined approach to implementation.

Construction:

ECCONE focuses on safety, schedule, costs, staffing, quality, and methods to ensure successful facility construction. Our experience in executing Clients projects allows us to manage and mitigate risk effectively.

Commissioning:

In the commissioning phase, we focus on safety, cleanliness, adherence to specifications, and on-time completion. Our experience in directly commissioning and brownfield facilities ensures a smooth commissioning phase, with easy access to advice on all aspects of the plant.



We actively manage project risk by:

- Meeting quality, health, safety, and environmental expectations, including flow down through the prime, sub, and sub-subcontractors.
- Delivering on schedule and meeting budget targets.
- Obtaining experienced, qualified personnel.
- Managing contractors, especially during the construction phase.
- Delivering fit-for-purpose facilities.
- Achieving national content targets.
- Using proven software tools.

PROJECT METHODOLOGY

An integrated approach

Our Project Management Consultancy team offers wide-ranging services to manage all project phases: feasibility studies, design and start-up, detailed engineering and procurement, construction, commissioning, and handover.

We team up the client and specialists personnel as needed, with no duplication of roles.

ECCONE's proposed methodology is structured to control the time, cost and quality of the project, thus enhancing the success of the project and thereby increasing the client's satisfaction. This is achieved by the systematic application of development and management tools, to determine the optimum development plan, project management systems, construction, commissioning, and operation and maintenance processes.

ECCONE will be accountable for ensuring that the allocated resources are used appropriately to complete the project. A variety of stakeholders will be involved, including the client, policymakers, administrators, financial advisors, accountants and legal advisors, designers, contractors, speciality consultants tenants and social groups. We will work to understand and respect the project goals and requirements of each of the team members while focusing on completing the project within budget and on schedule.

ECCONE will put in place the necessary resources to ensure that the interests of the client are protected at every stage and that a superior quality project is delivered.

The following is a detailed list of activities included in the management services by stages:

Pre-construction stage:

- Prepare Project Brief
- Select and manage the Design team
- Prepare Consultants' contracts
- Mobilize Project Management and Professional teams
- Attend project coordination meetings with the Client, Consultants and project stakeholders
- Prepare detailed Project programme
- Identify all project stakeholders
- Prepare communication protocols, including project-specific web site
- Notifying HSE of project details and updating the projects with 'F10' certificate.
- Provide input on issues of constructability and construction-related issues
- Prepare detailed Project budget
- Provide and maintain project cash flow for work packages
- Review the client's master schedule and provide comments
- Prepare a cost estimate during the design stage
- Identify construction packages
- Identify long delivery items
- Participate in value engineering sessions and provide comments and recommendations
- Set criteria to prequalify contractors
- Issue monthly reports
- Participate in partnering sessions
- Establish a cost control program and cash flow for the construction stage
- Commence Government Applications Process
- Negotiate works contracts
- Provide recommendations regarding Project Insurance

Contract Document stage:

- Attend all project coordination meetings
- Review construction documents for constructability, bid ability, and coordination
- Prepare and update the project schedule
- Provide advice on alternatives to systems and procedures to improve schedule or reduce the budget
- Provide advice and identify long delivery items that may require pre-tendering
- Review consultant cost estimates
- Prepare independent cost estimates at project milestones including detailed worksheets
- Advise and assist the client in developing pre-qualification criteria
- Provide Monthly Progress reports including cost schedule reports
- Identify required permits, licenses and approvals

Tender stage:

- Provide comments and advice on the tender schedule and tender packages
- Review final tender documents and make recommendations on bid-ability
- Provide advice, assistance and recommendation on the pre-qualification criteria
- Attend tender briefings and assist the Consultants in the preparation of addenda
- Attend job showings and assist the clarification of site issues
- Assist the client as requested in bid analysis
- Provide the client with cost information, as requested, prior to negotiations with any bidders
- Liaise and communicate with authorities having jurisdiction
- File for notice of project with appropriate Local Authorities
- Provide advice on any packages that are required to be re-tendered
- Liaise and communicate with Authorities

