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Workplace done right.

SPM, established in 2011, has more than 8 years of international project management experience with the professional individual experience of 15+ years;

Specialized in Corporate Relocation Projects Management

Researches about changing workplace culture and believes in power of wellbeing/happiness of employee

Providing services in every phase of construction developments from first day to last day, starting from feasibility studies, to design, tender and construction.



What we do?

We would like to guide you through all the processes and be there for every step of your project. Because we believe that every project is unique and every step should be handled accordingly.

Our consultancy services are

- Project Planning
- Design Management
- Construction Purchasing and Administration
- Relocation Assistance
- Project Closeout



Project Planning



Design Management

Construction Purchasing and Administration

Relocation Assistance

Project Closeout

- Define project goals regarding contract, cost, programme and physical requirements – Project Brief
- Establish, chair and minute project planning meetings. Issue bi-weekly project reports
- Determine and pre-qualify necessary design team members and consultants (i.e., architect, interior designer, engineer, specialist consultants etc.)
- Assist Client's legal advisors in the preparation/negotiation of sub-contract and consultancy agreements
- Solicit proposals from pre-qualified consultants etc
- Review proposals, interview and make award recommendations for consultants appointment to Client for review and approval
- Review existing facility and the documentation of existing physical conditions and physical requirements
- Manage space planning by design team and Client
- Determine technical requirements (i.e., computer room, back-up power, specialty lighting, security, specialty systems, etc.)
- Prepare project master programme for review and approval by Client
- Manage the preparation of, and review the project budget for approval by Client.



Project Planning

Design Management ●

Construction Purchasing and Administration

Relocation Assistance

Project Closeout

- Represent Client during design process
- Kick-off design process – set goals and objectives
- Chair and minute design meetings
- Manage schematic design – by architect, interior designer, engineering and specialist consultants
- Manage and review detailed budget based upon schematic design
- Provide value engineering of alternate methods and systems; provide detailed breakout budgeting of options
- Review schematic design and “value engineering” options with Client for approval
- Manage design development process
- Coordinate information flow from and between Client and project team members
- Provide input to constructability, methods and materials
- Update budget based upon design development elements
- Provide further value engineering based upon design development
- Review design concepts and “value engineering” options with Client for approval
- Monitor, manage and update project programme



Project Planning

Design Management

Construction Purchasing and Administration

Relocation Assistance

Project Closeout

- Represent Client during construction phase
- Pre-qualify appropriate contractors
- Solicit input from Client and agree upon final bid list
- Solicit proposals from pre-qualified general contractors
- Receive, review and qualify proposals – prepare detailed bid analysis
- Interview general contractor candidates
- Prepare final recommendation and terms of award for Client review and approval
- Conduct construction kick-off meeting
- Attend regular project meetings
- Review contractor and vendor invoices in accordance with Client procedures and recommend for payment
- Issue monthly project progress reports that include scope, schedule and financial updates.
- Advise Client of impact of any potential variation, manage Client variation process and issue to contractor/vendor for action
- Review request for change from Contractors in terms of cost and/or time. Negotiate, assess and recommend to Client as required
- Consult with all parties to avoid potential construction conflicts, mediate to resolve construction conflicts that may occur
- Manage issuance of Practical Completion Certificate
- Manage handover of completed premises to Client's Facilities Management Team



Project Planning

Design Management

Construction Purchasing and Administration

Relocation Assistance

Project Closeout

- Identify and meet with user groups to understand move requirements and manage preparation of occupancy and move plans with user groups and the designer
- Pre-qualify potential moving companies
- Solicit, receive and review proposals
- Interview candidates and make award recommendation
- Prepare final recommendation and terms of award for Client review and approval
- Meet with user groups to familiarize the Client to the move process, coordinate information flow between users and mover
- Manage the preparation and distribution of move documentation
- Manage contract closeout



Project Planning

Design Management

Construction Purchasing and Administration

Relocation Assistance



Project Closeout



- Manage preparation of, review and report the project final account
- Manage the preparation of asset register – inventory list (if required)
- Review and process final payments
- Manage contract close-out and issue of project close-out checklist
- Track delivery of handover documentation (Operation and Maintenance Manuals, which includes all information pertaining to the project. i.e. Testing & Commissioning Records, As-Built Drawings, User Manuals, Guarantees, Bonds, etc.)
- Prepare summary of Lessons Learnt during the project

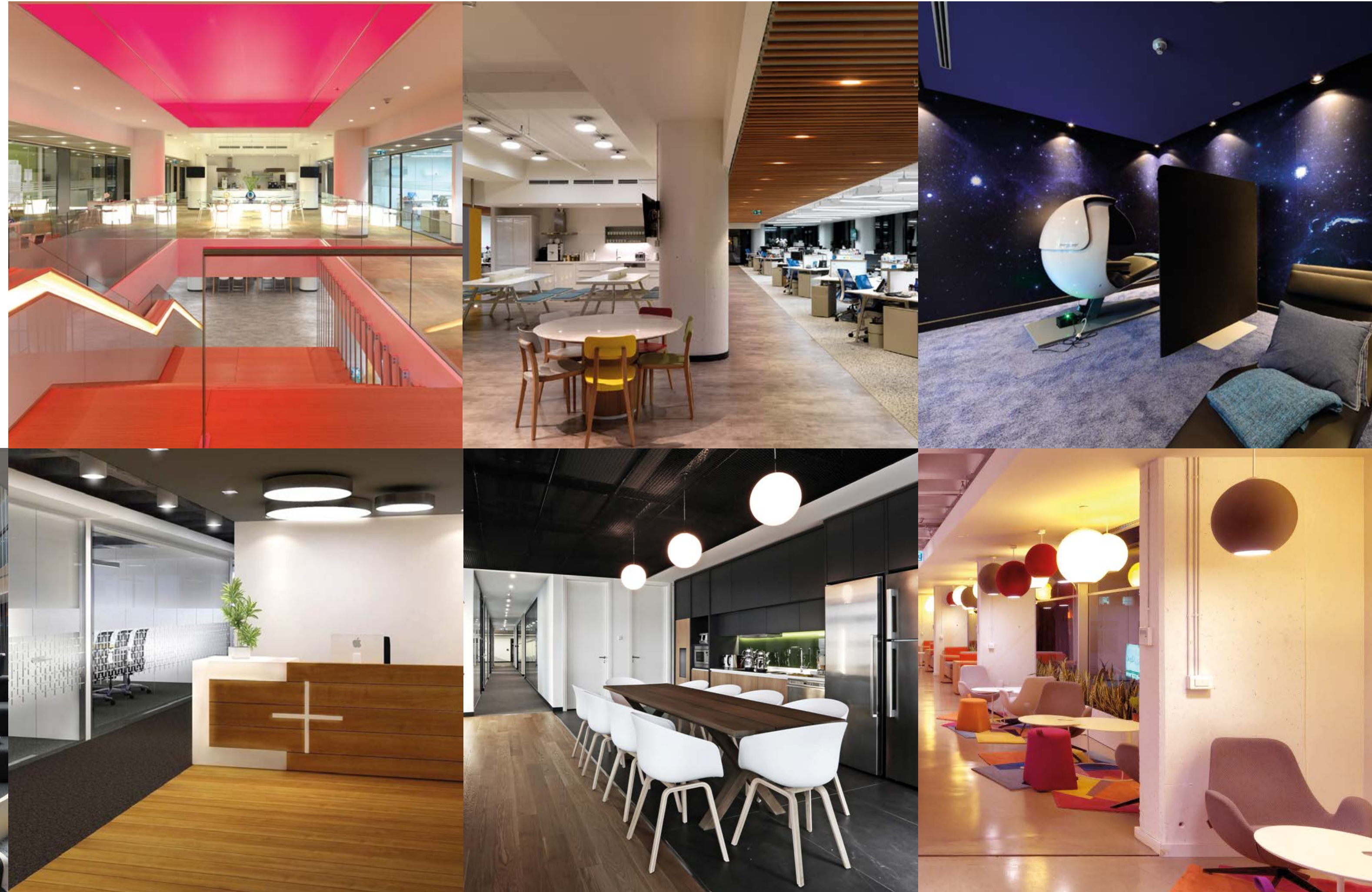


● References

● Projects

It doesn't matter what size the project is. We have an extensive skill-set and a great amount of experience in delivering for both public and private sectors.



