



SYMBIO PROJECT MANAGEMENT

Company Profile

WHO WE ARE !

SYMBIO construction plc is established with the vision to develop a specialized project management consulting firm, which would build to meet the highest standards of quality, to experiment with cutting edge construction project management approaches and techniques.

The rationale for SYMBIO is primarily based on the extensive experiences of the partners working comprehensively with local and foreign companies producing a variety of projects, some of which demanded project management knowledge. Such specialised construction management knowledge does not often exist locally. In addition, while construction sector booms in Ethiopia, clients are demanding for companies that are able to offer them comprehensive project management service to minimise time and financial wastages.

Taking note of such challenges and opportunities, the partners who have worked many years on these specific areas, have joined forces to bring together years of experience and passion into the Ethiopian construction arena.

The partners in SYMBIO have both the experience and the passion to engage with such projects and believe that they are the first of a new generation of project management companies in Ethiopia.

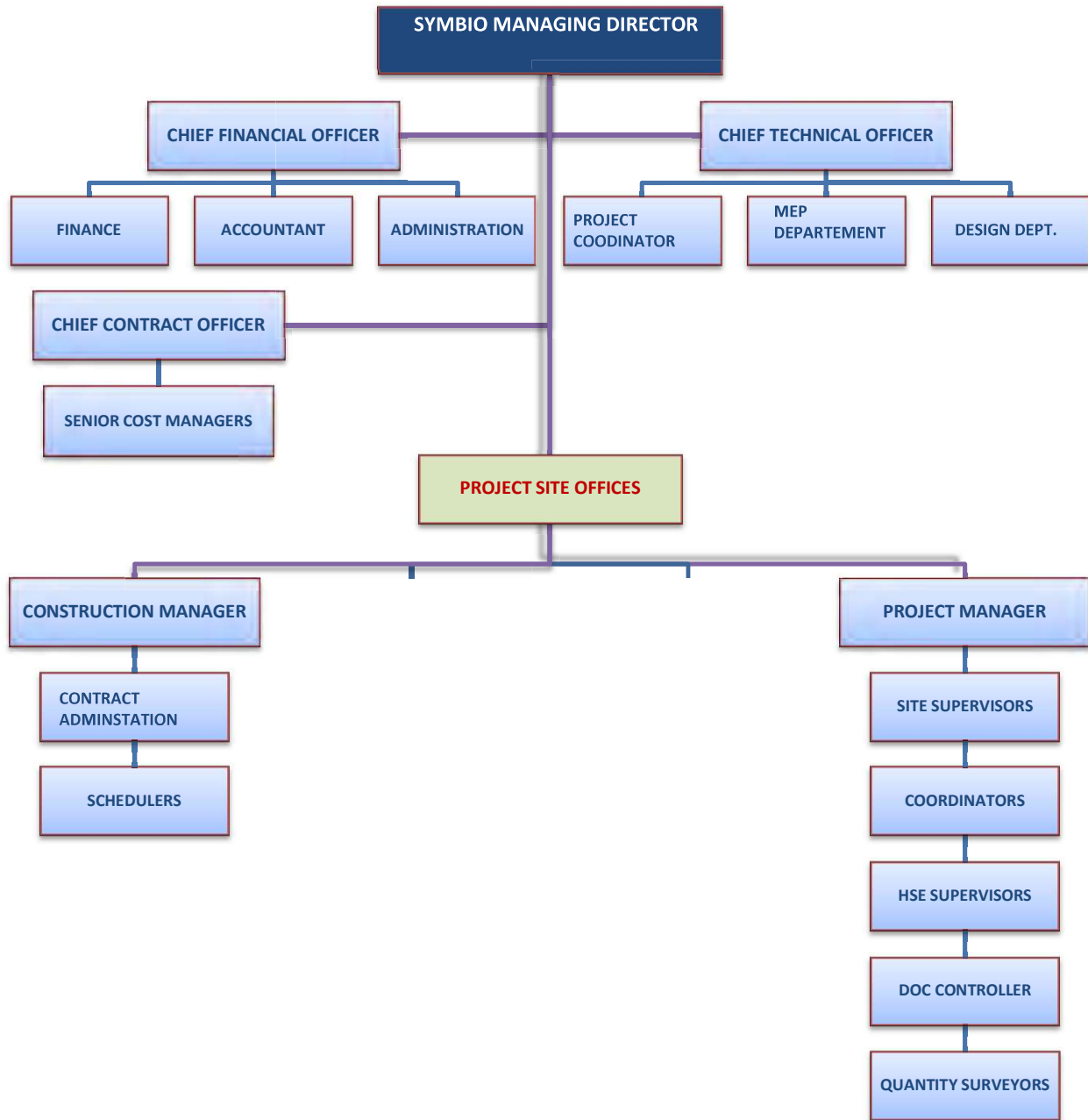
In view of the above, we at SYMBIO strongly hold that your project is a good fit to both the vision and the expertise of the Company. The opportunity to work with your company is also timely.