Construction stage:

- Maintain a daily log
- Submit monthly written reports including budget and scheduling information
- Provide ongoing administration support
- Maintain complete and updated project files, drawing and specifications
- Provide construction supervision to perform defined activities
- Conduct ongoing site safety orientation sessions for all persons entering the site
- Chair joint health and safety committee meetings
- Evaluate trade contractors for compliance with health and safety policies
- Monitor and inspect all General Contractor's work
- Assign a health and Safety Supervisor
- Provide a monthly Health & Safety performance report
- Identify and report project risks
- Plan and manage site security
- Establish procedures for tracking shop drawing and samples
- Review change notices and forwards independent estimates to the Client
- Maintain a detailed log of changes
- Review regulations to identify and monitor permits, licenses and approvals
- Recommend payment of Contractor invoices
- Monitor requests for information from Contractors and responses from the Consultant team
- Inspect and determine that all shop drawings, site instructions, and samples are complete
- Maintain daily site reports
- Assist in the resolution of disputes
- Manage and maintain a record of changes and anticipated changes to the project
- Produce monthly progress reports
- Participate in partnering sessions
- Project record keeping
- Post Construction stage
- Provide advice and recommendations on all aspects of commissioning
- Manage record drawings and specifications
- Assist in the interim and final inspections
- Expedite the completion of deficiencies
- Confirm accuracy of warranties and transfer to the Client prior to final certificate
- Continue with the implementation and management of the Commissioning Plan
- Manage all maintenance manuals, operating instructions and turn over to the Client
- Prepare post-construction evaluation and cost analysis report
- Establish the certification of total performance
- Arrange for the issuing of substantial completion certificates and holdback releases
- Produce a final report on the project



ECCONE's Project Management Consultancy business unit supports contract execution throughout the project life cycle and provides a single point of customer contact. Teams are staffed by experts with extensive experience managing residential and commercial contracts and helping clients control the cost of their investments.



Specific activities that will be performed during the execution of the above listed services will include the following:

Design Review:

ECCONE's integrated structure allows us to excel in our ability to provide design review services. Led by our senior design engineers, our team will first review the existing studies, requirements and concept proposal and then develop with the Client the development components of the project and a Statement of Owner's Requirements.

These documents will serve as the basis of design for the project, and eventually for the preparation of working drawings to carry out the works.

Drawings and specifications will be reviewed as to completeness and conformity to the approved preliminary drawings, prevailing codes, regulations and other statutory requirements.

Under the direction of ECCONE's professional team, we will assist the Client in the determination of a short-list of appropriate designers, contractors, and speciality consultants.

Scheduling and Time Control Processes:

The schedule is a critical management tool used for programming the execution of the project and to communicate expectations to the entire project team. ECCONE will take a proactive approach to ensure that the project schedule is up to date and that corrective action is taken when needed to ensure the Client's required delivery dates are respected.

ECCONE will implement the following activities regarding the schedule and time control process:

- Confirm, as soon as possible, time allocated for applications to public utilities, permitting and other authorities having jurisdiction.
- Make allocations for each package to be given out separately in order to start the project immediately (demolition and site preparation activities).
- Identify all outstanding Works that require completion, and formulate a revised 'design' and scope of works.
- Identify any workmanship discrepancies
- Review execution schedule submitted by Contractors for conformity with the master schedule and contract documents.
- Notify the Client of any deviations from the authorised master schedule and make recommendations for services and approvals.
- Expand the master schedule to include detailed activities of design, construction and post-construction phases, incorporating the Works Contractors approved schedules.
- Continuously monitor project progress. Implement acceleration alternatives when project delays appear that do not impact on the overall project budget.
- Regularly review the progress of the work on-site and in fabrication shops relative to the project schedule
- Identify actual or potential variances between the work on-site and the project schedule and take action to eliminate the risk of delay to the schedule
- Obtain and analyse monthly updates from Work Contractors, adjust the master schedule and discuss with any corrective action to be taken when required.
- Prepare for the monthly project report a written narrative based on the authorised schedule and the progress of the work to date. The report will include mitigation strategies taken to address any schedule delays that may arise.