● Yemeksepeti Park

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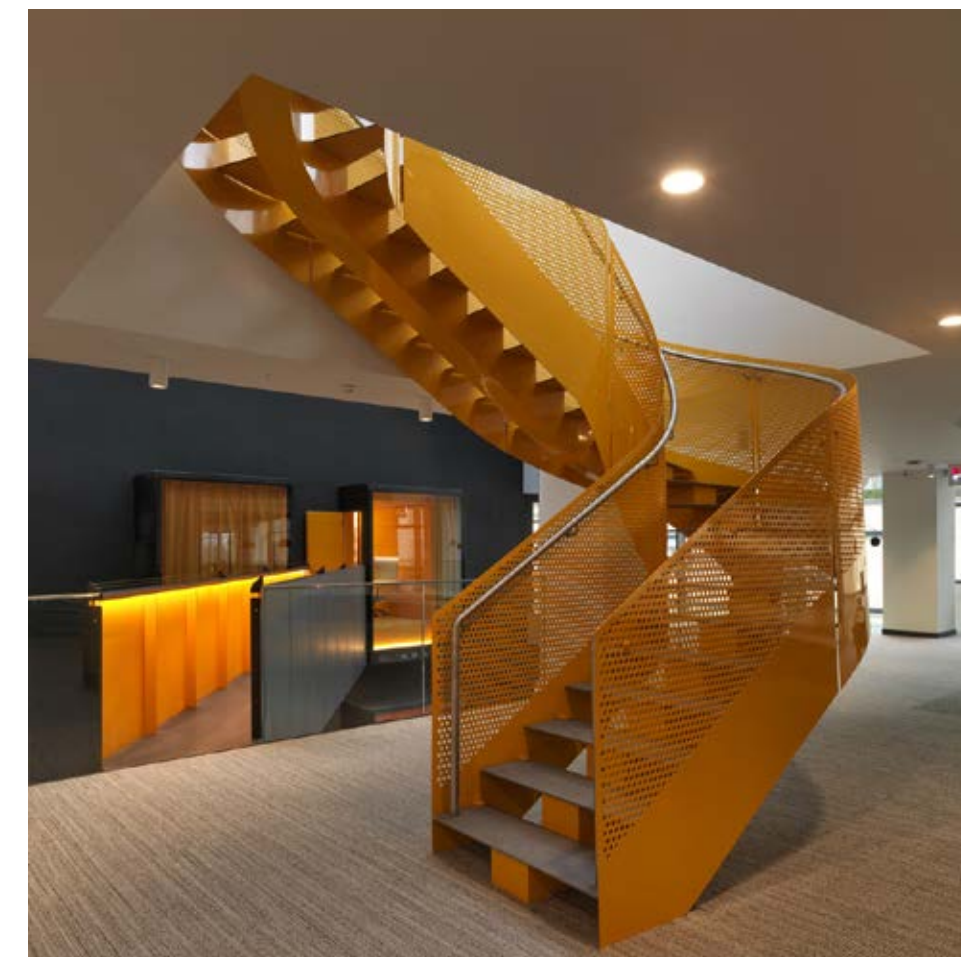
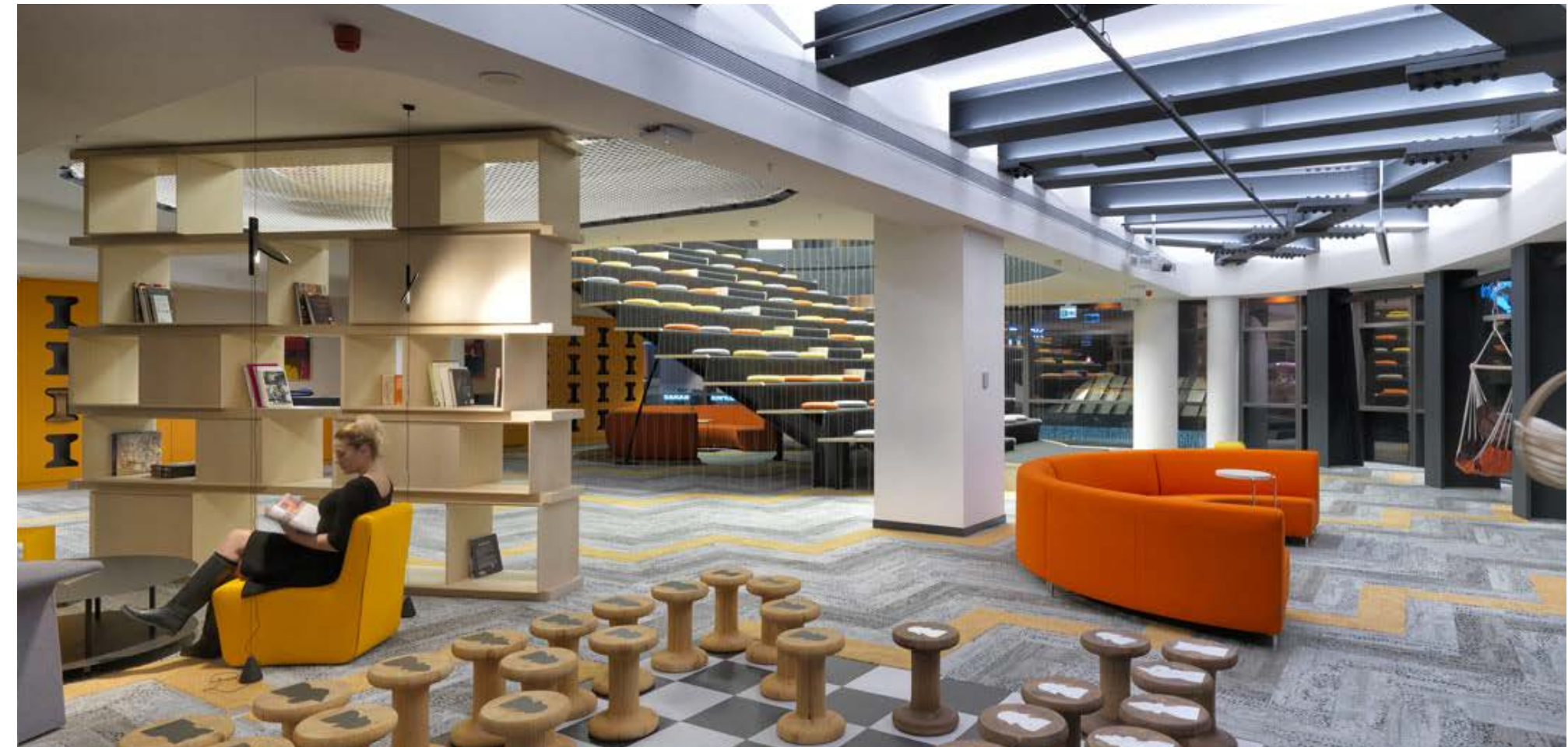


