



RETAIL PROJECT  
CONSULTANCY

FYNE "bringing the pieces together"

## Our company

**FYNE** was formed to provide its customers with strategic support at the highest levels. We have found from experience and listening to our customers that they wanted to be able to have the flexibility to choose which services they required rather than have a package imposed on them. From the outset we ask you questions, we challenge traditional ways of thinking and doing, but most of all we listen to you. From that we can tailor our Professional Services package to suit your specific needs.

We understand your need to create environments that protect and reinforce the brand; our knowledge and experience enables us to provide well balanced expert advice from early feasibility through to project completion.

**FYNE** prides itself on offering innovating and dynamic solutions. We have grown organically over the last seven years to become a highly respected practice, with a team of professionals that have vast experience in all aspects of design and project works, for retail, commercial and leisure clients.

Finally, we all know that developing or refurbishing projects can sometimes be painful. Our commitment to you is that **FYNE** will take that pain away providing you with a stress free and on time, on budget solution and allowing you to get on with running your business profitably.

## ● Our philosophy

We at **FYNE** are here to support your innovation, by providing focused consultancy services that turn visions into reality. We recognise the commercial need for reduced delivery periods from project inception to trading. In this sector, flexibility is especially important, enabling prompt response to any future change.

Our experience has given us a thorough understanding of optimum net/gross efficiency, integrated project and distribution objectives, the importance of back of house requirements, and innumerable other factors common to our work in this sector.

## ● Our approach

Our approach to our clients is 'absolutely clear communication' on all elements of any project. This way there are no surprises, as surprises invariably mean additional costs. We minimise the need for the client being forced into a 'during works' decision.

At **FYNE** We can provide a "one-stop" delivery service from feasibility through to construction. The service and expertise we offer our client adds value, saves money, minimises risk and is always commercially self justifying.

To most clients, the phrase "on time, on budget" has become almost a cliché and a best intention. For **FYNE** and their clients this is a reality and has been for some time.



Marks & Spencer Lingerie

## Range of Professional Services Offered

You have the choice of choosing all or just one!

### INTERIOR DESIGN & ARCHITECTURE

- Concept interior design
- Detailed space planning
- CAD working drawings
- Electrical services design
- Mechanical service design
- IT & communication design

### STATUTORY APPROVALS & CDM

- Landlord approvals
- Local Authority approvals
- Compliance with legislation
- Appointment of CDM Coordinator

### BUILDING & SPACE APPRAISALS

- Identity and image
- Efficient use of space
- Constraint and limitation
- Time scales for site work
- Change management issues
- Identification of defects & problems

### PER TENDER

- RFI documentation
- RFQ documentation
- Tender list
- Tender analysis

### PROGRAMMING

- Design programming
- Ordering programming
- Critical date identification
- Decision date identification

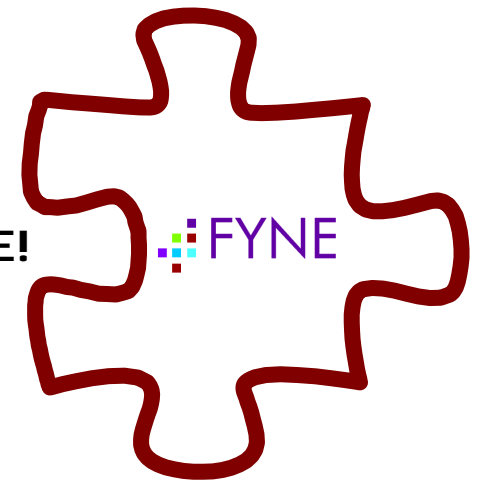
### MANAGEMENT APPROACH

- Contract Management
- Financial Management
- Project Management
- Design Management
- Safety Management

