



The Harris & Porter Group Professional Consultancy Services

Web Brochure

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Welcome

Welcome to **The Harris & Porter Group**, an independent, professional consultancy group of companies providing a range of complementary property and construction services.

We provide professional advice and assistance to companies of all sizes and at all stages of the property and construction development cycle, throughout the United Kingdom.

Our core services encompass:

- Project Management
- Quantity Surveying and Construction Cost Management
- Facilities Management Consultancy
- Housing Services
- Health and Safety Consultancy Services

We place at your disposal significant management, technical, contractual and commercial expertise and our services can be 'tailored' to suit individual requirements

Each commission is viewed as a new challenge, the successful completion of which can lead to further commissions and long-term relationships. With repeat business and 'partnering' forming the major part of our turnover, our commitment to the highest quality of service is the key to our future success.



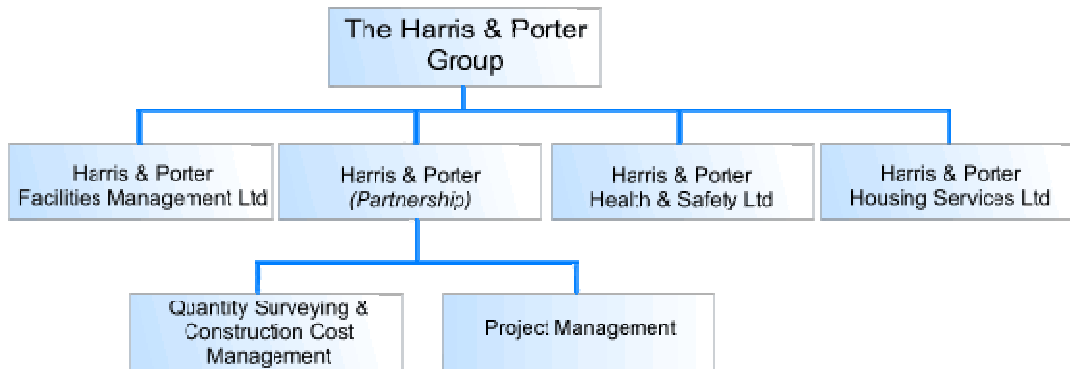


Introduction

Founded in 1908, Harris & Porter has in the last 30 years developed from a soundly based Chartered Quantity Surveying practice into a modern commercial practice providing a range of complementary property and construction related consultancy services.

Group Structure

The Harris and Porter Group comprises a partnership and three limited companies as outlined below:



Service Responsibility

Each service stream is headed by an Equity Partner or Director. This ensures that the services offered to clients are managed and coordinated at the highest level within Harris & Porter. This maximises control and ensures close alignment of our services to the requirements of our clients and consistency throughout the practice.

Independence

The current profile and structure of Harris & Porter is wholly independent and clients can rely on the independence and integrity of our advice.

Service Offering

Our professional services are underpinned with significant management, technical, legal, contractual and commercial expertise and experience. We aim to build on this foundation and to grow our client base by:-





- Offering pragmatic and best practice solutions to specific client problems;
- Offering high quality, experienced, committed and adaptable multi-skilled staff with good communication skills;
- Constantly looking to offer innovative/competitive solutions;
- Ensuring effective ownership and problem resolution;
- Ensuring standards maintenance and effective monitoring of service delivery;
- Partnering clients in longer term 'win win' relationships;
- Being an organisation that our clients award repeat business to regularly.

Accreditation

We are ISO 9001 (2000) accredited and are registered with Constructionline and Exor Management Services.

Contact Us

All enquiries should be directed to:

E-mail: enquiries@harrisandporter.co.uk

Telephone: 020 7839 6064

Fax: 020 7839 3876

Address: Harris and Porter
49 Whitehall
LONDON
SW1A 2BX





Service Philosophy

Introduction

Harris & Porter's service philosophy is based on service excellence underpinned by customer focus, professionalism, commercial awareness innovation and shared values. We genuinely seek to 'add value' through our appointment.

Customer Focus

We are a 'customer driven' organisation and our primary focus is to align our professional services as closely as possible with the needs of our clients. We always seek to utilise our 'best practice' knowledge, experience, commercial and cost management skills for the benefit of our clients. We also invest considerable time and effort in understanding our clients' broader corporate objectives and specific operational requirements.