Project Detail

LOCATION	Levent, Istanbul
SIZE	9.000 Sqm
YEAR	2017
WHAT WE DID	Preliminary Budget Office Fit-out Management Office Relocation Office Furniture



- Yemeksepeti Park

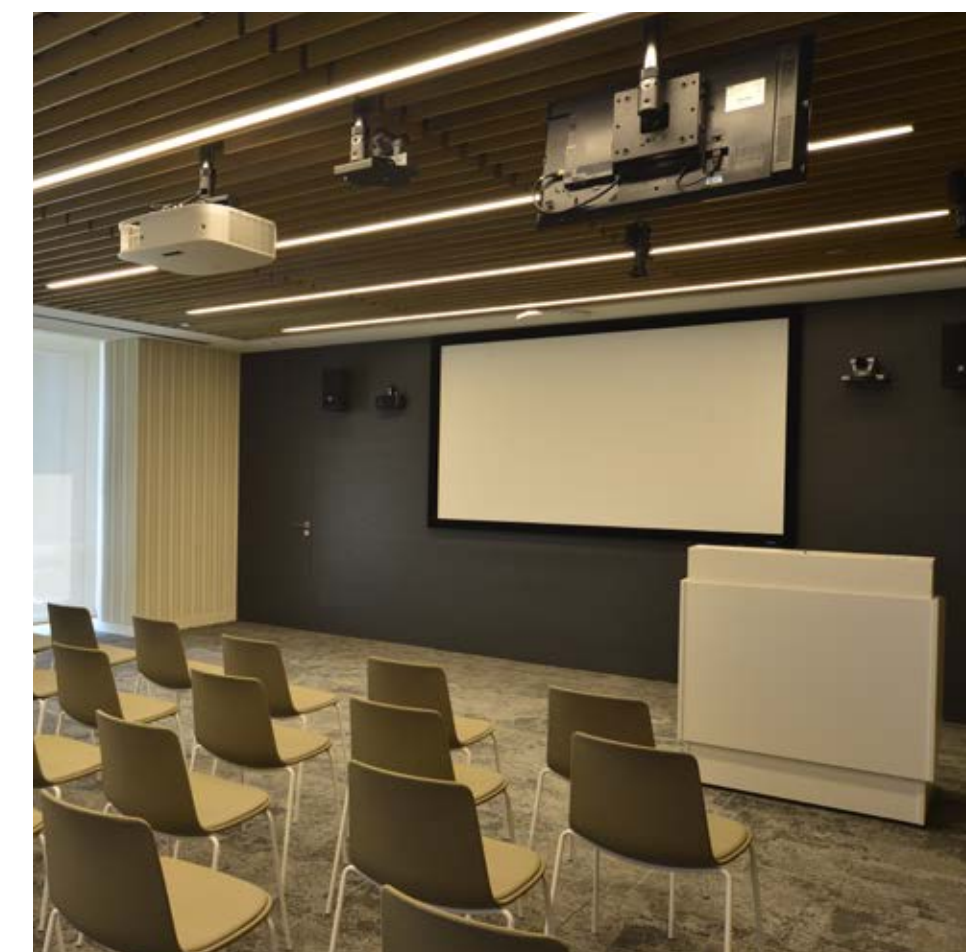




Project Detail

LOCATION	Levent, Istanbul
SIZE	1.000 Sqm
YEAR	2014
WHAT WE DID	Product Management Office Fit-out Management





- Allianz Sigorta İzmir

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Project Detail

LOCATION	Gaziemir, İzmir
SIZE	20.300 Sqm
YEAR	2016
WHAT WE DID	Product Management Construction Project



- Allianz Sigorta İzmir



- Zurich Sigorta

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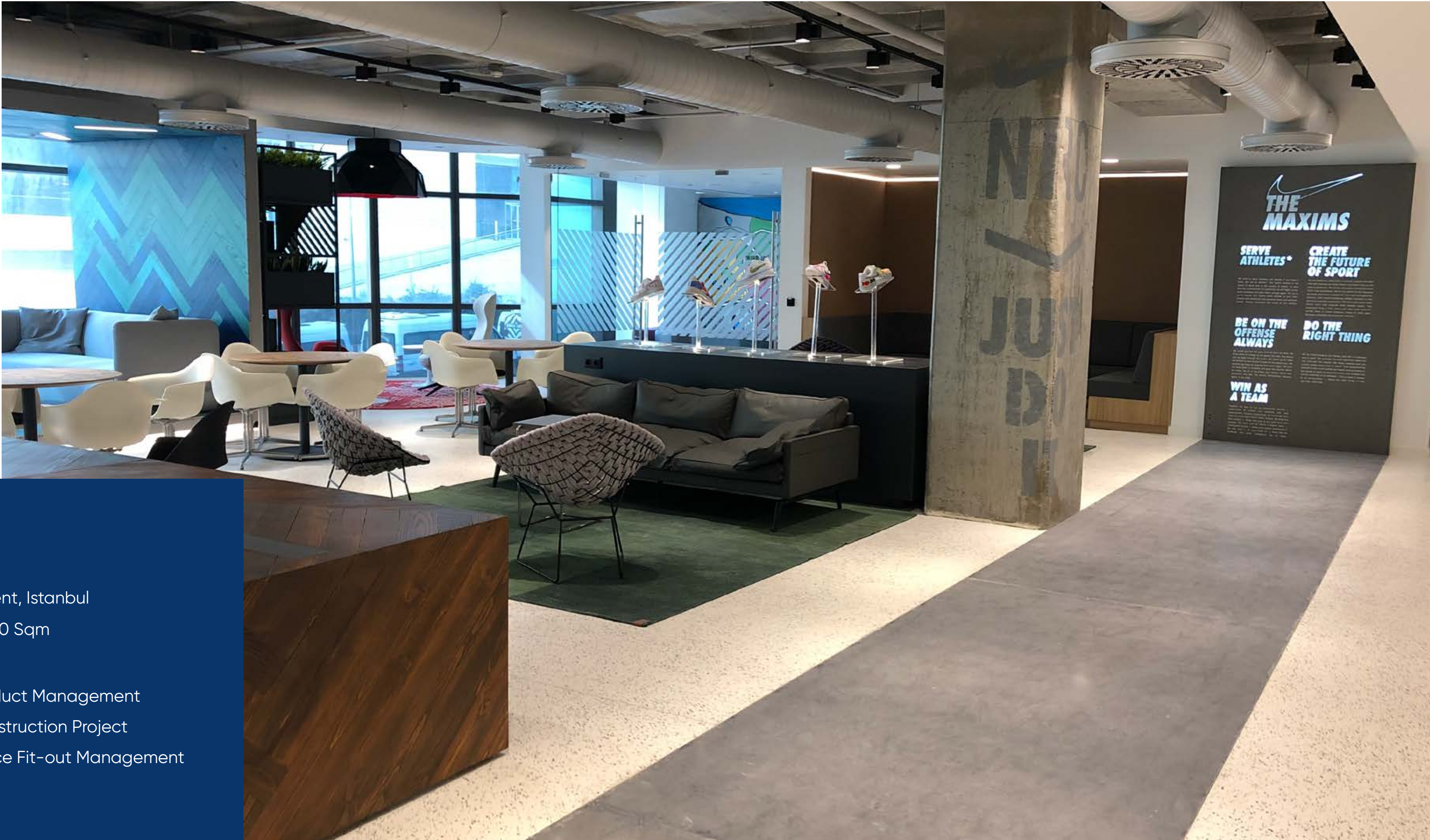
Project Detail