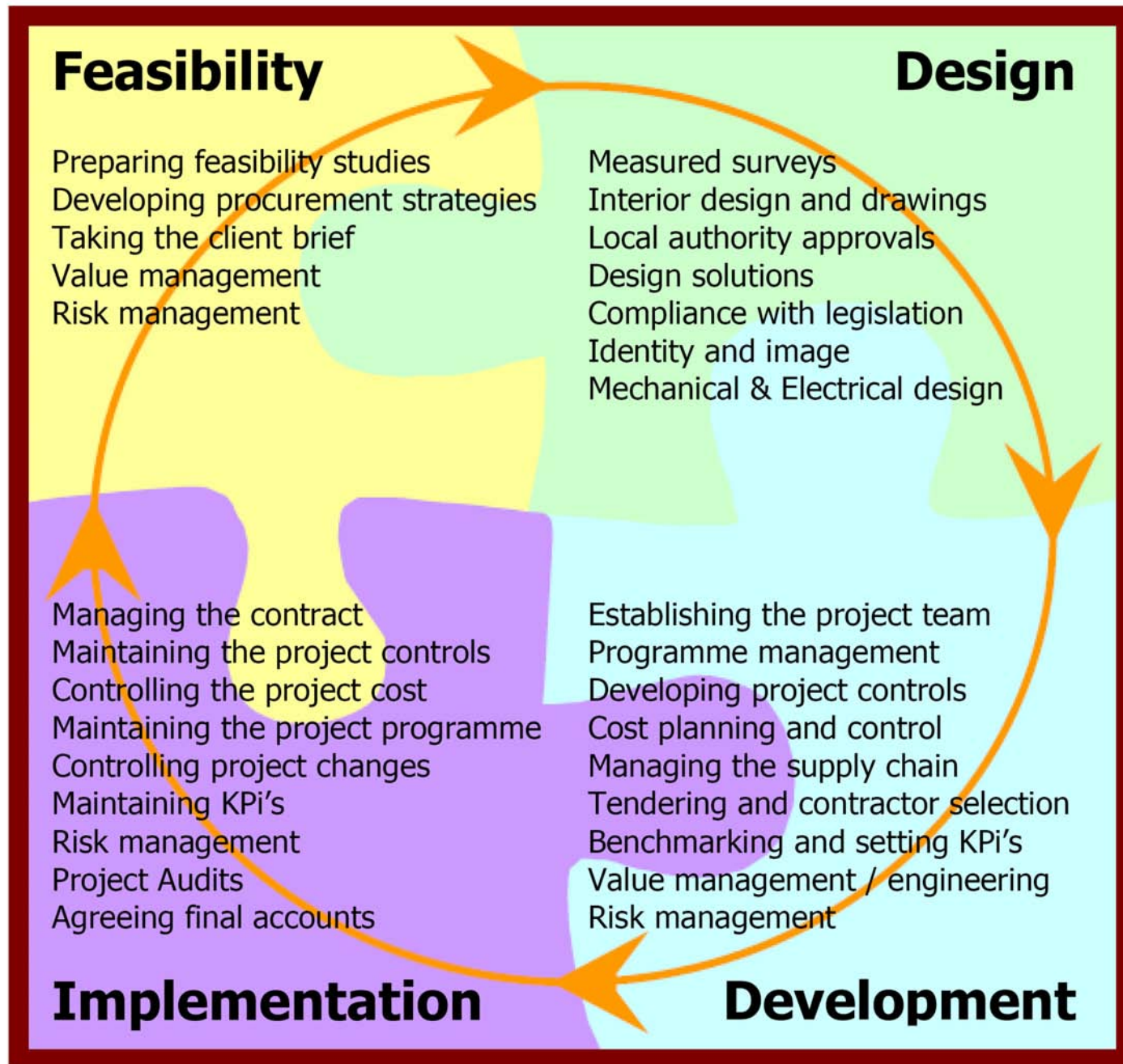
### DELIVERY OPTIONS

- Design & Build
- Turnkey
- Partnering
- Prefabrication

**IT'S YOUR CHOICE!**



# Management Expertise at Each Stage



# Project & Design Appraisals

Clients understand their own business and the needs of their organisations. Here at **FYNE** we listen, interpret and fulfil these needs with imaginative solutions thus enhancing your business expectations both in design and project aspiration.

