

OSBORN
associates

Osborn Associates Ltd

Project Management



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INTRODUCTION TO OSBORN ASSOCIATES

Osborn Associates Ltd consists of an experienced team of project managers, building services engineers, cost managers, fire engineers and surveyors working within the UK, Europe, the Middle East, Asia and New Zealand. All our areas of expertise are meticulously designed to ensure that our valued client partners benefit from minimal risk combined with optimum value for money. The strength and depth of our specialist areas enables us to deliver a customized service to our clients, combining technical excellence with consistent, market-led innovation.

The company has consistently undertaken technically challenging projects, whether they involve critical environments, high-value premises, forensic fire investigation management and reporting for legal teams, sensitive government schemes, or heavily serviced spaces.

We provide a stable platform for scheme delivery and offer a portfolio of completed projects from which to draw project management and design experience.

Established in 1994, Osborn Associates Ltd is privately owned and managed by the Directors and Associate Directors, who actively engage in all projects and aspects of company management and welfare.

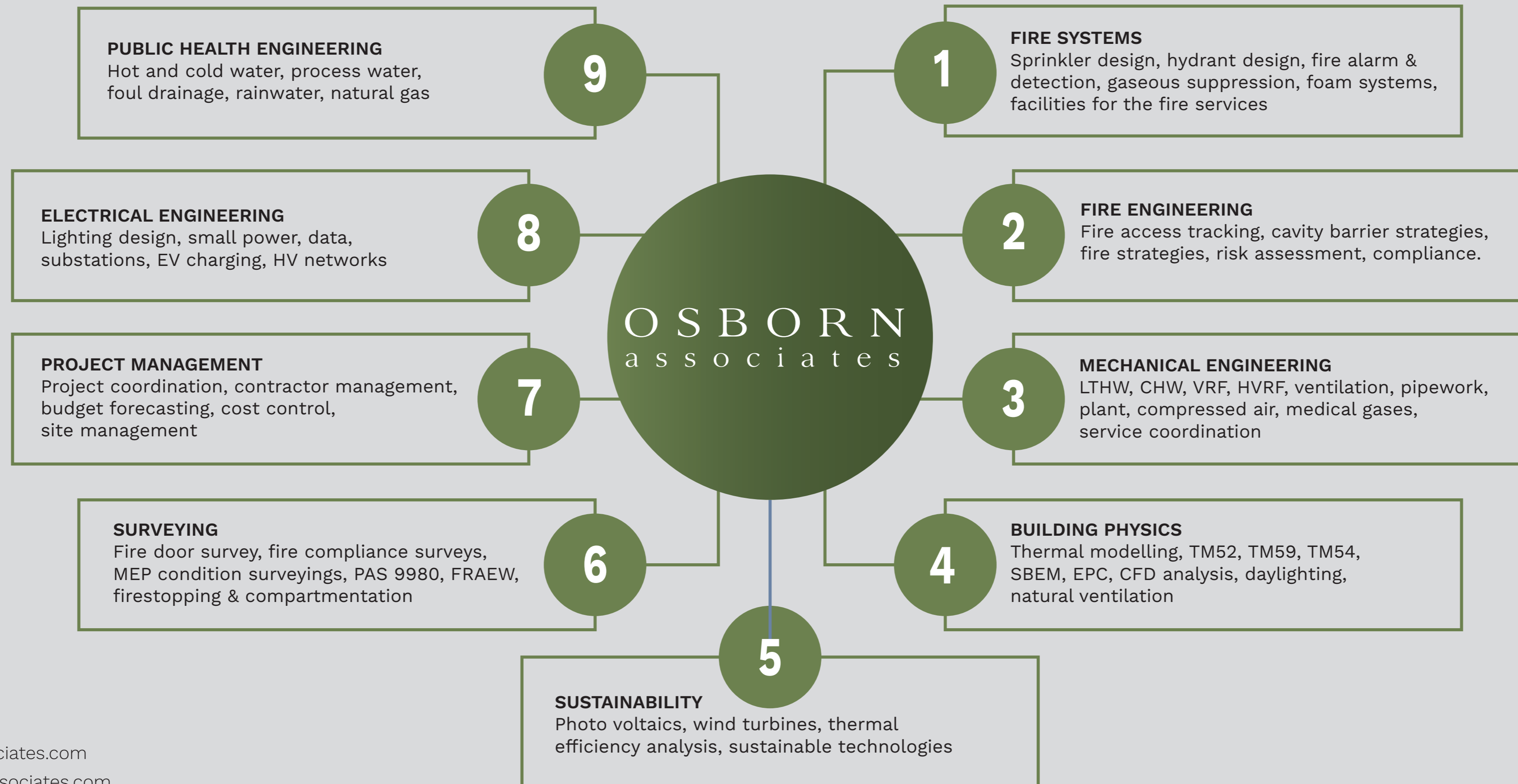


www.osbornassociates.com
admin@osbornassociates.com



DESIGN CAPABILITIES

Osborn Associates is a multidisciplinary design consultancy specialising in the following disciplines:





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PROJECT MANAGEMENT

Osborn Associates has a full in-house team of Project Managers and all necessary supporting staff to professionally manage and deliver a range of building fit-out, refurbishment and services upgrade schemes. With project values being between £100,000 to £50,000,000, the company has the experience and capability to undertake all matters of management, design, and supervision, from the scheme inception through to handover and beyond.

By working with our in-house MEP Consultancy team, Fire Engineers, and Surveyors we can fully appraise a potential project on behalf of a client, scope the required works, and provide accurate budget costs, so to inform the client for their Board approval processes and limit the associated risks.

Using a single point multi-disciplinary approach limits costs, ensures close co-ordination between the facets of the scheme and provides a single point of responsibility. That said, the company are also very pleased to receive appointments in any of the Project Management roles we provide, as a stand-alone appointment.

Project Scoping

Building Condition Reports

Tendering & Procurement

Cost Management & Reporting

Cost Estimations

Design Stage Management

Building Regulations Approval

Programme Management & Reporting

Cost Plan Production

Principal Designer Role

Site Set Up & Temporary Accommodation

Commissioning & Testing Management

Programme Production

Fire Safety Approach

Site Management

Quality Control

Feasibility Reports

MEP Designs

Site Health & Safety

Handover Process Control

Planning Approvals

Contractor Reviews & Recommendations

MEP Site Co-ordinator

Aftercare



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COST MANAGEMENT

Osborn Associates has a team of Cost Managers to look after all the financial aspects of a construction project.

The role of Cost Manager is to work closely with the Project Manager and ensure; the initial scheme is accurately estimated for funding purposes, the design stage activities are based upon firm cost limitations, procurement realises the true cost within the marketplace and confirms the project cost plan, and that the construction period works are closely monitored for additional cost risk. Client variations may be required post-appointment of contractors, these will be carefully valued and placed with the installation contractors. Regular and meaningful reporting is critical to keep the client organisation informed of the current scenario and cash flow management essential for the client to effectively draw-down against the project account.

An accurate and accessible project cost plan is available at any stage of a project.

Cost Estimation

Cashflow Supervision

Claim Management

Cost Plan Production

Project Cost Reporting

Warrantees & Records

Tendering & Appointments

Contractor Payments

Project Valuations

Contract Production & Advice

Final Accounting

Budget Risk Register



CDM REGULATIONS (2015)

The Construction Design and Management Regulations 2015 are the legal framework for managing the health and safety risks associated with a project throughout the design, construction, and maintenance phases, effectively for the life of the building. This is a legal requirement and the consequences for not rigorously following the guidance, or managing the processes, are significant to the client and contractor/s alike. The client is legally obliged to appoint specific roles for a construction project, each of which the company can provide.

Osborn Associates can offer an experienced and complete service to cover all aspects of these requirements, by providing both Principal Designer and Principal Contractor roles.

In addition, the site Health and Safety file, construction site safety management Plan and all necessary site safety requirements, can all be provided and managed by our team of qualified and accredited Site Managers. Regular third-party audits are provided by our auditing partner to ensure all aspects of the construction site are fully acceptable with 'zero accidents' being our objective.



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PROGRAMME MANAGEMENT

Osborn Associates consider programme management as one of the key deliverables for a construction project, not only achieving handover for the required date, but also keeping the client informed along the journey so they can be prepared and plan their subsequent occupation of the building.

Our Project Managers provide Gantt charts in stages from the initial conceptual study, through the design period and across the construction stage to handover, updated as required. Our regular dashboard reports highlight actual progress against planned progress for the client to understand precisely how the scheme is progressing.

With automation and client specialist installation packages, our team will integrate with these client direct vendors to build them and their requirements into the construction process, in a safe and efficient manner.

Where a scheme is required to change, such as an unexpected issue or client variation to the brief, the team will work tirelessly to integrate the further considerations to the programme and predict the affect to the delivery and all contractors on site for the clients review.



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SITE MANAGEMENT

Osborn Associates provide professional site management services to ensure the safe, effective and efficient operation of a project on site, and manage quality control during each stage of the construction.

Depending upon whether the scheme is heavily serviced we would also recommend and can provide a qualified MEP co-ordinator to support the Site Manager.

The most important aspect of the Site Manager's role is to ensure site safety throughout the build period, by providing inductions, ensuring PPE is always worn, MHE licences are held and machinery is used safely, fall and collision risks are signed and barrier protection provided, adequate lighting is available, fire risks are controlled, and the machinery/person interface is safe. Review and updating RAMS will provide the template for an activity, but monitoring of the event will add a comfort and an experienced alternative perspective. Regular tool-box talks are required each week and/or when a workspace is initially being accessed or a specific risk has been identified.

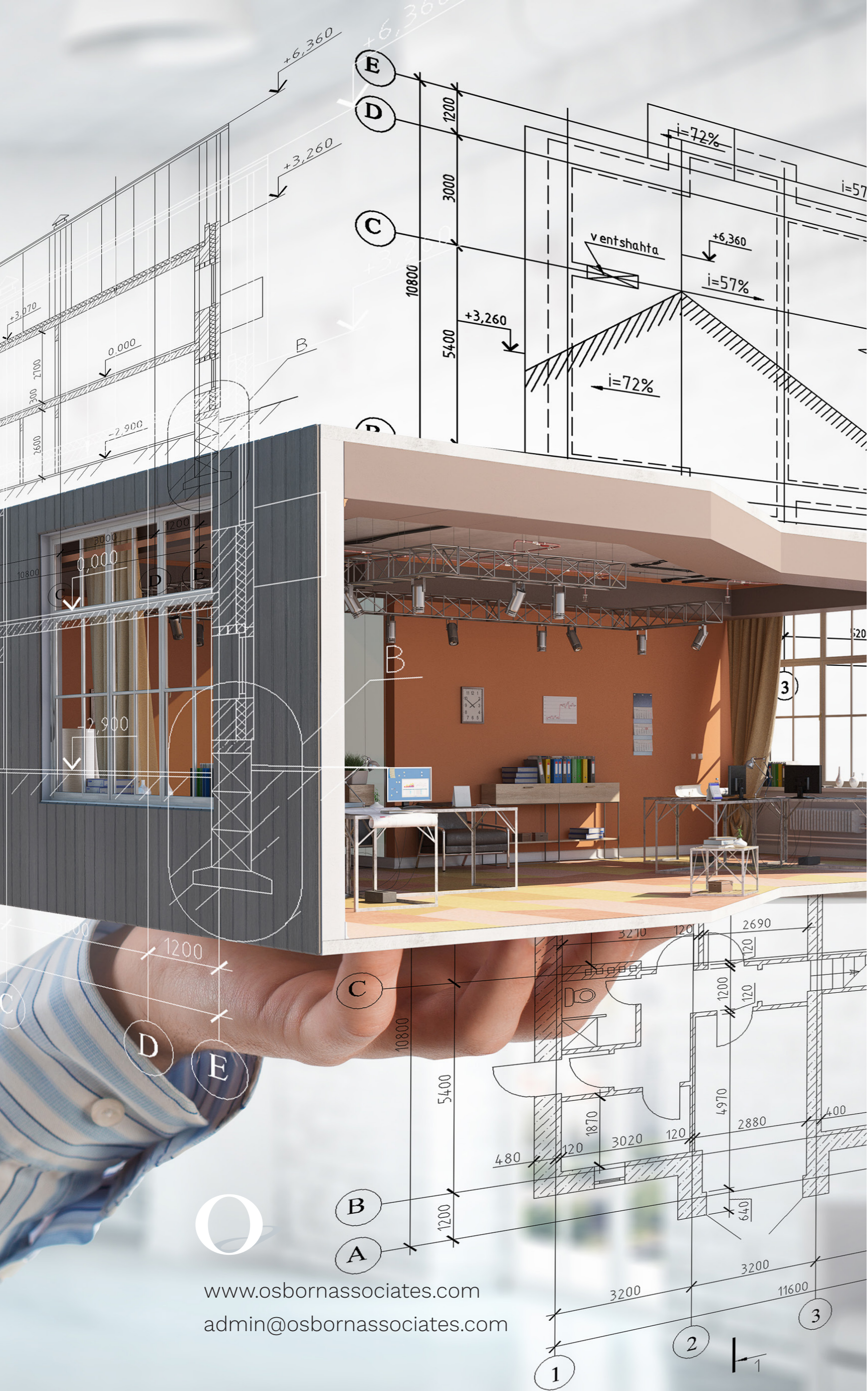
Controlling vehicle movements for delivery and collection of waste supports the contractors by enabling efficient materials access to the site, by coordination to prevent restrictions.

Site Meetings are held each week to consider the works in the following week, to understand the implications and impact on all parties. All meetings are recorded in minutes and circulated throughout the team.



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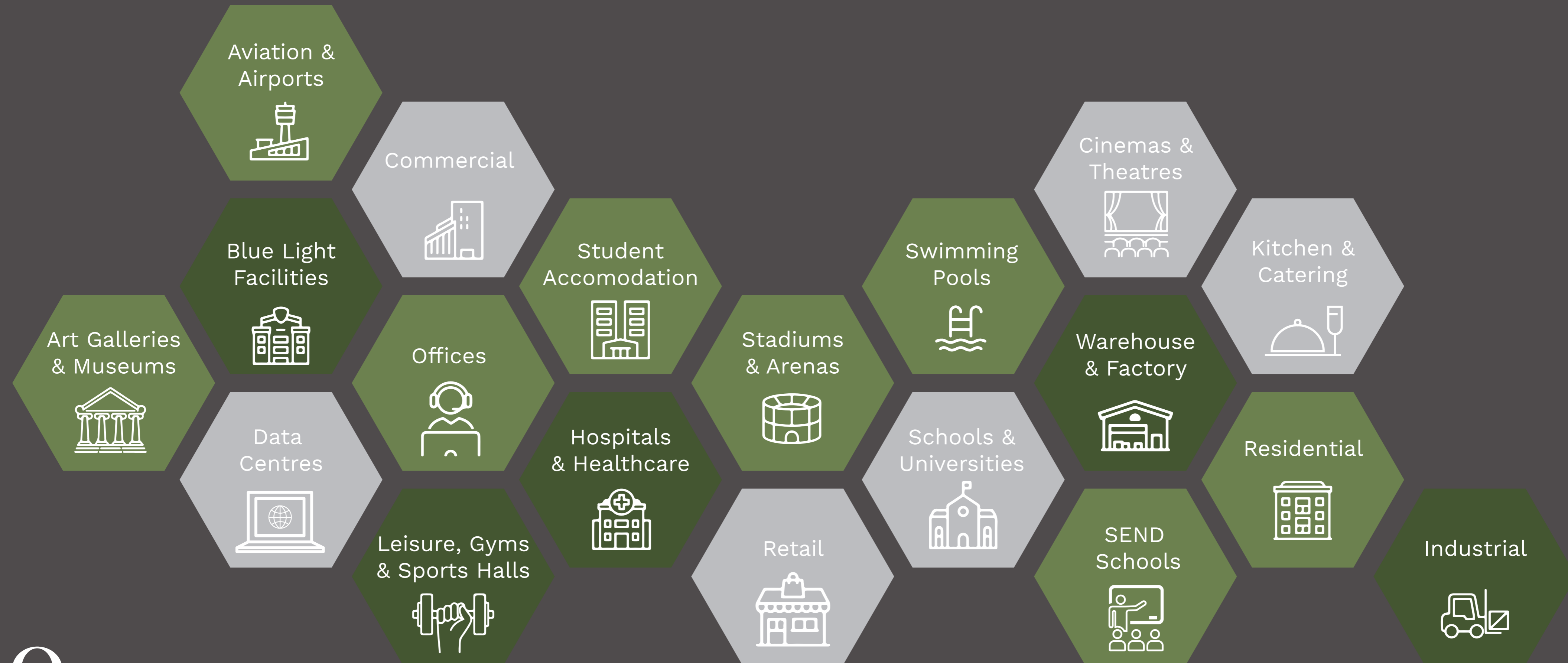
PROJECT HANDOVER

Provision of a full and accurate suite of drawings and documents is critical to the client for their ongoing use of a building, safety during the use, and future expansion and upgrades. Too often these documents are overlooked during the busy handover period, however it is always our aim to ensure all such documentation is available as required, in a usable electronic format or accessible from a web-based file sharing site we maintain.

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|------------------------|--|------------------------------------|
| MEP Record Drawings | Building Regulations Approval | Sprinkler Compliance Certification |
| Structural Drawings | Designer & Contractor Contacts | Gas Safety Certificate |
| Architectural Drawings | Safety Record | Hazardous Materials Record |
| Contractors Drawings | Risk Record | Maintenance Recommendations |
| Product Data Sheets | Record Fire Strategy | Environmental Controls |
| Planning Approval | Electrical Test Records | Fire Door Register |
| Fire Stopping Register | Building Services Testing & Commissioning Data | Schedule of Warrantees |

SECTOR EXPERIENCE

Osborn Associates has a wide range of sector experience.



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admin@osbornassociates.com



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WHAT OUR CLIENTS SAY

“The teams at Osborns are committed, professional, and above all, take the time to understand the client and business. Led by Managing Director Phil Osborn, who not only encourages a culture of development within but also promotes the development of younger talent as it enters the industry. Osborn Associates is very much my ‘go-to’ consultancy.”

Cliff Hutton – Construction Programme Director – Oasis Group

“Osborn Associates did the job well and we would consider using them for future contracts”.

Zarko Ognjenovic – Chief Executive Officer – MJW Consolidated

“Osborn Associates were both professional and flexible in their approach to the project and worked well with the design team to provide a timely solution.”

Carl Varnam - Associate – Hydrock

“We have an extremely good working relationship and have found all of Osborn Associates as a company extremely customer-focused, cooperative and responsive.”

Simon Cooke - UCL Fire Safety Manager – University College London



OSBORN associates

GENERAL ENQUIRIES

Email: admin@osbornassociates.com

Phone: +44 (0) 1732 860460



www.osbornassociates.com

admin@osbornassociates.com

CONTACT INFORMATION



Phil Osborn
Managing Director
Email: posborn@osbornassociates.com
Phone: +44 (0) 1732 860711
Mobile: +44 (0) 7885 372246



Subiraj Doraisingam
Technical Director Fire Engineering &
Fire Systems
Email: sdoraisingam@osbornassociates.com
Phone: +44 (0) 1732 860722
Mobile: +44 (0) 7867 511605



Alex Boud
Director Fire Surveying
Email: aboud@osbornassociates.com
Phone: +44 (0) 1732 860712
Mobile: +44 (0) 7469 210142



Brendon Turner
Director New Zealand Office
Email: bturner@osbornassociates.com
Phone: +64 (0) 22 700 0064



Aleks Trofimovs
Associate Director Central London Office
Email: atofimovs@osbornassociates.com
Phone: +44 (0) 2086291880
Mobile: +44 (0) 7513 726976



Jon Sheffield
Associate Director Project & Cost Management
Email: jsheffield@osbornassociates.com
Phone: +44 (0) 1732 860727
Mobile: +44 (0) 7435 034290



Matteo Miotto
Associate Director Electrical Engineering
Email: mmiotto@osbornassociates.com
Phone: +44 (0)1732 860726
Mobile: +44 (0)7593 553941



Tom Jamieson
Associate Director Mechanical Engineering
Email: tjamieson@osbornassociates.com
Phone: +44 (0)1732 902016
Mobile: +44 (0)7513 726977



Lovell Rose
Associate Director Fire Surveyors &
Fire External Wall Assessments
Email: lrose@osbornassociates.com
Phone: +44 (0)1732 860719
Mobile: +44 (0)7842 307297