WHY SYMBIO ?

- We know Africa!
- Top tier relationships with corporate and other professional clients.
- Exceptional professional & technical expertise.
- Sector leading (hands-on) construction knowledge across the various sectors.
- Entrepreneurial culture – teams are flexible but take ‘ownership’ of projects – we get it done!
- Project dedicated teams ensures effectiveness and strong client relationships.
- The team is balanced between seasoned Construction Managers and youthful Project Managers.
- Symbio’s Construction Managers have seen it all before.
- Symbio’s Project Managers ‘can see around corners’.



OUR GROUP STRUCTURE



SYMBIO TEAMWORK & MANAGEMENT STYLE

Symbio instill a sense of teamwork, fostering non-adversarial relationships within the team to ensure efficient and timely responses to deliverables. Symbio are project leaders and lead from the front, ensuring our experience and processes & procedures add consistent value to the project.

Symbio believe that in order to manage people we have to lead, motivate, inspire, and encourage our staff and project teams.

Symbio's core values since inception are:

- Openness & Integrity
- Excellence
- Teamwork & Knowledge Sharing
- Customer satisfaction
- Foresight – the ability to see around corners

Our core competencies include :

- Project Management
- Interface management & construction management
- Project monitoring for funders
- Project controls & co-ordination
- Risk value management
- Cost & change management
- Procurement & contract administration

PROJECT EXPERIENCE

We have experience in undertaking Project management with various private and non-governmental organizations.

Among Our Projects: -

- Dh One Real estate, US Embassy Diplomatic Apartment Building.
- Swiss Embassy Chancellery and Residence Building
- H&M Hennes & Mauritz Office Building
- Ramada Addis Hotel for WINDHAM Hotel Groups, Owner ADM Business plc
- Crowne Plaza Addis for IHG Hotel Groups , Owner Tsemex Hotel Plc
- Radisson Addis Hotel
- National Tobacco Ethiopian Owner Japan Tobacco International
- Dusit Hotels & Resorts, Mr. Semu (Under negotiation)
- Hilton Bahir Dar, Ethiopian Hotels group (Under negotiation)
- Dagi Plc G+15 Apartment & Office Building Project
- Mieyona Apartment Building, Mieyona Real Estate
- Kidus Hotel and Resorts Plc G+13 Apartment & Office Building Project
- Nexus Hotel Extension Building Project, Dag Trading Plc
- Royal Foam Factory Warehouses and Office Building
- Dag Trading Plc Warehouse Project
- Specialized Paediatric Clinic Building Project for International Crisis Aid

PROFESSIONAL SERVICES

It is our innovation and focus on excellence that drives us to collaborate with local and global firms to further expand our services wherever needed and to ensure the satisfaction of our Clients in meeting the requirements of their projects.

In catering to our Clients' needs throughout the entire lifecycles of their projects and thereafter, Symbio Project Management (SPM) draws on the immense talent and energy of their people, being continually committed to strengthening business and global relationships while collaborating with firms to further expand SPM's range of services and provide our Clients with services that far supersede their expectations.

Project Approach, Methodology & Services

On the basis of the services we provide, it is found that our methodology of work and the deep involvement of our staff in the cross-review of design drawings prior to issuance for construction as IFC drawings, Shop Drawings, materials, equipment, quality of work on site, correspondence, variations, payments, Governmental Authorities' requirements, programme, and so forth, are being done on daily basis and not only the routine monitoring of time and cost, but also being actively involved in proposing solutions and methods for recovery of delays that are essential to the progress of work and high quality to be achieved.

The advantage of selecting Symbio Project Management (SPM) as the Project Management firm on any project ensures the achievement of highest quality within the time frame and budget as set for the project.

In brief, our approach, methodology and services during the Pre-Construction (Design) and Construction Phases of any project may include, but not by way of limitation:

Pre-Construction (Design) Phase

- **Procurement of Consultants:**
Prestigious projects require the input of several Specialist Consultants at various stages of their lifecycles. SPM can, on behalf of the Client, procure the Lead Consultant as well as Specialist Consultants whereby a process of short listing and comparisons of proposals shall take place to better serve the benefit of the Client in obtaining the best services on the project for the most competitive prices. SPM can also render their support in carrying out negotiations towards fees and contractual matters with the Consultants, subject to the project's requirements.
- **Production & Coordination of Design:**
For the different stages of the project, SPM will provide a detailed timeline schedule to include all stages of the design and the input of all appointed

Consultants, and monitor the production and coordination achieved by each Consultant during Concept Design, Schematic Design, Design Development and production of Construction/Tender Documents, as well as cross-review the design as being developed and, if required, enable earliest commencement of works on site. SPM would also assist the Client by providing recommendations and solutions to various issues that will arise to better serve the achievement of quality and value for money on the project, as well as ensure that the Project Guidelines, Client and local Authorities' requirements are all incorporated in the design.