With many years of retail experience both in project management and design, we can work in several ways, and provide whatever service you require.

Our standard route however would be;

- Take the project brief (with particular attention to the Client's expectations)
- Initially, we would visit the site, and then prepare a detailed survey drawing.
- From the survey drawing we would produce an initial scheme drawing for your consideration. These schemes can be :

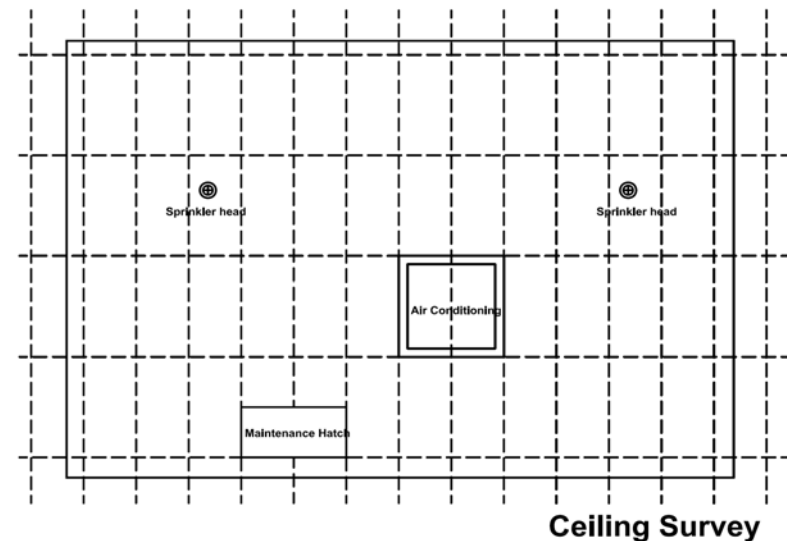
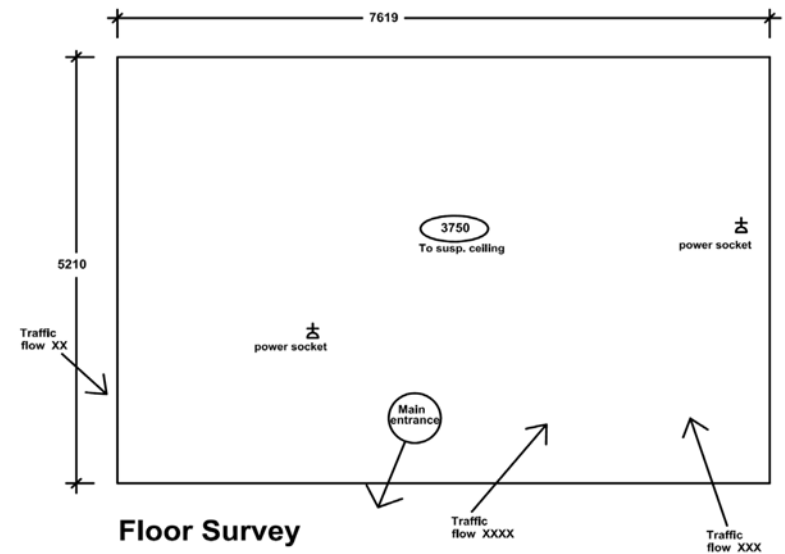
From your own brief, in the form of rough sketch or possibly a written retail requirement document.

or alternatively

Based on our own assessment of the space, site and customer circumstances.

- Having agreed the final layout with you, we will prepare detailed drawings to be used for pricing and statutory approvals.

Surveying the store at an early stage, and taking note of existing services and potential site problems will provide an accurate picture of the space and eliminate artistic license when it comes to modelling the space. This speeds up the production process with suppliers, as well as minimising any 'surprises'.