LOCATION	Maslak, Istanbul
SIZE	3.185 Sqm
YEAR	2014
WHAT WE DID	Product Management Office Fit-out Management



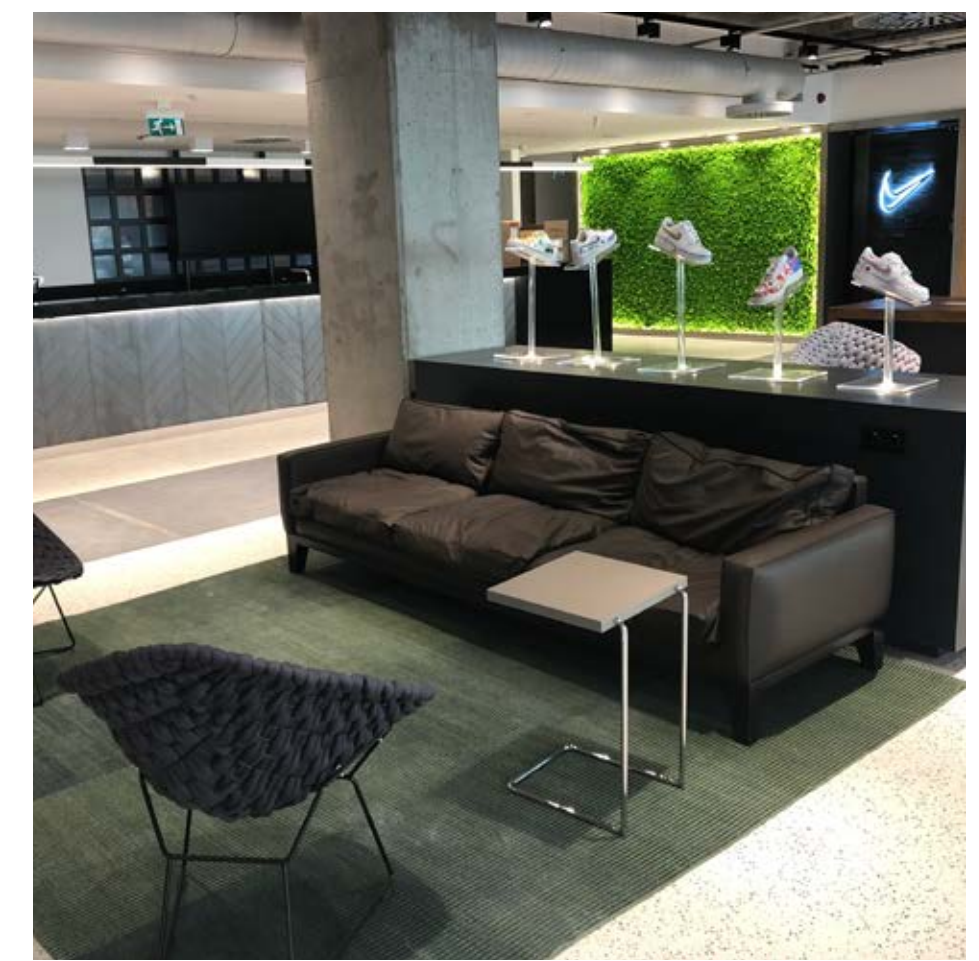
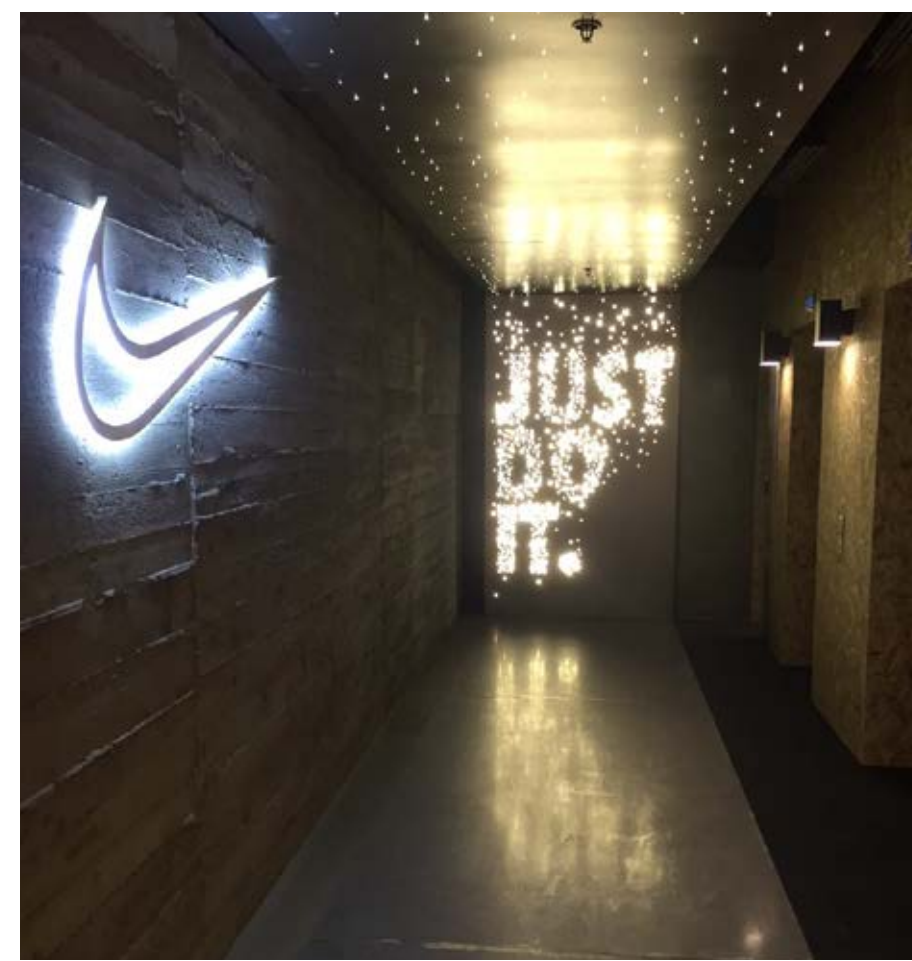
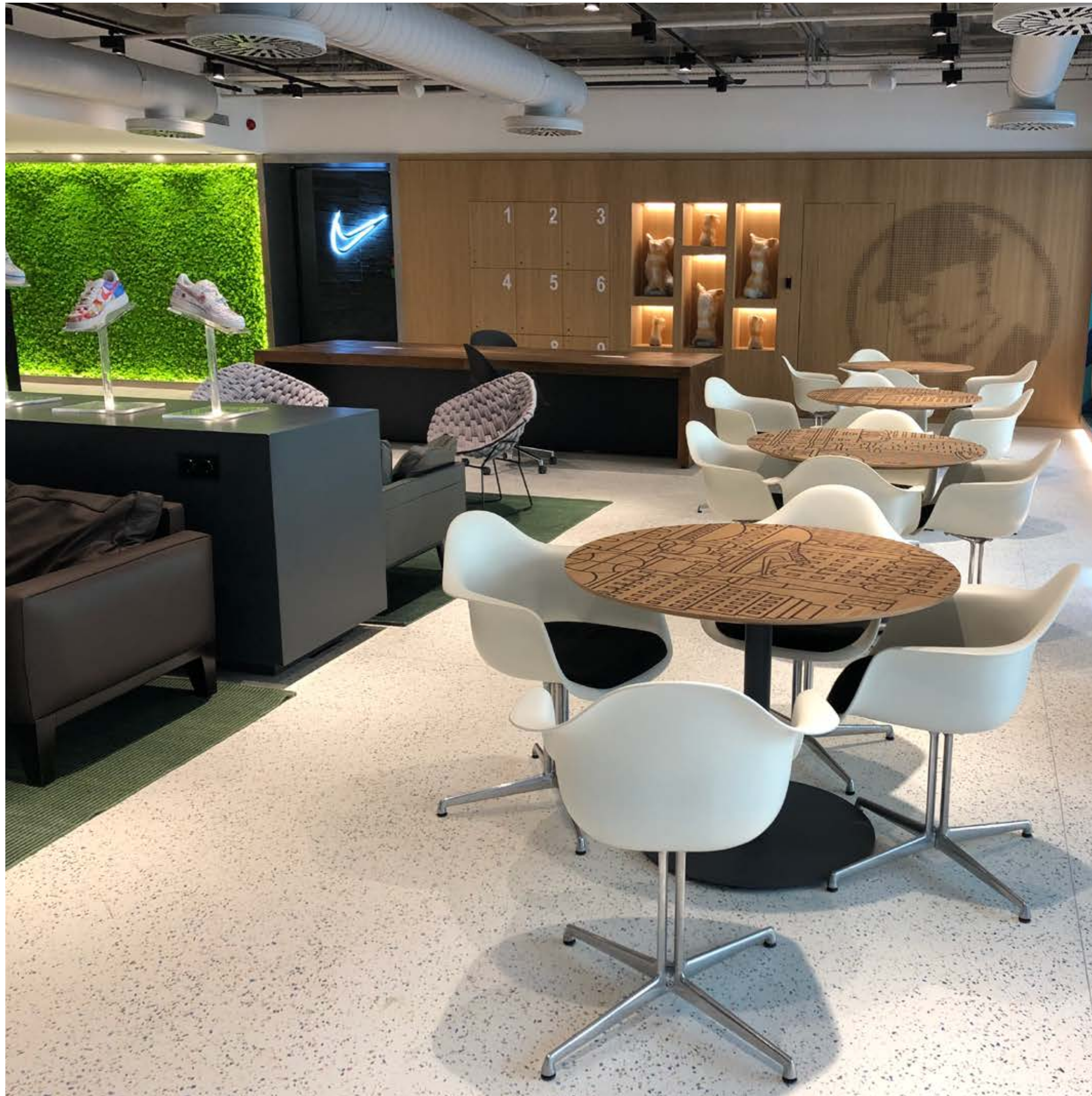
- Zurich Sigorta



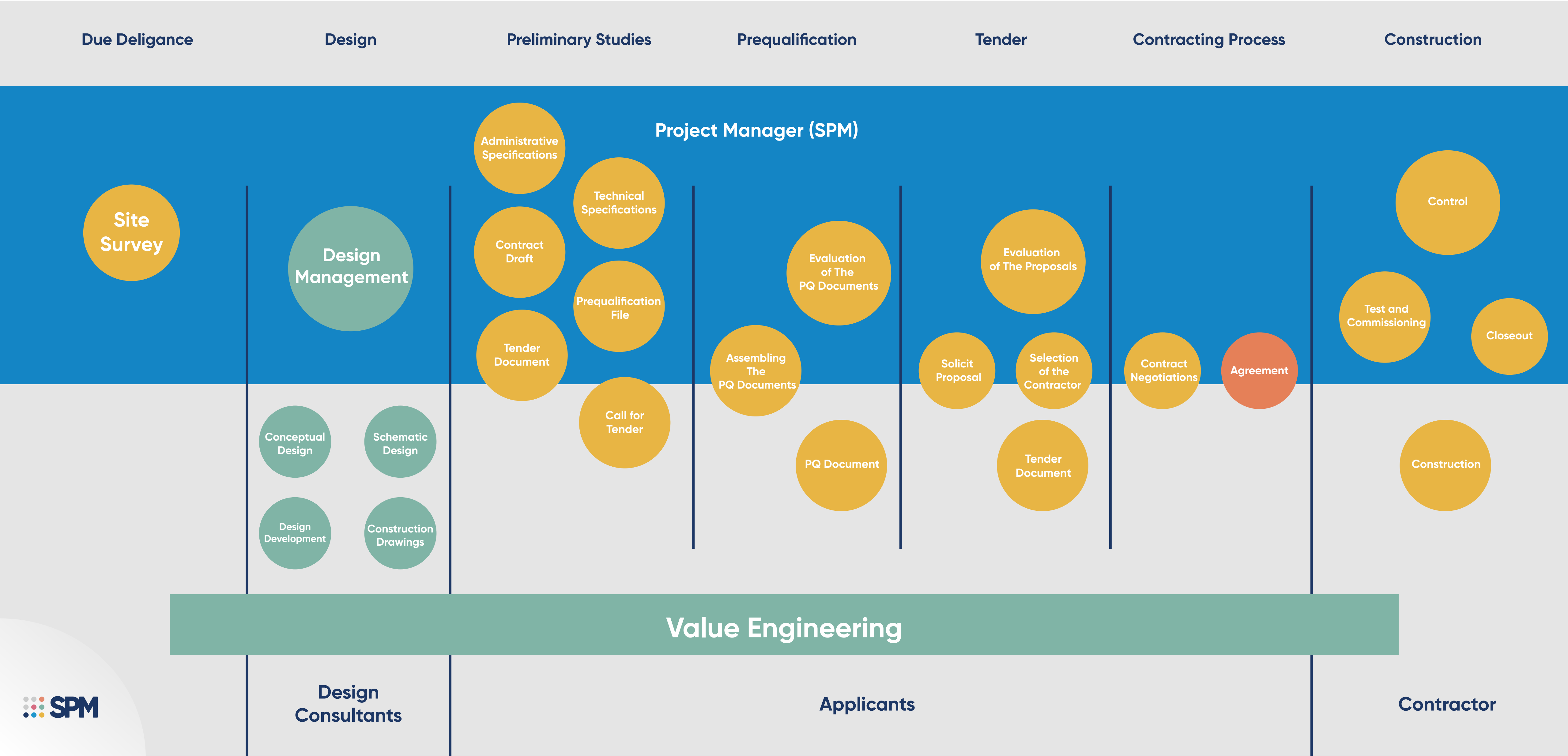


Project Detail

LOCATION	Levent, Istanbul
SIZE	2.500 Sqm
YEAR	2018
WHAT WE DID	Product Management Construction Project Office Fit-out Management