- **Tendering, Tender Analyses, Negotiations & Award:**

This would involve the procurement of the Contractor and various other construction packages. SPM would prepare lists of tenderers, prequalify them and prepare tender documents for bidding, provide tender analyses of Contractors' bids received, negotiate the technical and financial proposals with the bidders to achieve the most competitive prices, as well as prepare the main Contract for the award of the works.

Services in Brief during the Pre-Construction (Design) Phase:

In brief, our services during the Pre-Construction (Design) Phase of any project may include, but not by way of limitation:

- **Project Development:**

SPM will review the design drawings as soon as they are received from the Lead Consultant/Architect and recommend alternative solutions whenever design details are found affecting operations or aesthetics without assuming PM's responsibility for the design.

- **Scheduling:**

SPM will develop a Project Time Schedule (programme) that coordinates and integrates the Lead Consultant/Architect's design with all other Sub-Consultants. SPM will also update the Project Time Schedule incorporating the programme for construction operations of the project.

- **Follow up on Design Work:**

SPM will follow up the progress of design work as well as all documentation required to commence construction and will ensure that the conditions of Contract agreed upon will be implemented as far as design requirements are concerned.

- **Division of Work:**

SPM will make recommendations to the Client regarding the division of work in the drawings and specifications to facilitate the bidding and awarding of Contracts allowing for phased construction.

- **Competitive Bids Analyses:**

As working drawings and specifications are completed, SPM will study and analyse with the Client competitive bids received on the work of various Contractors. After analysing the bids, SPM will advise on the award of Contracts or recommend to the Client such Contracts to be awarded.

Construction Phase

SPM shall monitor the execution of the Main/Civil Package and other work packages on site in accordance with the Contractor's detailed Baseline Construction Programme. SPM would deploy their technical team on site who would monitor the Engineer/Consultant's supervisory team's work and closely overlook the construction process, inclusive of monitoring the programme, establishing delays, if any, propose methods of recovery, ensure the Engineer/Consultant's adherence to Contract requirements through further review of Shop Drawings, materials, equipment, claims, and so forth, from a technical standpoint and provide advice, recommendations and solutions for all issues that will arise, whether related to the execution of works, time to complete or cost/variations to complete the project.

Services in Brief during the Construction Phase:

In brief, our services during the Construction Phase of any project may include, but not by way of limitation:

- **Project Control:**

SPM will monitor the work of the Contractor and Trade Contractors and coordinate the work with the activities and responsibilities of the Engineer/Consultant and Construction Manager to complete the project in accordance with the Client's objectives of cost, time and quality.

- **Progress Meetings:**

SPM will schedule and conduct progress meetings in which the Client, Engineer/Consultant and Contractor will resolve issues related to progress, problems and scheduling.

- **Construction Progress:**

SPM will provide regular and close monitoring of the schedule of works as construction progresses, as well as identify potential variances between scheduled and probable completion dates. SPM will also review the schedule for work not started or incomplete and recommend adjustments in the programme to meet the scheduled completion date.

- **Coordination Procedures:**

SPM will establish procedures for coordination among all parties with respect to all aspects of the project and implement such procedures.

- **Contractual Matters:**

SPM will recommend courses of action to the Client and Engineer/Consultant when requirements of the Contractor and other Contractors are not being met or fulfilled.

- **Change Orders:**

SPM will develop and implement a system with the Engineer/Consultant and Quantity Surveyor for the preparation, assist in review and processing of change orders by the Quantity Surveyor and Engineer/Consultant, if required.

- **Payments to the Contractor:**

With the Client's appointed Quantity Surveyor, agree and implement a procedure for the review and processing of payment applications of the Contractor for progress and final payments.

- **Inspection of Works:**

SPM will crosscheck the works of the Contractor and Trade Contractors for defects and deficiencies in the works, without assuming any of the Engineer/Consultant's responsibilities for inspection.

- **Shop Drawings and Submitted Materials/Equipment:**

SPM will monitor all approvals processed by the Engineer/Consultant with respect to Shop Drawings, materials and equipment and advise of additional comments to the Engineer/Consultant for implementation.

- **Substantial Completion:**

SPM will monitor the substantial completion of the work or designated portions thereof and prepare, with the Engineer/Consultant, a list of incomplete or unsatisfactory items and a schedule for their completion.

- **Start-Up:**

SPM will crosscheck with the Engineer/Consultant all utilities, operational systems and equipment for readiness and assist in their initial start-up and testing by the Trade Contractors without assuming any responsibility of the design and installation.

- **Final Completion:**

SPM will determine final completion and provide written notice that the work is ready for final inspection and Handing Over.

APPENDIX A: Reference Projects