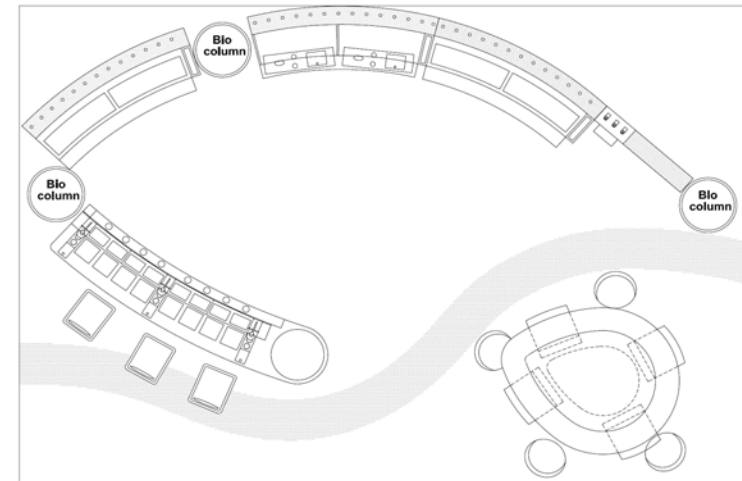
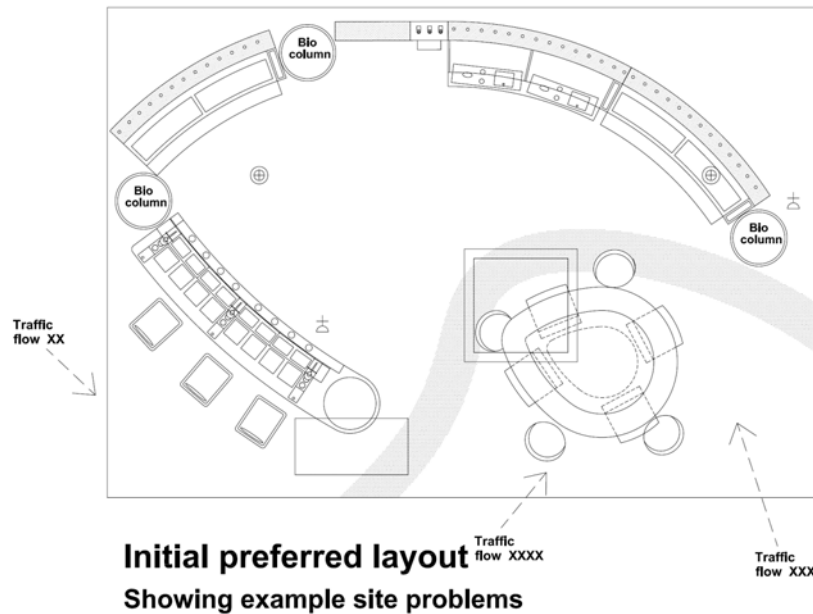


Moving store services can result in unnecessary costs to a project. Whilst it may be essential to the overall scheme to move some, working with existing where possible is more desirably reducing cost and providing overall budget certainty from day one.

Working with a survey will allow for slight adjustments to the scheme.

Once the adjustments have been agreed and finalised the ultimate layout can be produced and 3D modelling can take place if required for presentation.

Exact working CAD drawings can then also be produced for suppliers and Shopfitters.



## Construction (Design & Management) Regulations 2007

CDM imposes significant duties upon the Client, including ensuring that adequate procedures are in place to manage Health & Safety throughout the project. Clients are obliged to make an early appointment to the role of 'CDM Co-ordinator'. The role requires them to establish the vital "thread" of health and safety from concept to completion of a project. This includes:

- Notification to the Health & Safety Executive
- Working closely with the design team throughout the design and construction process, to achieve hazard elimination
- Advice and assistance with regards to management arrangements for Health & Safety
- Compiling Pre-Construction Information for provision to designers and contractors
- Advising the Client with regard to competence and adequacy of resources of those he appoints
- Advising the Client on adequacy of the Construction Phase Health and Safety Plan and welfare facilities before works commence on site
- Ensuring compilation and delivery of the Health & Safety File to the Client upon completion

## Statutory Approvals

Statutory Approvals of some kind will be required on almost every project and will also form the basis of Landlord's Licences (or Developer's consents as necessary). The following are the main elements ;

### ● Proposed drawings

Prepare drawings of sufficient detail for initial submission for statutory consents, and as general indication of your requirements, in conjunction with schedule of rates and the brief.

