



OFFICE FIT OUTS

Integrated project management of your relocation

The process of relocating a business or operations to another premises can be challenging. For the business or organisation unfamiliar in dealing with property agents, property lawyers, commercial designers, construction subcontractors, IT specialists and relocation agents, the process can be time-consuming, frustrating and expensive.

The potential for ending up with a result that fails to meet your real ongoing operational needs is significant, particularly given the myriad of companies involved in the relocation process, each of which is focused on providing their own services and products rather than delivering on your specific requirements and aspirations. Ranbury solves this challenge for clients.

WHAT WE DO

Ranbury is a Queensland based project management consultant and development management company with an enormous wealth of knowledge, experience and skills across a broad range of industries. Ranbury's award winning team has extensive experience encompassing a wide range of disciplines including commercial and technical due diligence, development management, construction management, town planning, architecture, property acquisition and disposal, and business management.

Ranbury's approach to office fit-outs encompasses a comprehensive logical step-by-step process that removes the pain and risk from our clients. Essentially **we take the role of client representative**, and stand "in your shoes" to achieve your requirements.

CLIENTS

In recent years, Ranbury has successfully managed the commercial, contractual, design, construction and relocation components of a number of office fit-out projects including:

- **Santos Place - barristers' chambers** (\$1m). This high quality fit-out covered 550sqm and delivered premises that met the landlords 5 star green star requirements
- **Sciaccas Lawyers – Icon Place** (\$1m). These premises spanned two floors of a new commercial building and successfully delivered the design, documentation and construction within an extremely tight timeframe
- **Gadens Lawyers - new office fit-out, Commonwealth Bank building** (\$2m). Ranbury project managed all consultants throughout the development of the brief, design and construction management for this high quality fit-out of 2,000sqm
- **Clarke and Kann Lawyers – provide strategic advice and contract review**. Ranbury provided advice on contract delivery, design, and documentation, as well as the supervision of the fit-out
- **ABC Developmental Learning** (\$2m). Ranbury project managed the fit-out and relocation of ABC's corporate office into a 5,000sqm new office location.
- **INCO – new office fit-out and relocation** (\$7m). Ranbury was responsible for management of all consultants through the development of the brief, design and construction management of 5,500sqm

CLIENTS

- **Queensland Rail - head office accommodation plan.** Ranbury provided project management advice to develop a strategic plan for QR long term head office accommodation (30,000sqm)
- **IAG / NRMA - new office fit-out and relocation** (\$12m). Ranbury provided the project manager, coordinator and business unit coordinator to manage the relocation from Central Plaza 2 and merger of NRMA and IAG into combined facilities at Southbank.
- **Education Queensland - head office relocation.** Ranbury undertook the master planning and design co-ordination for relocation of some 1,200 staff into Education House.

SERVICES

Not all projects require the full range of our fit-out management services and **we ensure that our scope of work is specifically tailored to meet each client's particular needs.**

The usual key steps in our process, and some of the deliverables we often provide or co-ordinate, are:

Phase	Common deliverables
The accommodation brief	Clear summary of your office design, budget and use requirements
Premises selection	Due diligence report on the suitability or feasibility of optional premises Condition report on preferred premises Negotiation of agreement for lease
Concept design	Appointment of design team Optional concept designs Client-approved concept design Preliminary construction budget estimate
Documentation and tender	Architectural and specialist consultants' design documentation Building approval Working drawings (for construction) Specifications of finishes, fixtures, furniture and equipment Tender invitation to construction contractors Negotiation and appointment of preferred contract
Construction	Supervision of contractor Management of any variations and extension of time claims Defects inspection and rectification
Relocation and 'make good'	Shutdown and decommission current systems Pack up and relocate Commission new facilities Document and supervise contractor for any make good obligations on former premises

CONTACT DETAILS

Ashley Cotterill - Director

E acotterill@ranbury.com.au

M 0408 062 616

Greg Chemello – Development Manager

E gchemello@ranbury.com.au

M 0410 041 669

Level 18, 270 Adelaide Street, GPO Box 914, Brisbane Qld 4000 t 07 3211 2300 f 07 3211 2913 www.ranbury.com.au