Risk Management

ECCONE firmly believes that one of its principal responsibilities to clients is to manage the risks associated with the design and construction process. To this end, ECCONE develops and implement a customized risk management process for each project.

As risks can appear at any stage of a project and evolve as a project moves forward, the risk management programme must be in place from the award of the mandate through to the completion of deficiencies. The purpose of the programme is to manage risks until they no longer exist, and in cases where a particular risk cannot be eliminated, to minimize the potential negative impact it poses to the project.

Taking into consideration the breadth, the complexity and the length of a project, a formal and disciplined process is essential to achieve, with success, control of a project as well as to ensure that a project is managed pro-actively rather than reactively. A formal, ongoing and repetitive process, the risk management programme established by ECCONE consists of 3 main steps:

- Identification of Risks Potential issues or occurrences that can have a negative impact on a project's cost, schedule, quality, safety, environment, communication, insurance and bonding are identified. Occurring at the very outset of a project, the identification of risks continues throughout the duration of a project.
- Evaluation of Risks Potential risks identified is evaluated in terms of their size and scale and the probability of impact. This step includes the ranking of the potential risks so that risk management effort can be focused on the most threatening.
- Follow-up of Risks Involves periodic review of a given risk to evaluate the effectiveness of the reduction and containment strategies. If the risk management measures appear to be deteriorating in their efficacy, the action strategies are reviewed, modified and corrected.

Cost Planning, Monitoring and Control Methodology:

To ensure cost certainty, **ECCONE** implements an estimate centric approach requiring that the project's design, procurement, construction, and maintenance activities are performed in strict accordance with the estimate and its approved changes.

This work practice enforces discipline and accountability for the cost and delivery of both services and materials throughout the project by:

- Establishing a detailed estimate early in the project
- Continuously monitoring each project work activity and decision against the function, scope, cost, and schedule in the estimate
- Reviewing the current project scope, cost, and schedule against the estimate on a continuous basis and at mile stones during the project
- Providing a proactive change management process for accommodating approved exceptions to the estimate. Our experience in Construction Management makes this proactive approach possible.
- Establish milestone payment procedures with contractors. Elements of work are only paid when 100% complete.

Site Health and Safety:

ECCONE can oversee Works Contractors, as well as other parties, to ensure compliance with all legislation and codes. We will at all times exercise its authority to cease work if it deems there is a contravention or a threat to any part of the health and safety regulations.

Before the beginning of a project, we will ensure that all required safety systems are in place. This includes strategies to prevent occupational injuries and illness during site activities. An overall site-specific hazard assessment and site-specific safety plan is developed that incorporates legislative requirements, site access, training, traffic coordination, and the Client's Health & Safety policies.

The Management Plan will address:

- Methods of communication and chain of command.
- Structure and functions of the health and safety committees.
- Establish and implement a safety orientation and training procedure for each Works Contractor.
- Establish and implement a safety orientation plan for visitors to the site.
- Establish and maintain a health and safety web site.
- Ongoing monitoring to ensure compliance with site safety strategy.
- Review and assessment of safety information submitted by the Works Contractors.
- Evaluate and submit health and safety reports to Client.
- Recommendation for improvement of health and safety procedures where required.
- Provide and maintain a health and safety information board.

In order to ensure full compliance, **ECCONE** tours the site daily and makes recommendations where required. We hold weekly official inspections of the site with the Works Contractors and:

- Identify conditions that require corrective action and follow up.
- Follow up on previous deficiencies.
- Keep a record of all problem area and recommendations.
- Post a copy of the weekly inspection.
- Provide a copy of the report to the Client.
- Provide a copy to the Works Contractor.

Should a Design-Build alternative be selected, the responsibility for implementation and management of the Health and Safety plan transfers to the Design-Build Contractor. We would review and approve the Design-Build Contractors Health and Safety Plan, and **ECCONE** will monitor health and safety operation on site. **ECCONE** will continue to exercise its authority to cease work if it is determined that there is a contravention or a threat to any workers or the public.