### ● Building Regulations

Submit drawings and liaise with nominated approver. Update/improve drawings as services etc. become available from contractors. Integrate necessary ongoing changes into refit project via the contractor.

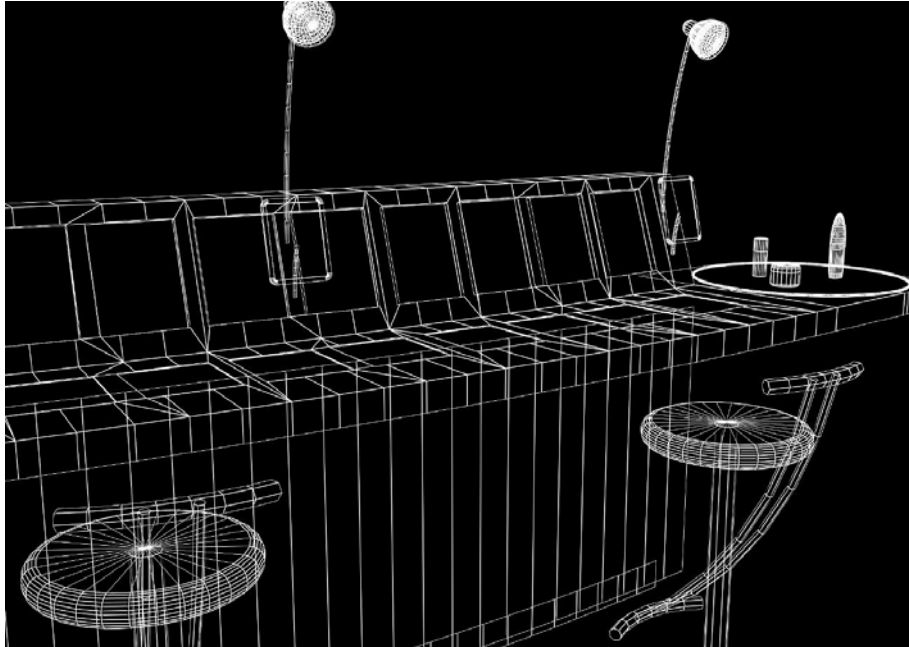
### ● Town Planning and Display of Advertisements

Prepare and submit forms, drawings and application fees for statutory approvals. Consult and negotiate with planning officers as required.

### ● Landlords / Developers approvals

Submit drawings and any additional information for landlord's approval via your nominated legal agent. Negotiate with Landlords as required, making judgements on extent of feasible work within project constraints and report back to client for direction.

# Design & 3D Modelling



We can make your ideas and concepts into 3D reality

Over the years we have taken concepts or standard details from numerous retailers and worked them into practical solutions this is a cosmetics bar developed from napkin sketch following lunch.