● Project Management Approach



● Project Organization

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Project Planning



Design Management

Construction Purchasing
and Administration

Relocation Assistance

Project Closeout



● Project Organization

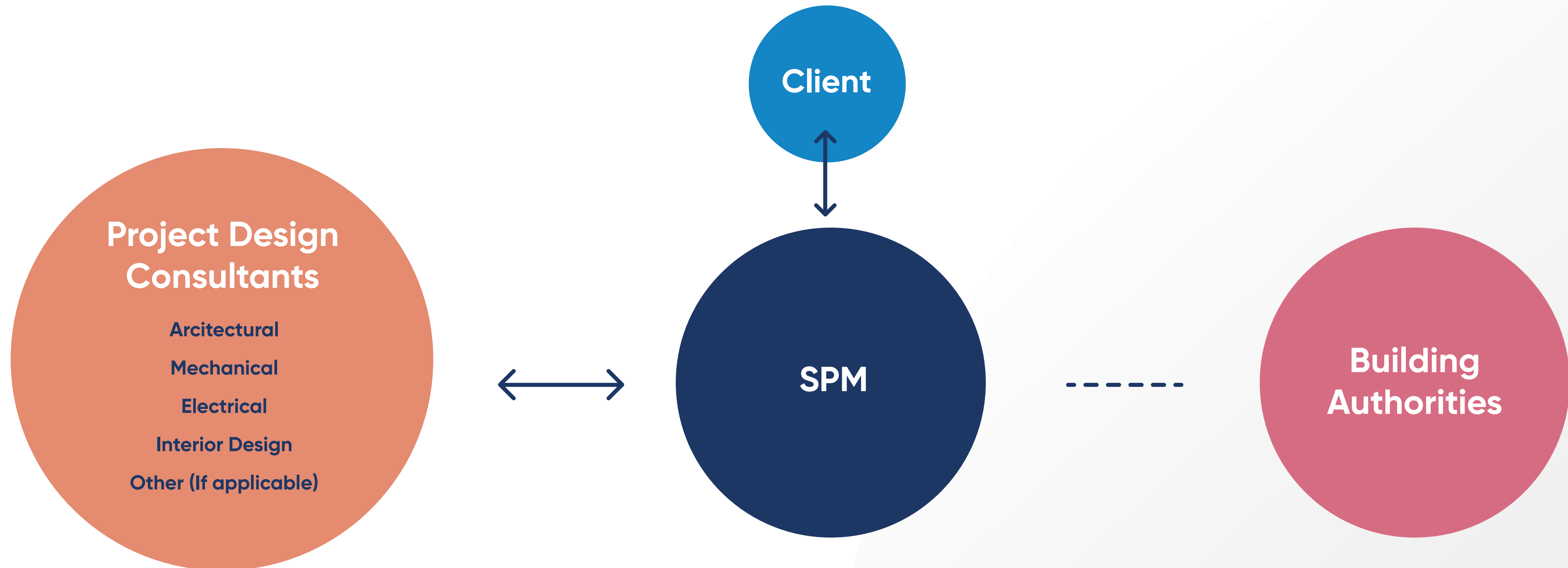
Project Planning

Design Management

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Project Closeout



● Project Organization

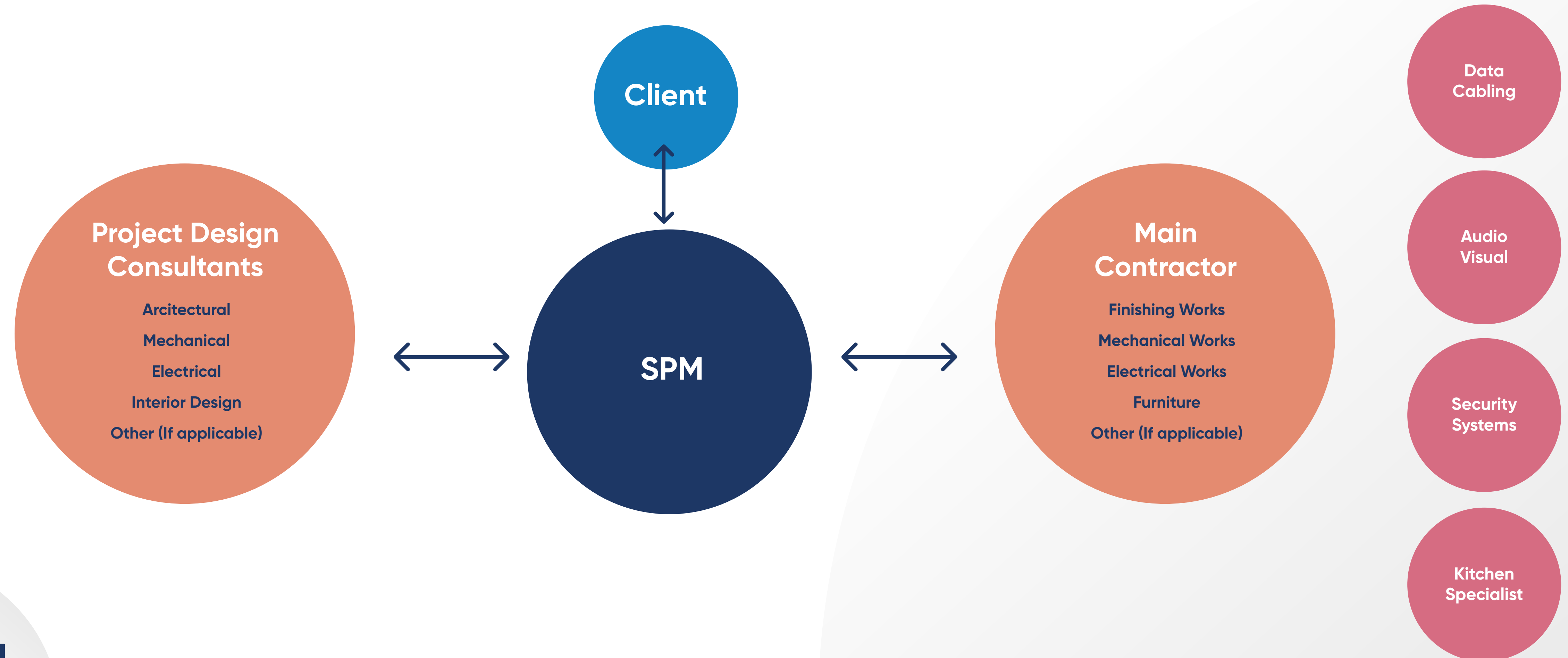
Project Planning

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Project Closeout



● Project Organization

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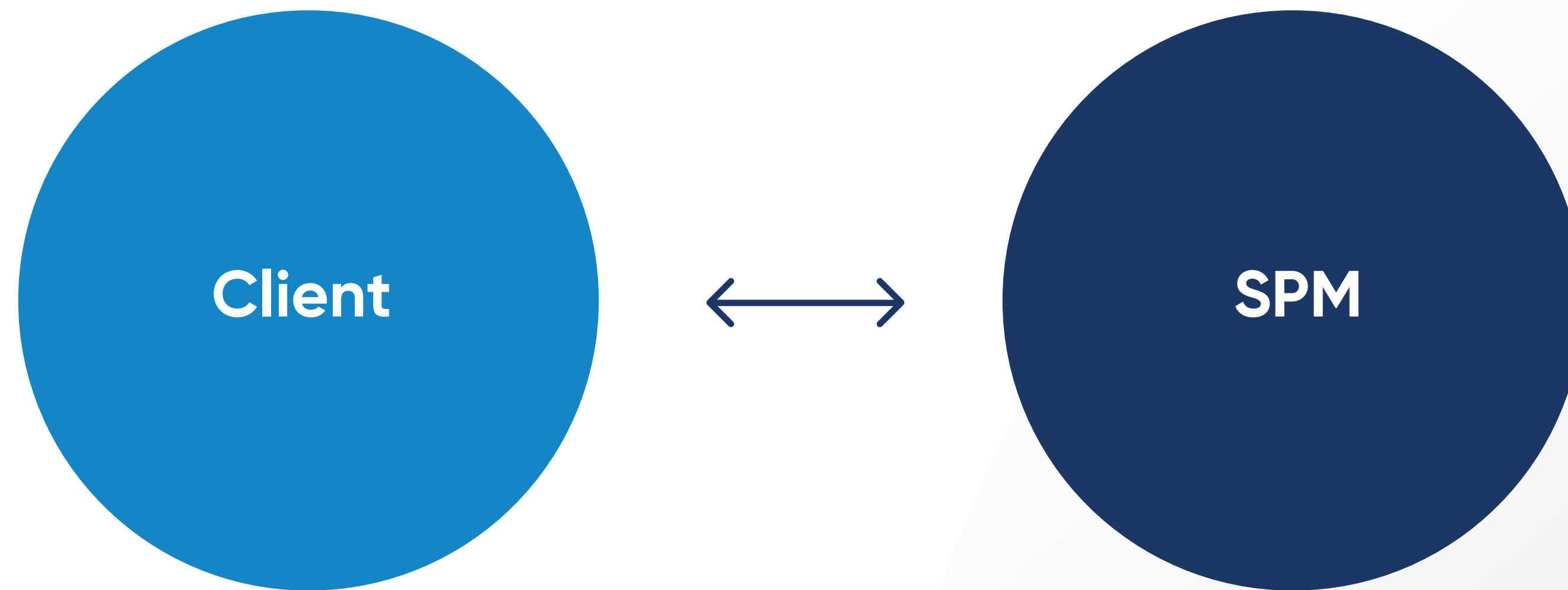
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Project Closeout



● Project Organization

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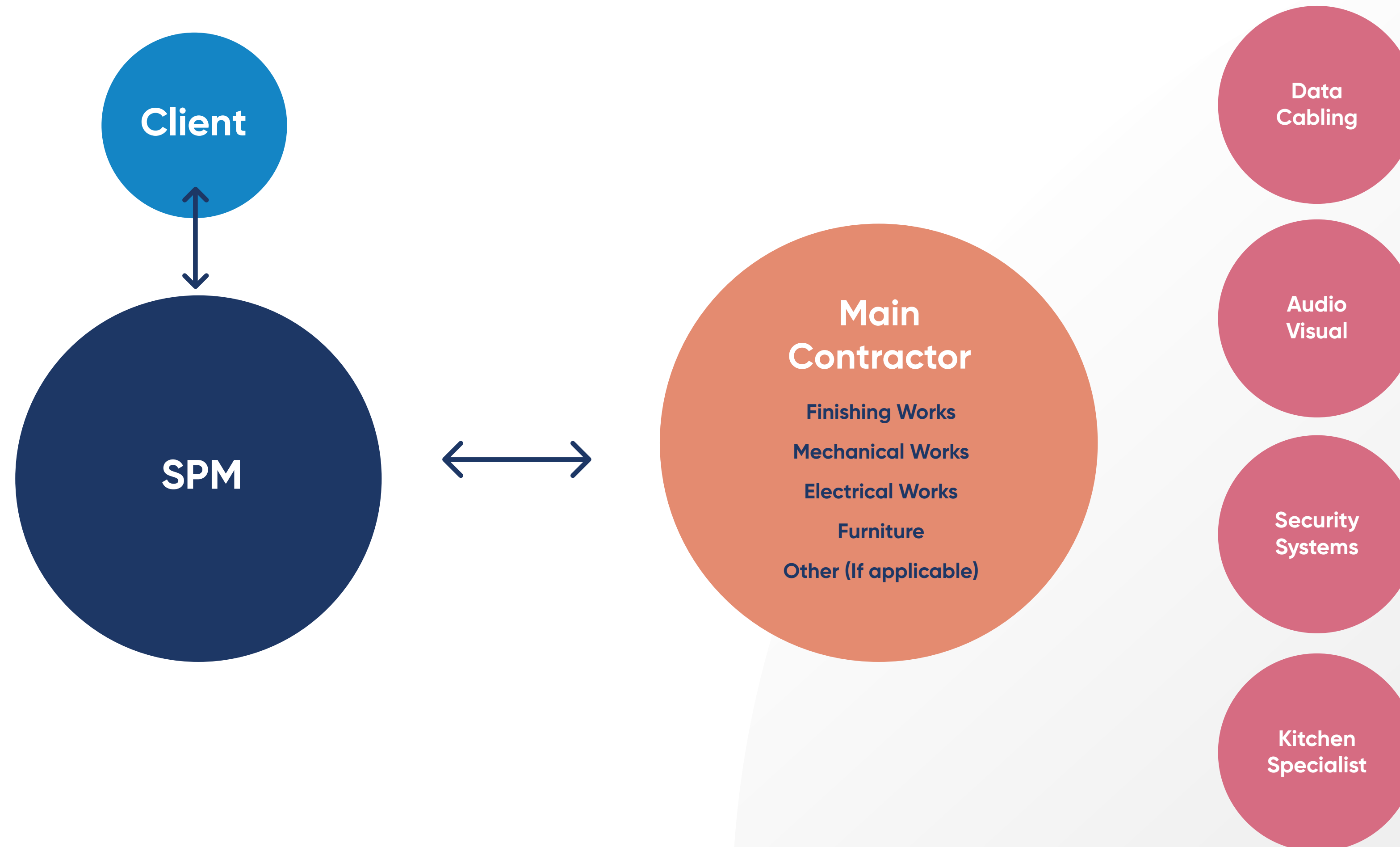
Project Planning

Design Management

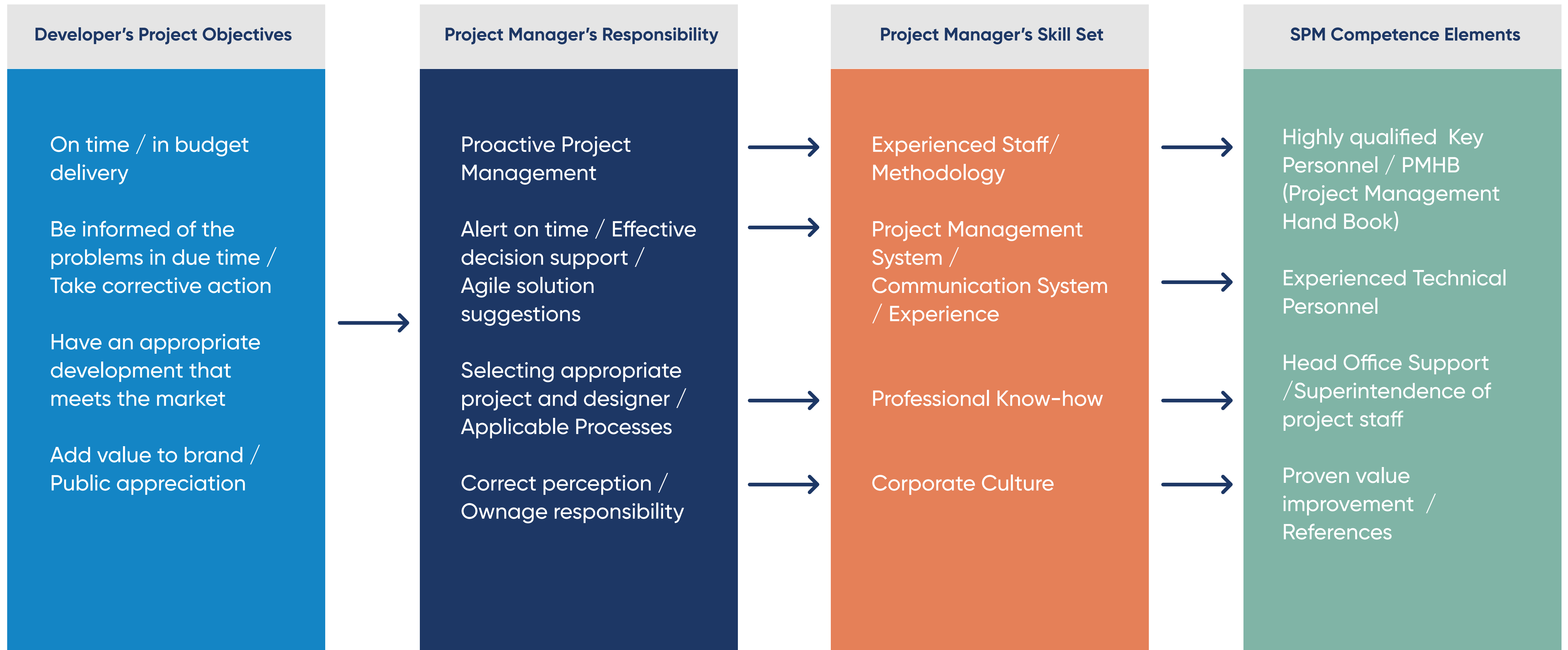
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Project Closeout

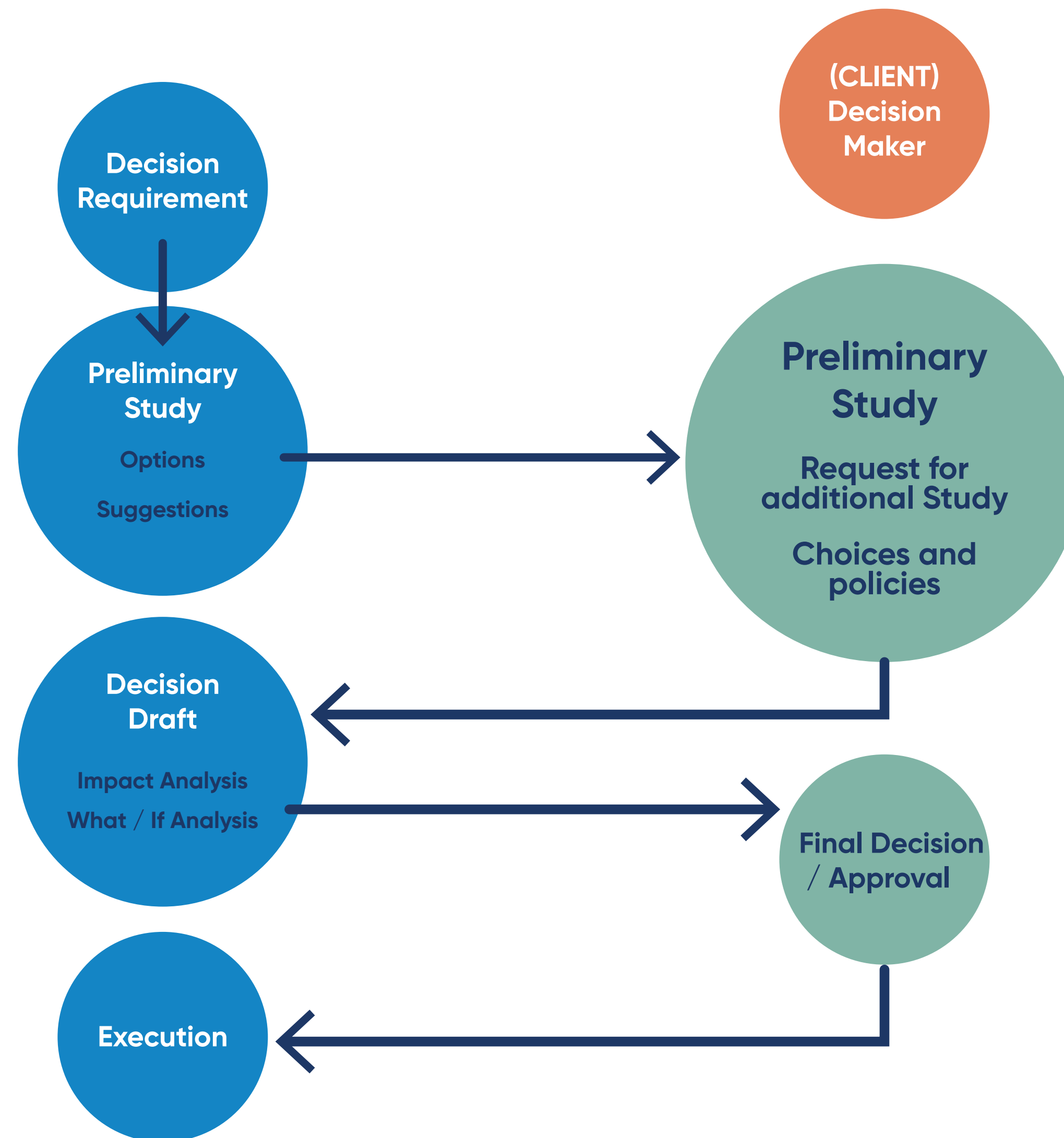


Value of Project Manager



● Project Management Approach

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● Procurement Strategy

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Traditional General Contracting

1

Pros

- Process well understood by Client, architects, and contractors
- Allows for competitive bidding
- Provides the lowest price for a given set of documents

Cons

- Allows no input from contractors during the design phase
- The process is time-consuming since all design work must be completed prior to solicitation of the construction contract
- Can lead to an adversarial relationship between the design team and the contractor

Design-Build (Fast Track)

2

Pros

- Takes less time from inception of project through completion since bidding phase is reduced
- Designer and builder are on same team eliminating adversarial relationships

Cons

- Unless the scope is well-defined, Client is at risk for quality and cost
- Changes and variations introduced by the Employer can be very costly
- The Client does not receive the cost-savings that often result from the bidding process



Thank you!

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