

VITRUVIUS

EXPERTS IN YOUR BUILT ENVIRONMENT

schedule of professional services

Seamless project and construction management

WHO WE ARE

Vitruvius is a specialist, full service Project and Construction Management Consultancy. We are experts in creating and delivering the right built environment for our clients, working as a strategic partner to make change happen.

We engage with project stakeholders to define outcomes and manage risk by developing project delivery plans focused on implementing change. Our processes allow clients to focus on their business and not the day to day issues associated with project delivery.

Our focus in excellence across our three core professional disciplines of Project, Commercial

and Construction Management, has resulted in Vitruvius being one of the few organisations to be recognised and professionally accredited by the Association of Project Management, Royal Institution of Chartered Surveyors and Chartered Institute of Building.

Our knowledge, leadership experience and management expertise allows us to bridge the gap between our clients business and all parts of the construction sector to achieve best value.

As a keen exponent of collaborative working we actively build and lead effective delivery teams combining the right blend of professional

skills and knowledge. This ensures seamless project and construction management of projects from conception to completion.

By engaging Vitruvius the daily complexities of a project's design, procurement and delivery process are fully managed, while the client retains control at all times.

Our team can be involved and support your business from initial strategic planning through to project handover, or for a more tailored approach, you can choose from our range of professional services.



WHERE WE CAN ASSIST

Project Management

As Project Managers we are passionate about leading successful change solutions for our clients through the effective and efficient management of resources. Key to achieving smooth project delivery is our ability to listen to our clients to fully understand their requirements.

Each project is unique but by assembling the right team from the outset and applying tried and tested management techniques to an effective Project Delivery Plan we are able to manage project risk, cost, time and quality. This ensures client satisfaction throughout. Good project management requires teamwork, but it also demands leadership.

Being involved early on necessitates a strong and effective sense of order creating a structured, positive environment in which every member of the project team can deliver the best result.

We take responsibility for the overall project delivery and remain part of our client's team at all times, from inception through to completion and handover. Utilising our vast experience and knowledge of the built environment, we are committed to providing the very best advice, leadership, and combination of integrated management and co-ordination techniques.

Project Delivery Plan

From the outset of a project we work with our clients to better understand the outcomes of their project. Once this is understood we carefully plan and develop a procurement strategy which includes the appropriate form of consultant appointment documents, construction contracts, trade contracts and warranty documentation that supports these desired outcomes, reduces risk, and maximises project value.

Design Management

We recognise a key element of project success is through the management and co-ordination of the professional design and consultant team. Vitruvius is experienced in utilising various project management tools to deliver a collaborative and fully integrated design solution.

Risk & Opportunity Management

Risks, issues and delays derail a project and impact upon successful completion. We manage the risk on behalf of our client through risk integration, using it as an opportunity to create a framework for project innovation. Our approach is to implement a series of risk assessment methodologies throughout a project's lifecycle, facilitating real time decision making and quality control, safeguarding project cost and time deliverables.

Other services include:

- Bid Management
- CDM Advice
- Consultant Appointment and Procurement
- Feasibility Studies and Master Planning
- Site Investigations & Planning
- Programme Management
- Technical Advice
- Tender Management and Contractor Negotiation
- Employers Agent

WHERE WE CAN ASSIST

Commercial Management

As Commercial Managers we are responsible for the financial and contractual aspects of a construction project utilising a full range of services from the initial feasibility study through to post occupation.

Utilising best industry practice we drive commercial efficiency through our projects ensuring that the decisions being made provide best value for our clients.

What makes working with us different? Our ability to offer support at every stage of a project without being limited to one area. There is constant communication, guidance and efficient management of all financial aspects of the project providing surety of delivery.

Cost Planning

We offer cost planning services from project feasibility, all the way through to handover. Our cost management software assures clients that project costs will be controlled, and budget allocation optimised.

Quantity Surveying

Our team has extensive experience of providing expert cost management advice to clients, across all market sectors. We provide flexible monthly accounting and efficient cost reporting at all stages of a project, as well as procurement and tendering advice. Through effective commercial management we seek to minimise the costs and enhance the value of delivery.

Contract Administration

We act as contract administrator on behalf of our clients to successfully manage the execution of a project's building contract.

Our forward-thinking approach and attention to detail ensures the construction phase delivery is well co-ordinated, planned and managed. We have the knowledge and skills to understand contractual provisions and know how to apply them, in addition to our role of determining applications, authorising payments, settling the final account.

Other services include:

- Feasibility Studies
- Budget Appraisal
- Bills of Quantities
- Cash Flow Forecasting
- Commercial Reporting
- Contract Preparation
- Design Change Control
- Procurement Advice
- Life Cycle Costing
- Tender Evaluation
- Value Engineering
- Interim & Final Accounts
- Fund Monitoring

WHERE WE CAN ASSIST

Construction Management

We offer clients a cost-effective way to retain maximum control and flexibility over the delivery cycle of the build process.

Our relationship with our clients is that of project partner as we manage the construction phase from a position of knowledge, managing the interface between trade contractors, design consultants and the client's own in house team. We find this collaborative approach results in a less adversarial environment on site where clear decisions can be made quickly.

We have proven experience, that demonstrates through effective construction management, we are able to provide an enhanced ability to incorporate client changes, control cost, and in many cases, deliver an accelerated programme. Our priority is to act in the interests of our client and provide a seamless project and construction management service.

Principal Contractor

The client must appoint a Principal Contractor for each notifiable project under the CDM Regulations. Vitruvius can undertake the role of the principal contractor to properly plan, manage and co-ordinate the works to ensure the safe management of the site. This process starts during the pre construction phase where we can develop the construction sequencing with the design team to minimise the clients exposure to health safety and environmental risks.

Construction Monitoring

We provide a construction monitoring service to facilitate quality control and programme assessment. Periodic inspections and reporting are undertaken throughout the construction phase.

Quality Management

Our Quality Management Service provides clients with the assurance that construction works are controlled and completed, meeting all contract requirements.

Other services include:

- CDM Advisor
- Technical Advisor
- Construction Manager
- Employers Agent
- Health & Safety Plans
- Site Logistics Planning
- Programme Manager
- O&M Manual Preparation

Consultancy Support

We specialise in supporting all stakeholders in the construction process, providing impartial advice outside of the day to day activities of project work to construction clients, contractors and legal practices across the United Kingdom.

Consultancy services include:

- Critical Friend
- Dispute Management
- Expert Witness
- Claim Preparation
- Extension of Time & Loss and Expense
- Interim and Final Accounts
- Fund Monitoring
- Dispute Resolution
- Project Evaluation
- Funding Advice
- Project Audits
- Capital Allowance Reporting
- Mediation

Who We Support:

All stakeholders in the construction process including:

- End User Businesses
- Commercial Developers
- Public Sector
- Investors & Funders
- Professional Advisors
- Lawyers
- Main Contractors
- Sub-Contractors

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