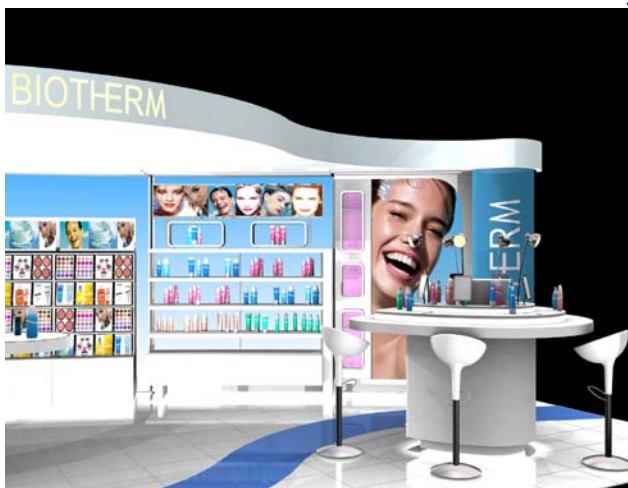
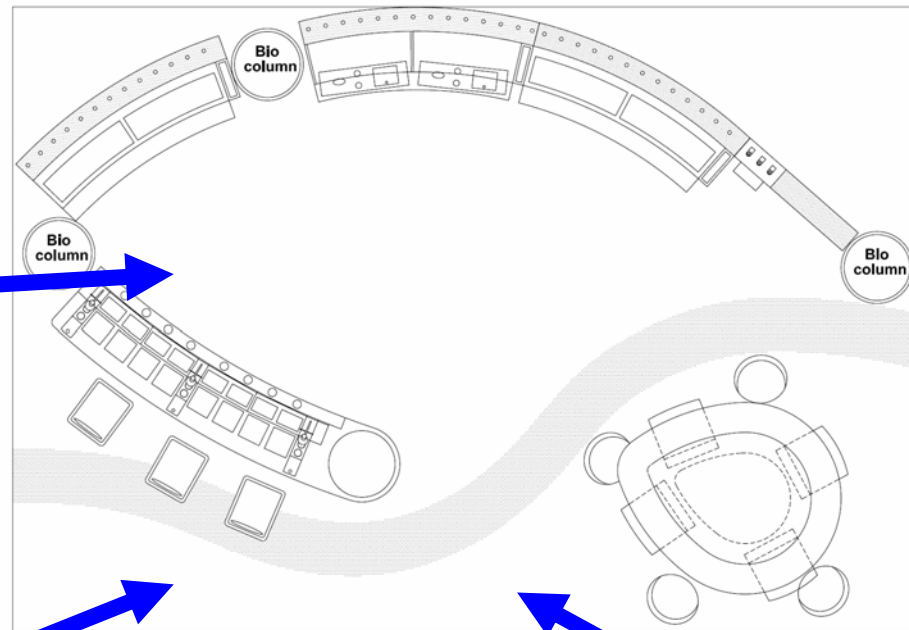
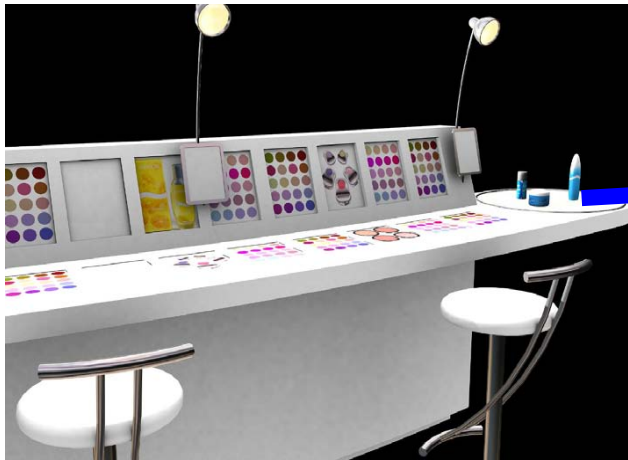




# Design & 3D Modelling

3D modelling will allow any view to be seen, or any item of unity to be highlighted as part of a presentation to a retailer or supplier

The Blue arrows show the vision line we have chosen.



Design & 3D Modelling



Our approach to project financial management is based on the use of modern, techniques, that enable us to provide high levels of client service

We are able to offer our clients cost management advice in all aspects of construction, and fit out

We can control and review the costs at all stages of your project from the project inception and budget stages through the construction process to final account

- Preliminary Cost and Feasibility Estimates

From conception give practical advice on the likely cost of the project, recommend the most economical layout, materials and method of construction and assess the length of construction/ fit-out giving you costs of options to suit your own particular requirements and layout.

- Cost Planning

Advice on construction/manufacturing costs to compile a cost plan in accordance with project budget constraints thus ensuring the final budget is achieved. This may consist of a series of elements with each section or element separately priced thus providing a basis of options and decisions.

- Valuing Construction Works

During the course of a contract we would value assess any variation which may arise using our experience and knowledge of current rates and prices.

- Advising on Contractual Methods

There are numerous contractual methods and forms of contract in use in the construction today. We can advise on the advantages and disadvantages of each form in relation to any particular project, to ensure protection of the Client's interests.

- Preparing Tender Documents

If needed we can Prepare tender documents in the form of Bills of Quantities which are prepared in accordance with the standard methods of measurement where each quantified item can be priced to include all labour, materials, plant, allowance for contractors overheads costs and profit or in the form of specifications with schedules of work. Each includes materials and workmanship preambles, preliminaries details to standard and particular contractual requirements. Manage the tender process including gathering bona-fide offers, analysing tenders to ensure our client gets value for money at a true market rate.



## Procurement

Obtain tenders for building projects precisely in accordance with your requirements and obtained from a number of selected competent and capable sub-contractors on a comparable basis. Analyse tenders to ensure that competitive & fair market rates are obtained. Reporting on tenders received or package deal/design and build offers on receipt of tenders. We check the priced build ups arithmetically and technically and report on any unusual pricing or omissions. Ensure you are being offered all that they require and they are aware of "loopholes" which may arise and lead to future increases in costs or an exceeding of the project budget.

- Reporting and Meetings

Establish appropriate channels of communication between members of the project team; setting in place a meetings structure, laying down a procedure for convening, chairing, attendance, function, frequency and responsibility for recording of meetings and circulation of information. Monitor communications and distribution of information

- Construction Economics and Financial Management

Obtain your authorisation for costs of variations when limit of authority is exceeded and check that costs are being agreed. Report to you at regular intervals, give forecast of final costs to included costs of variations, forecast completion dates any costs and relating to extensions of time and there implications. Prepare regular valuations and payment certificates of the contractors' works valued in accordance with contract. Check that valuations and certificates are correctly circulated, in conjunction with payment arrangements and recommend applications for payment. Check and recommend all other invoices related to the fit out, prepare final account and agree settlement

- Preparing and Agreeing Accounts for or With Contractors

Throughout and following completion of a contract we are able to measure, value and agree interim valuations, variations and/or final accounts for or with employers, contractors and subcontractors.



Give New Womenswear Brand by George Davies

A positive outcome is an absolute priority for any client undertaking a capital investment project, just like our approach to project financial management, our approach to Project and Contracts management is also based on the use of modern, techniques

The management skills we provide have been developed over many years to give the highest possible levels of certainty and keeping a team moving forward, whatever the issues, through all the stages of a project

- Programming

Compile a reasonable and achievable master programme in consultation with you and any other appropriate team members from concept to completion to record principal activities and identify critical dates. Verify and incorporate consultant's programmes for production of detailed design information, monitoring progress. Advise of any changes; recommend appropriate action and obtain authorisation. Examine, in conjunction with the design team, the contractors' programme; seek clarification of contractors' programme proposals if necessary, and incorporate these into master programme.

- Management

Manage the project from commencement to completion on behalf of your organisation, interpreting the project requirements and instructing appointed sub-contractors to carry out tasks on your behalf. Where necessary producing specifications to enable competitive pricing of items of work.

- Contract Management

Arrange for the place orders for installation crews, advice you of any works to be carried out under separate direct contracts; co-ordinate the other project teams using reasonable endeavours to secure the provision of information to contractors in an appropriate timescale. Check that contractors are providing and fulfilling their contractual obligations in accordance with their terms of appointment. Undertake regular site inspections. Confirm completion and issue appropriate certificates of making good defects and completion. Ensure that the various sub-contractors works are co-ordinated properly. Ensure that the works are carried out to CDM Compliance and Health & Safety requirement.

- Reporting and Meetings

Establish appropriate channels of communication between members of the project team; setting in place a meetings structure, laying down a procedure for convening, chairing, attendance, function, frequency and responsibility for recording of meetings and circulation of information. Monitor communications and distribution of information. Ensure appropriate information is provided to you and your team. Notify you of decisions required from them. Agree with other team members their reporting and recording procedures. Convene and chair all principal project meetings.

- Brief, Design and Quality Control

Amplify the design brief as necessary during design development and incorporate any changes and obtain your authorisation to issue out. Review build-ability and technical design of proposals with specialist contractors. Establish procedures for checking compliance with designs and specifications and monitor standards of workmanship and materials, advice on the need for quality assurance schemes, defects insurance and product guarantees

- Contract Procedures

Decide on the selection and method of appointment of preferred/nominated subcontractors and agree extent of design and specifications to be included in tender documents and report back and advising accordingly. Agree the procurement procedure for selection of contractors and form of contract. Arrange for preparation of contractor's duty of care warranty if required. Arrange signatures of parties to the contract. Arrange for the contractor's insurance certificate and renewal of insurance at renewal dates to be checked.

- Commissioning and Maintenance

Liaise with your agents on practical management, maintenance programmes, provision of maintenance staff, and state of services pending occupation. Arrange hand-over after operational tests and full commissioning of services. Liaise with Client / agents / Consultants on commissioning and equipping programmes. Arrange for contractors' maintenance and cleaning information, maintenance manuals, test certificates, guarantees, etc. to be consolidated. Prepare 'as built' drawings.

Prepare (in paper and disc form) official Building Manuals, and Health and Safety files.



Give New Womenswear Brand by George Davies

## WHY CHOOSE FYNE

Our VISION of working with YOU

- **FYNE** will listen to you to understand your needs and expectation. We will then provide you with a solution that is tailor made to suit your needs
- **FYNE** provides you with a comprehensive level of Professional Services you require when you want them
- **FYNE** working with you will create, maintain and develop robust sustainable and profitable roll out developments
- **FYNE** prides itself on its business professionalism and integrity
- **FYNE** will ensure your expectations are managed at every stage of the development, there will be no nasty surprises, we take away the pain
- **FYNE** believe in short lines of communication, this reduces misunderstanding and confusion
- **FYNE** believes in openness, fairness and honesty in everything it does
- **FYNE's** relationships with its existing customers are built on trust, honesty, integrity, loyalty and a job well done
- **FYNE** will ensure that the project is brought in on time and to the agreed budget
- **FYNE** seek to not just satisfy your expectations but exceed them
- **FYNE** has a strong track record of delivering Roll Out Programs and One Off projects
- **FYNE** will provide you with innovative bespoke solutions
- **FYNE** can provide you with 3D modelling, this enables you to visualise what it will look like without building it
- **FYNE** can provide you with prototype services for all elements of the project allowing you to choose the right solution to fit the image and brand
- **FYNE** work in partnership with you to bring your VISION to REALITY
- **FYNE** offer you a **COST EFFECTIVE SOLUTION**



Give New Women's wear Brand by George Davies

# Project Experience



**Project:** GIVE  
**Integration & Implementation:** Vizona UK,  
**Our Performance:** Cost & Project Management  
CDM Coordinator  
Statutory Approvals



**Project:** Marks & Spencer Per Una  
**Integration & Implementation:** Vizona UK,  
**Our Performance:** Cost & Project Management



**Project:** Marks & Spencer Shoe segmentation  
**Integration & Implementation:** Vizona UK,  
**Our Performance:** Cost & Project Management



**Project:** Marks & Spencer Lingerie  
**Integration & Implementation:** Vizona UK,  
**Our Performance:** Cost & Project Management



Our Managers Project Experience



**Project:** L'Oreal Biotherm UK rollout  
**Integration & Implementation:** Oracle Interiors  
**Our Performance:** Production Cost & Project Management



**Project:** Phase Eight  
**Integration & Implementation:** Shopspec uk,  
**Our Performance:** Cost & Project Management



**Project:** Hackett  
**Integration & Implementation:** Shopspec uk,,  
**Our Performance:** Cost & Project Management



**Project:** Boots the Chemist  
**Integration & Implementation:** Ballast Wiltshier,  
**Our Performance:** Project Management

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