Commissioning methodology and post-construction services:

The commissioning process continues through all phases of the project. During the preconstruction phase, ECCONE will provide advice and recommendations to the project team on issues that could impact the final operations of the project.

ECCONE looks at commissioning as the most critical end-user interface. A fair commissioning process will facilitate the transfer of the building to its operating group efficiently and will reduce the building operating cost, through a comprehensive process of verifications, start-up procedures and functional tests during the construction phase.

ECCONE's commissioning practices begin by confirming that all commissioning related activities are properly identified and scheduled. Our commissioning process is based on the following:

Commissioning includes all of the activities required in order to assure that:

- The equipment, systems and networks operate with maximum efficiency under all load conditions.
- The equipment, systems and networks conform, for each locale, to the occupation parameters established in the contractual documents.
- Personnel receive the training and information required to adequately operate the systems and equipment.
- The commissioning process includes all equipment, systems and networks and mechanical, electrical, functional and operational components as well as all movable equipment identified in the programme of needs.

ECCONE will assure the full cooperation and involvement of professionals, work contractors and suppliers throughout the commissioning process.

Commissioning Stages

The commissioning process must be realized for each sector to be accorded provisional acceptance and must include the following five stages:

Stage 1: Verify installation of equipment, systems and primary networks

Stage 2: Start up of equipment, systems, and primary and secondary networks

Stage 3: Verification of performances and functioning

Stage 4: Training and documentation

Stage 5: Post occupancy adjusting, tuning and monitoring performance

Training and Documentation

ECCONE will facilitate the training of operating personnel to assure full knowledge of building and systems and full operational autonomy of systems and equipment and prepare and present documentation and reports on commissioning.

Operating and Maintenance Manuals:

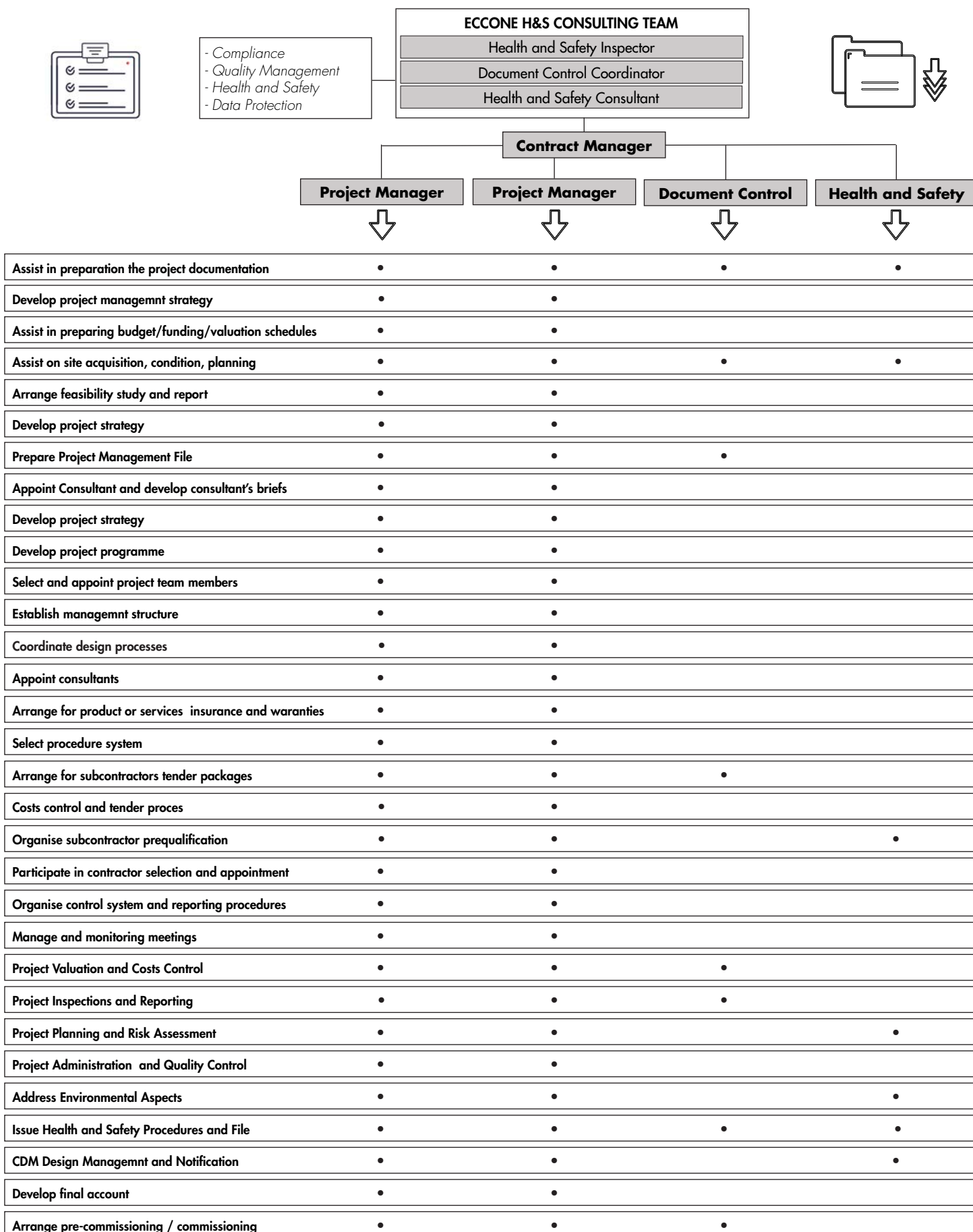
ECCONE will ensure that contractors prepare and submit operating and maintenance manuals that shall include:

- An index to allow quick and easy retrieval of the information required including a table of contents, a list of systems, a list of equipment in each system, etc.
- A document for emergency situations must include all the information required in case of major failure or emergency situation. This document must be easy to understand by technical and nontechnical personnel.

As-built Documents:

ECCONE ensures that as-built drawings in both hard and electronic versions are provided by the contractors and coordinated by the Consultants team prior to being verified by ECCONE's Design Review team for submission to the Client.

Example of Responsibility Matrix for Risk Management Committee





As the Project Manager **ECCONE** endeavours a strong team spirit that will ensure that the best interests of the client are at the forefront of every decision.

Although our approach to each challenge is unique, the system is designed to always achieve the client's objectives. All of **ECCONE**'s strategies have one single common denominator: **Client Satisfaction**.

HEALTH AND SAFETY COMPLIANCE MANAGEMENT

Experienced personnel:	Our business model is structured to supplement ECCONE staff with qualified personnel hired from markets where the most experienced engineering and project resources are available.
Effectively staffing a team is a complex process	<p>It involves:</p> <ul style="list-style-type: none"> • Identifying candidates from the existing staff, and ultimately from external sources. • Processing CVs. • Obtaining client approval. • Initial interviews by HR and technical departments. • Face-to-face interviews.
Health and Safety Compliance Management Process	<ul style="list-style-type: none"> • Identify all outstanding health and safety company documents and prepare Company H&S Compliance File. • Identify any prepare electronic file of the following health and safety related documentation for inclusion with the Compan H&S Compliance Folder. • The provision of early CDM Regulation advice. • The submission of the F10 Notice. This informs the HSE that Eccone have been appointed as a Principal designer to provide CDM Regulation control for the work. • The checking of submitted drawings at the plan stage and advising of the CDM Regulations requirements and prepare Pre-Construction File. • Undertaking periodic site inspection to check contractor safety performance on site and continuously improving all activities during construction process. We confirm that our inspection service is planned to achieve the health and safety performance standards for HSE . • Assessing the level of risk . • Liaison with the Contract Administrator, Architect , Principal Contractor and Client. • Issue of the final Health and Safety File on satisfactory completion of the site work. (We recommend this H&S File to be retained at property with all other statutory documents for future reference.) • Develop a culture of safety on site with Principal Contractor and project team. • Site orientation, spelling out how safety information will reach contractor personnel. • To provide advice and assistance to the Client in compliance with the Client Duties under Construction (Design and Management) CDM Regulation 2015. • Provision of necessary competent advice (by phone or email) to the Client and Principal Contractor on health and safety related matters (in accordance with Regulation 7 of Management of Health and Safety at Work Regulation 2006) for the duration of and related to

CPMA PACKAGE

Project Management System support project delivery

Our designed managemng documentation provides the visibility needed to manage project risks and opportunities effectively. These tools offer perspective, encourage collaboration, and can identify options and simulate potential outcomes for the project team and for executive management. It's how we unite project teams partners, contractors, and clients – in a shared understanding of goals and strategy.

Interface management

Managing interfaces is a major challenge on large projects, notably in identifying where contractors' scopes overlap and where there are assignment gaps. Every project stakeholder depends on the successful management of these interfaces. The ability to create project teams that work together, with experienced people bringing best practices and practical experience, is critical to success.

Dedicated tools

ECCONE has several proprietary and vendor-developed Project Managemnt System to manage collaboration, visibility, decision-making, and follow-up:

Data Organised

Using templates not only improves your efficiency, but it also brings much-needed standardisation to your project management process. Instead of creating documents on an ad-hoc basis, you can have a single template for every function that can be used across the organisation.

Consistent design

Design and style consistency through the whole documentation. Professionally designed documents that can be tailored to your needs.

Saving Time& Money

With our package, you will get everything you need to manage your workload. Once purchased, the package can be used every time you start a new project.

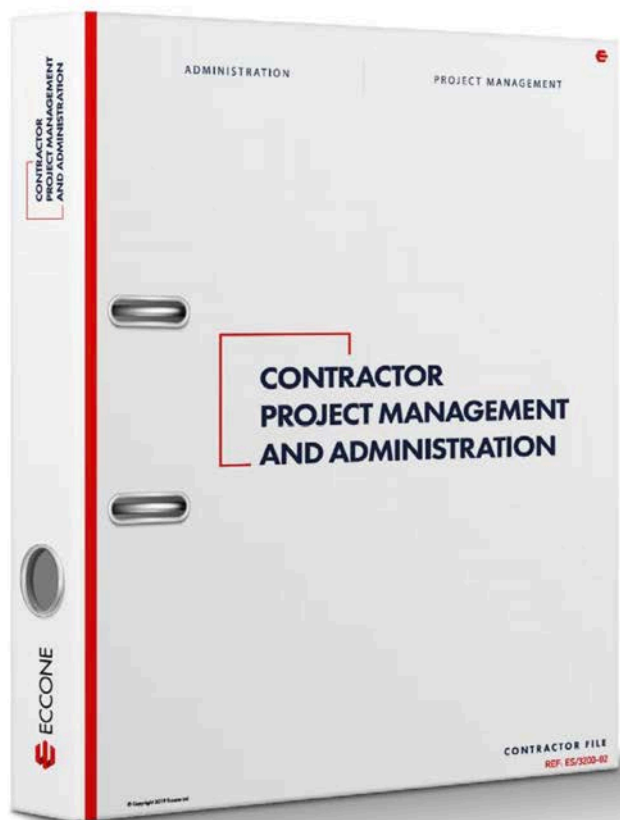
Better Management

With our set of organised documentation, project managers gain the power to streamline requests, plan and organise projects, manage processes, digitally record variations, and report on work efforts.

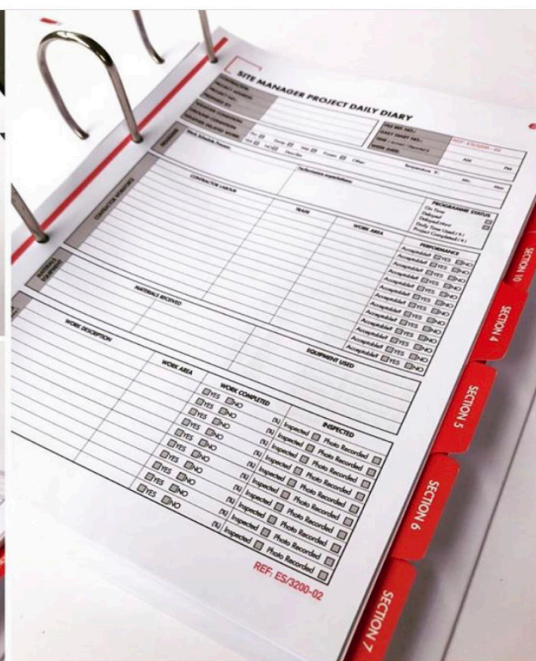
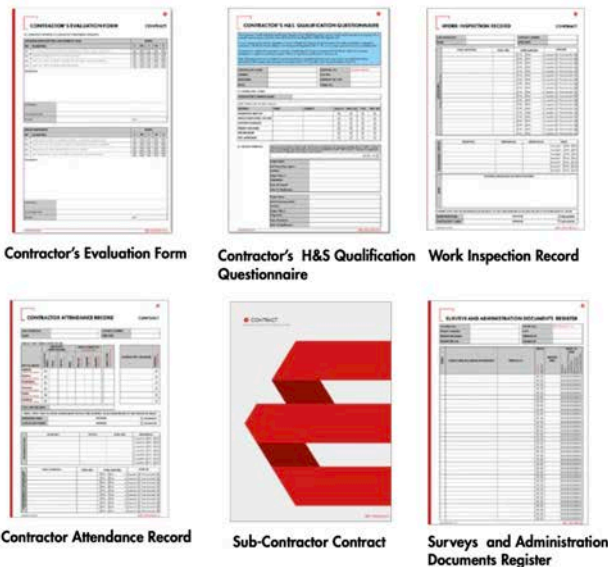


CPMA PACKAGE

Professionally designed documents and packages.



* This package consist of 54 documents including these below:



Complete Packages designed to improve your project management processes, boost productivity and bring structure to your workplace.

Our mission is to provide effective management tools for small and medium sized businesses operating in construction industry



TARGET

Establishing the operating and occupation objectives in time, costs, quality and performance terms. Consideration will be given to the overall implications of phased commissioning and priorities defined for partial completion, particular areas/ services and security. Arranging the appointment of the operating teams in liaison with the client. This will be done before during re-starting project works (date to be confirmed), so those appropriate commissioning activities can be readily included in the schedule of works.

Review and make sure at Valuation stage that an appropriate allowance for the client's commissioning costs is made. Finishing of the works can potentially consume a significant part of the total project budget.

Prepare teams and work descriptions (responsibility, schedules, time scales, variations and additions schedules) for each member of the working group. These will be completed at phase 1 with the construction programme and any other work demands on members of the operating teams.

Co-ordinating the preparation of the client's commissioning schedule and an action list in liaison with the client, using a Commissioning/ Quality Checklist. Arranging appropriate access, as necessary, for the operating team and other appointed contractors during construction phases, by suitable modification of the contract documents.

Arranging coordination and liaison with the contractors and other consultants to plan and supervise the M&E services commissioning, e.g. preparation of the work practices manuals, (the format of all commissioning records, equipment, meeting the quality check and warranty).

Considering the appointment of the new team to work to perform and carry the works (this to ensure a smooth transaction form construction site to an effective operated and adequately maintained facility.)

NEXT STEP

We trust this proposal is in line with your requirements, and the fee offer is reasonable.

Please confirm our appointment in writing (email confirmation is excellent), and we will prepare and issue fee proposal.

Once it proved and agreed we would issue the contract document and invoice as specified in contract T&C.

You will need to complete the documents and appropriate appointment payment by return.

Please do not hesitate to contact us should you wish to discuss further.

I look forward to hearing from you in due course.

"In such a work environment, employees enjoy work and motivate each other to act safely. As a result of the positive safety culture, quality and productivity on the project also improved and created a strong bond between all employees."



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