Professionalism

Harris & Porter aspire to the highest standards of professionalism in terms of approach, standards and ethics and seek to uphold these with full cognisance of the modern commercial world and commercial pressures. Increasingly, we find our employees working in or closely with client organisations and it is part of the Harris & Porter recruitment strategy that we only recruit competent personnel with the requisite levels of interpersonal and communication skills to enable them to thrive in a client's environment.

Commercial Awareness

We have 'leading edge' experience in providing management and cost services to clients in a wide spectrum of industry sectors and appreciate the commercial pressures under which our clients operate. We fully understand the need to secure cost competitive advantage and can bring to bear significant commercial experience on our clients' projects. We always strive to obtain 'best value' for money for our clients.

Innovation

We actively seek to engage in learning forums and new ideas in the industry which help to keep us abreast of best practice. Our culture encourages our own professional employees to identify and highlight ways in which service delivery can be improved. Extensive cross contacts within our own industry, coupled with our direct experience with our own 'blue chip' clients, enable us to share and contribute new knowledge and systems and offer innovative ideas to all our clients.





Shared Values

Harris & Porter's core values include: loyalty, professionalism, openness, integrity and friendliness. These values are both inward and outward facing.





Project Management

Harris & Porter has been undertaking project management commissions for over 25 years and has the requisite in-house resources, specialist skills, experience and proven track record to provide a fully comprehensive service on projects ranging from 'niche' to very large (£100 million) to both occupiers and developers.

We place at your disposal our significant management, technical, contractual and commercial expertise to exploit project potential and to ensure that your project is delivered to the agreed specification, programme and cost with the minimum of risk.

Our services can be 'tailor made' to suit your needs and your position on the development cycle including:

- Brief Development
- Business Case Development
- Project Planning / Programming
- Project Strategy
- Advising on Procurement Routes
- Acting as Employer's Agent (Design and Build)
- Advising on Consultant and Contractor Appointments
- Managing Tender and Contract Procurement Processes
- Preparing Contract Documentation
- Project / Construction Management
- Risk Management
- Cost Management
- Health and Safety Management
- Handover and Commissioning Procedures
- Trouble Shooting

Our focus is to genuinely 'add value' to your project / enterprise via our industry knowledge, professionalism, specialist skills, commitment and keen involvement.





Quantity Surveying and Construction Cost Management

Harris & Porter's expertise in this field is rooted in over one hundred years of successful provision of chartered quantity surveying services and managing cost and contract procurement for clients on their building projects.

We have experience of a diverse range of projects and traditional and modern contract procurement systems in many industry sectors. We are able to draw on our wealth of experience to actively plan, manage, control, anticipate, advise and engineer costs and provide accurate cost management advice on all aspects of projects / construction.

Our services include:

- Feasibility Studies and Development Appraisal
- Budget Estimating and Cost Planning
- Tender Procurement and Contract Advice
- Negotiation
- Cash Flow Forecasting
- Interim Valuations and Final accounts
- Cost Monitoring and Control
- Legal Advice and Claims Assessment
- Insurance Valuations
- Life Cycle Costing
- Value Engineering
- Financial Audits
- Condition Surveys / Schedule of Dilapidations
- Maintenance / Term Contracts

Our detailed knowledge of industry best practice in procurement and cost management enables us to ensure that we achieve the 'best value' for money on your project.





Facilities Management Consultancy

Harris & Porter has provided facilities management consultancy services for approximately 20 years and work in this area forms an exciting and growing element of the Harris & Porter portfolio of services. All of our staff who provide FM Consultancy have been seconded into client organisations whilst working for Harris & Porter and use these experiences to strengthen and update their consultancy skills.

As independent facilities consultants (ie we are not linked to any 'service provider' organisation), we are able to take a dispassionate view of the property and support service offerings currently being provided whether in-house or contracted-out.

Our services include:

- Property / Support Service Strategy
- Early FM-related Development Advice
- Project / Change Management
- Moves Management
- Process Re-engineering
- Support Services Procurement and Contract Advice
- Outsourcing
- Advising on TUPE
- Negotiation / Partnering Arrangements
- Business Continuity Planning
- Financial / Technical Audits
- