



# Company Overview & Capability Statement



**PROJECT &  
CONSTRUCTION MANAGEMENT**

■ DESIGN ■ ENGINEERING ■ CONSTRUCTION

# Core solution statement

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Our management concepts and proven technical skills ensure clients achieve outstanding design, engineering and construction solutions for their building projects.



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# Executive summary

## The challenge for building project owners

*Because of the many processes involved, managing a construction project can become a very complex task.*

Building project owners are spending more time and money on these processes than ever before, but many find they are not getting the performance and return they expect from their project.

Most building project owners initially attempt to manage many of the processes themselves, or retain the services of various construction industry professionals.

However, project owners find they receive only the limited service that is within the scope of each professional. The owners are then back in the position of re-managing the building processes, and must double their efforts to ensure every element meets their targets for time, cost and quality.

Even then, they are often not satisfied with the results. Our research of 26 residential and 34 commercial building projects found that more than 50% of project owners and operators had planning provision problems, 20% did not achieve the design solution they wanted and 15% had structural engineering computation and certification issues.

This research demonstrates why many project owners find it so difficult to manage the building process: *they lack the overall management concepts and technical skills that are required for a successful project outcome.*

## Our solution – Total Project Services

The concept of total project services is a key to achieving the desired outcomes of a construction project.

*By bringing together new management concepts and proven technical skills under the umbrella of total project services, we can ensure that a new development project meets all the criteria for local authority provisions, design and documentation, structural certification and construction.*

## Achieving the outcomes you want

Successful projects start with planning that is driven by client needs and end with a property solution that is designed, managed and built to serve the client's purpose and vision.

The best investment project owners can make is to adopt total project services that implement new management concepts together with proven technical abilities.

Total project services will then optimise the building construction process and improve the overall performance and delivery of your development project.

## Why E K Project & Construction Management?

E K Project & Construction Management assists project owners streamline their building development processes from initial feasibility through costing, design and documentation to the construction and commissioning phase. We provide a single reference point for all matters involving:

- Local authority requirements.
- Planning and building permits.
- Design.
- Structural certification.
- Construction.



Through core competencies in seven service streams the company offers total project services including:

### **Project Management**

Involves the planning, costing, implementing, controlling and evaluation of a development project so it is completed on time, to specification and to budget.

### **Building Design**

Investigate alternative design approaches and techniques, and carry out comparative engineering studies to determine the best design and cost solution.

### **Town Planning & Building Permits**

#### **Town Planning**

Effectively manage land uses and new developments within the requirements of relevant planning schemes.

#### **Building Permit**

Assessment or preparation of drawings, specifications and associated documents necessary for a building permit

### **Structural Engineering & Certification**

Preparation of structural engineering designs and documentation for foundations, roof and floor framing in timber, steel and reinforced concrete, bracing, retaining walls etc together with the issue of forms 13 & 14.

### **Cost Planning & Estimating**

Studies to determine the anticipated cost, feasibility and benefits of the project, and the timing of costs, income and cashflow.

### **Contract Documentation & Administration**

#### **Documentation**

Preparation and administration of all documents which constitute a written contract, including the agreement between the building development owner and the contractor or sub-contractors.

#### **Administration**

The supervision of contractual duties and responsibilities of all parties during the construction phase.

### **Construction Management**

The organisation, management and co-ordination of all construction resources to ensure time, cost and quality control in the successful delivery of the design solution.

If you would like to learn more about our services please contact us.

We'll be happy to discuss your needs at a time convenient to you at no charge or obligation.

**Call +61 3 9940 1505 or visit our web site at [www.ek.net.au](http://www.ek.net.au)**

# Client profiles





Our clients include individuals and companies who require professional services in developing their residential, commercial or industrial project. Clients fall into two categories:

### **Consumer and Corporate Market**

- Individuals and couples with a building development or construction project.
- Businesses and organisations with no operation or experience in the building construction industry with a building development or construction project.

### **Professional Market**

(Building and Construction Industry Segments)

#### **Client services** (pre construction):

- Professional and technical services – architects, building consultants, town planners, building designers and draftsman, building surveyors and landscape architects.
- Commercial and residential services – property developers, investors and operators, real estate agents and financial brokers.

#### **On-site services** (construction)

- Contractors and sub-contractors (by trade)

Our services are designed to better meet our clients' expectations of capability and performance.

#### **These expectations could include:**

- Strong management capability to execute the work effectively.
- Familiarity with technical requirements in design engineering and construction, relevant building codes, planning provisions and authority requirements.
- Technical and commercial capability to complete the works on time.
- Financial capability to finish the work within budget.
- The capacity to produce work of a high quality standard and to recommend enhancements to quality.

Our aim is to work together with clients in a highly professional manner to achieve their goals.

#### **The most successful outcomes are achieved with clients who are:**

- Action oriented and committed to getting things done.
- Good communicators who place a high value on interpersonal relationships.
- Interested in making a contribution.
- Willing to invest in themselves and their business.
- Committed to mutually supportive relationships.
- Flexible and open to new ideas and techniques.

# Company overview





### **Vision**

To achieve the best outcome for the company's clients. The company will strive to provide its clients with the widest possible service, one that spans every part of the building engineering spectrum. It aims to be creative and innovative in its service delivery, putting the experience and skills of the company at the disposal of its clients.

### **Objective**

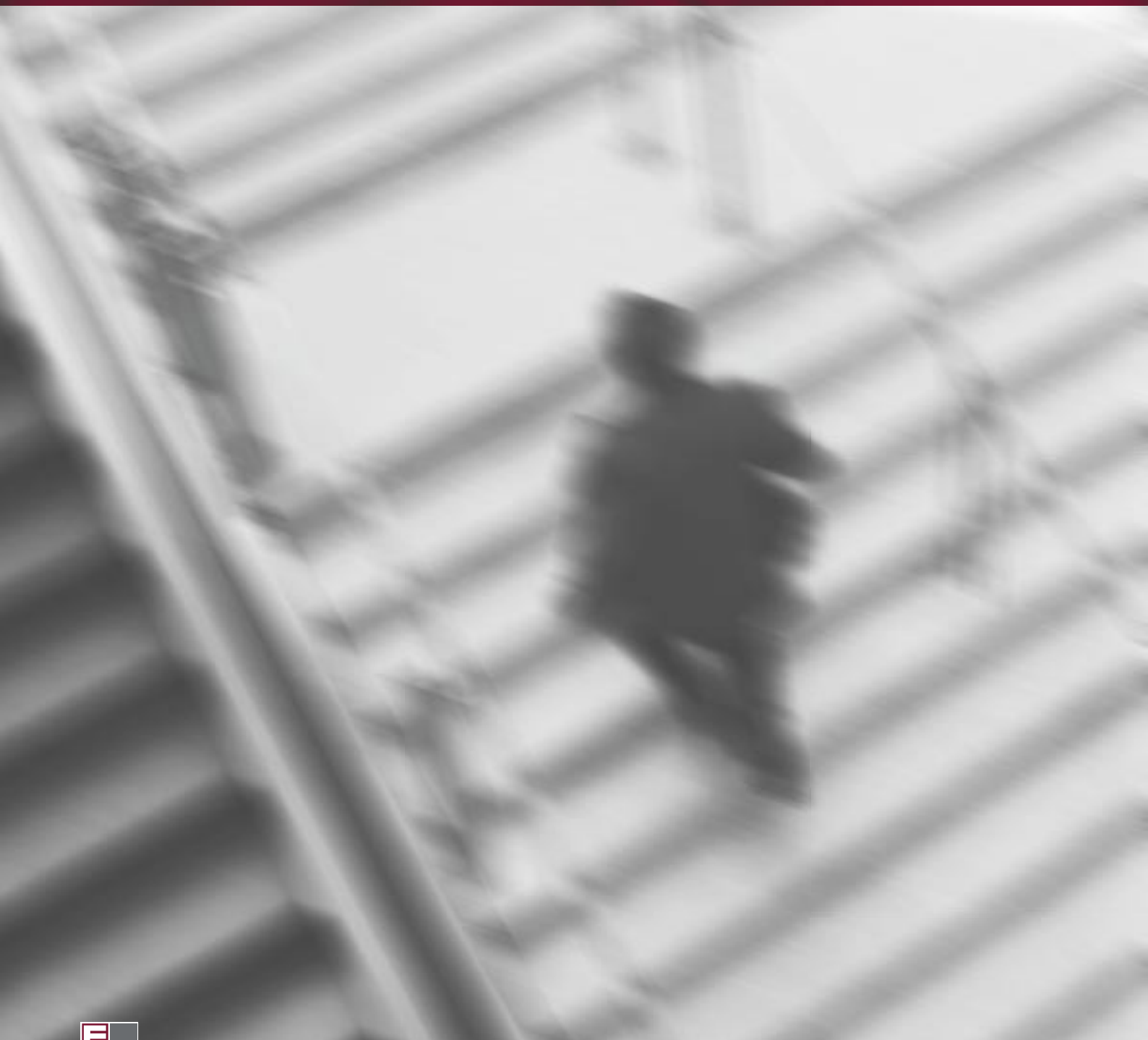
To provide a higher level of professional service in building engineering by incorporating extensive project and construction management services. Our ultimate aim is to offer a total project service where the client achieves a highly functional building asset at a reasonable cost.

The company is established to provide a specialist project and construction management service, and offers building engineering services as part of an overall construction project. We are well-qualified to undertake complex projects, and offer clients an all-inclusive package of services comprising strong management and technical skills.

The concept of total project services is based on the company's ability to manage a project from initial feasibility through costing, design and documentation to the construction and commissioning phase. We provide a single reference point for all matters involving authority requirements, planning, design and construction.



# Services, Skills & Capabilities





## Project Management

Project management establishes sound building development and construction processes that meet the client's criteria for time, cost and quality control.

The objective of project management is to effectively supervise and administer the many activities of a building development, ensuring all are successfully co-ordinated and managed throughout each stage of the project.

The client no longer bears the burden of managing the entire building process, as project managers take responsibility for control of the building project, including preparation of the brief, establishing and authorising agreements, managing the design and documentation process, arranging approvals, preparing tenders and managing construction.

*Good project management enables clients to have key design and construction issues efficiently channelled to them through the project manager. This particularly suits clients who do not have the time or expertise to manage the building development process.*

### Additional key benefits in project management include:

- A more professional approach to the overall management of the building project.
- The building development owner is in total control over the rate of expenditure on the building contract.
- A single point of control for all aspects of the project.
- The project manager is accountable to the building development owner and acts in the interest of the owner.
- Full involvement by the project manager for the whole duration of the project.

### The scope of services includes:

- Pre-design and construction research and documentation including site survey and investigation, establishment of local authority requirements, feasibility studies to determine project viability, preparation of project brief.
- Design development and documentation including schematic and detailed design.
- Construction and contract documentation.
- Costing and tendering for the selection of builder/contractor or sub-contractors.
- Construction management.
- Contract management involving administration of contracts for the construction of the building and its components for and behalf of the client.

## Building Design

Design is the process of converting the ideas and needs of clients into an aesthetic and functional solution that meets the client's vision.

*Our philosophy is to examine various design alternatives by first seeking a unifying theme or overall pattern that is determined by the nature and features of the site, together with the requirements of the client.*

### This process will help determine:

- The project budget.
- Materials required.
- Building services needed.
- The client's functional requirements.

### Scope of services in building design will encompass:

- Pre-design services.
- Schematic design.
- Detailed design development.
- Design documentation.



## Services, Skills & Capabilities continued...

### Town Planning & Building Permits

#### Town Planning

We manage your town planning application to better meet the requirements of local authority provisions, objectives and standards.

Town planning involves a set of policies and requirements that guides land uses and new developments requiring a planning permit.

**Our goal is to prepare designs and planning documents that quickly satisfy the requirements in:**

- State and local planning policy frameworks
- Zoning
- Overlays
- Particular provisions

#### Our scope of services includes:

- Preparation of site plans showing all relevant information including: existing and/or proposed building development, its position in relation to boundaries and neighbouring buildings or developments, together with other features such as vegetation, car parks, driveways and crossovers, the length of boundaries and walls, site levels, site coverage, floor area, parking spaces, areas proposed for landscaping etc.
- Preparation of fully dimensioned floor plans showing existing and proposed building structures, building layouts, location and dimensions of walls, windows and doors, the use of each room and area within the building/s.
- Preparation of elevation plans showing all elevations of building/s for all four sides (north, south, east, west), a brief summary of construction details, height and length of walls, the dimension of windows and their height above ground level.
- Preparation of a neighbourhood and site description as per requirements of clauses of the relevant planning scheme.

- Preparation of a design response to the neighbourhood and site description as per requirements of clauses of the relevant planning scheme.
- Issue of 4 sets of designs & documents applicable for a planning application.

#### Building Permits

We effectively manage building control systems to meet all regulatory requirements.

- Building permits are generally required for most building construction works. No building work will be carried out unless a building permit has been issued by the relevant authority.
- We produce relevant plans and documents that meet required standards and regulatory criteria, assisting our clients to lodge a successful permit application.

#### Our scope of services includes:

- Preparation of site plans showing all relevant information including allotment dimensions, levels, easements, building setbacks, stormwater and agricultural drainage system layouts and points of discharge, site cuts and retention systems, details of buildings on adjoining allotments etc.
- Preparation of fully dimensioned building plans and elevations showing floor levels, building dimensions, building heights, construction details, sectional elevations, light and ventilation, sanitary facilities etc.
- Preparation of building specifications for the building work including framing schedule, door and window schedule etc, either on the plans or in a written format.
- Preparation of structural design and documentation for footings, concrete ground slabs, structural framing and general stability of the superstructure, retaining wall design in accordance with the requirements.
- Certificate of compliance for all engineers' designs.
- Issue of 3 sets of drawings and engineering documents (3 sets of computations)



## Structural Engineering & Certification

We deliver sound, innovative structural engineering solutions to satisfy specific design criteria. All structural systems are designed within architectural constraints for time & cost and must achieve desired aesthetic outcomes.

Our professional team and associates provides Structural engineering services for all types of buildings including commercial, industrial and residential buildings; assisting Architects, Building Designers, Contractors, Sub-Contractors and Property Owners & Developers with specific Structural Engineering Services as:

- Visualisation & Aesthetics in Structural Engineering
- Conceptual & Schematic Design
- Preliminary and Detailed Design
- Structural Foundation Analysis & Design
- Design & Analysis of:
  - Steel Structures
  - Connections
  - Reinforced Concrete Structures
  - Masonry Structures
  - Optimal Truss & Frame Design
  - Integrated Structural Optimisation
- Structural Engineering Project Control & Management
- Structural Feasibility Studies & Construction Analysis
- Renovations, Alterations, Expansions and Additions
- Certification & Documentation including Forms 13 & 14

Our work in structural engineering typically involves calculating loads and stresses, investigating the strength of foundations and analysing the behaviour of beams and columns in steel, concrete, masonry and timber to ensure the structure can meet required performance standards.

*The key benefit we offer in structural engineering is the efficiency of our methods in optimising the design of structures in all commercial, industrial and residential buildings.*

## Cost Planning & Estimating

Cost planning and estimating is critical in achieving clients' objectives of ensuring value for money in building projects.

Costing and estimating is a technical function that aims to accurately predict the cost of construction. Building costs are influenced by a large number of factors, and it is essential to identify them and understand their impact if an accurate estimate of a project is to be achieved.

Cost planning and estimating is used to guide, monitor and control all decisions during the pre-design and design stage, as they will ultimately affect performance in the construction stage of a project.

### Costing and estimating helps:

- Satisfy client expectations.
- Improve decision making during the early stages of a project.
- Determine the financial viability of a development.
- Value and determine project budgets.
- Ensure clients obtain value for money.
- Provide a detailed review and analysis of project information and data.
- Determine construction cost and resources such as materials, labour, plant and energy utilisation.

*As construction costs are the largest component in the client's budget, providing an accurate estimate then effectively controlling costs are the two most critical elements in successfully managing a development project.*

Our costing estimates can be provided at any stage of a project, from pre-design and schematic design stage to design development, contract documentation and tendering stages.

We use precise methodology, such as elemental, approximate quantities and full quantities in determining estimates based on reasonable current construction costs.



## Services, Skills & Capabilities continued...

### **Our deliverables in cost planning and estimating include:**

- Preliminary feasibility studies.
- Preparation of probable costs.
- Preparation and development of project budget.
- Service outcomes based on standard method of measurement and specifications to determine bill of quantities.
- Elemental costing for construction.
- Cost control analysis.
- Probable project income.
- Probable return on investment.

### **Contract Documentation & Administration**

We successfully deliver building developments using project management contract strategies.

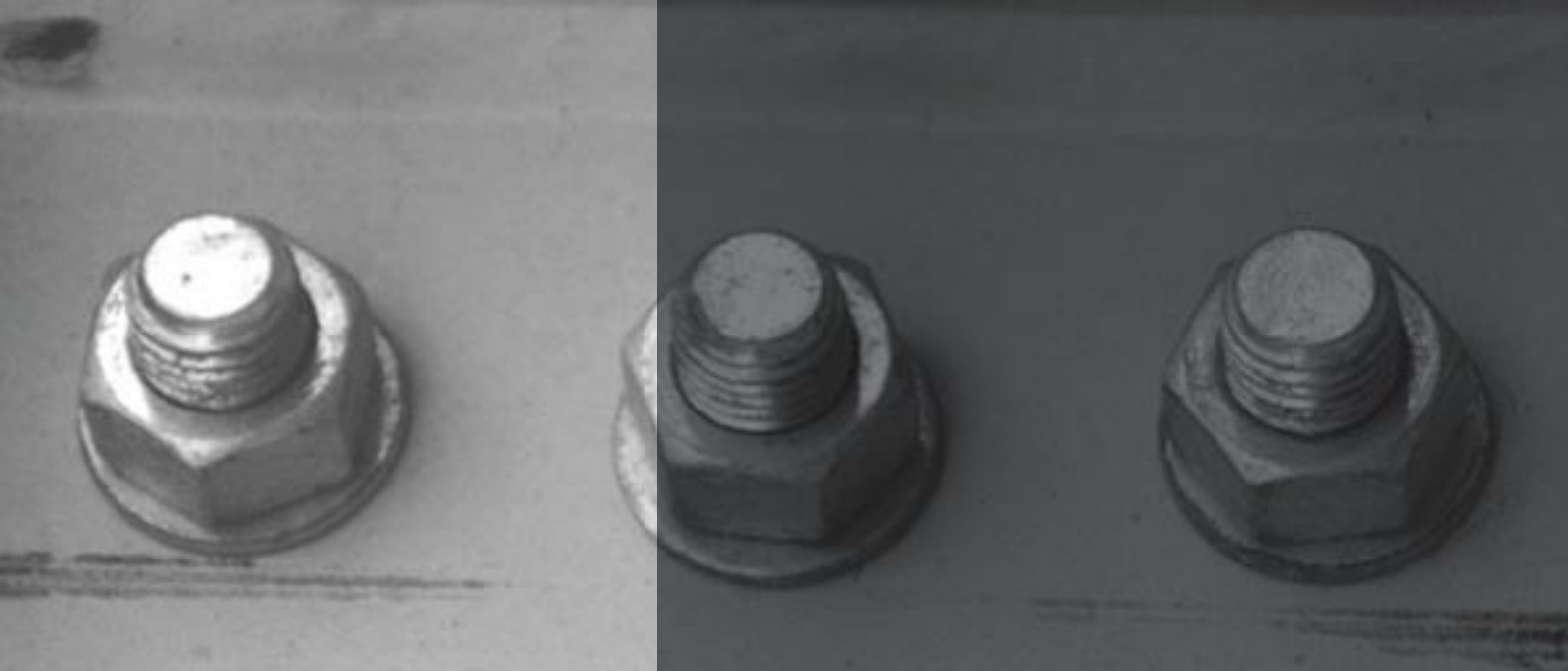
Under this strategy, the project manager enters into a contract with the proprietor or building development owner to manage the construction project.

### **The key benefits in effective contract administration of projects are:**

- Helps to define project scope.
- Sets key objectives in cost, time and quality.
- Helps determine the most effective project delivery method.
- Assists in awarding contracts to contractors and subcontractors under fair and equitable conditions.
- Monitors payments to contractors and subcontractors in strict accordance with contract terms.
- Executes the construction strictly in accordance with contract conditions.
- Helps monitor and control progress of contractors and subcontractors.

### **Our responsibilities to clients under a contract documentation and administration agreement include:**

- The preparation of all documents which constitute a particular written contract, including the agreement between the project owner and the contractor, the drawings, specifications and any other relevant documents.
- Prepare and control a program for the construction of the project, setting out timelines for the completion of all construction activities, including on-site and off-site aspects of the project. The program will include the dates by which information and decisions are required from the client, design consultants, specialist consultants, authorities and others involved in the project.
- Report regularly to the client on all aspects of the construction project relevant to the agreement.



## Construction Management

Construction management is a service that applies effective management techniques to a project for the purpose of controlling time, cost and quality.

As construction managers for our clients, our first task is to either evaluate existing conceptual designs and documents, or develop these. We then select an appropriate construction method for the proposed development.

The principle objectives in our construction management services are to: analyse the pre-construction and construction methodology for the proposed building; describe and evaluate various construction methods, setting out advantages and disadvantages; then recommend an overall construction method which achieves the best balance of cost, time and quality.

**Our responsibility is exclusively to the client, and we act in the client's interests at every stage of the project. We offer advice, without any conflict of interest, on such crucial matters as:**

- The optimum use of available funds.
- Controlling the scope of work.
- Project scheduling.
- Optimum use of construction skills and talents.
- Avoidance of delays changes and disputes.
- Enhancement of project design and construction quality.
- Optimum flexibility in contracting and procurement.

*Construction management is a discipline and management system specifically devised to successfully complete developments for owners.*

### Our deliverables include:

- Develop and manage a selection and pre-qualifying process for contractors and sub contractors.
- Develop scope-of-work documents for tender packages.
- Prepare contractors' scope of work definitions for contract agreements.
- Establish contracting methods and a contract procurement plan.
- Prepare a project procedure manual and establish a construction and critical path schedule.
- Monitor contractor compliance with contract requirements.
- Manage conformance of work to contract documents during the construction phase.
- Address safety management issues and establish project emergency plans including coordination of police, fire, rescue and other emergency services.
- Establish risks associated with on-site safety, define responsibilities of on-site personal and review contractor safety programs.
- Develop requirements for building occupancy or project start-up.

**If you'd like to learn more about how we can deliver improved time, cost and quality outcomes for your development project, please call us on +61 3 9940 1505 or visit the E K Project & Construction Management website at [www.ek.net.au](http://www.ek.net.au)**



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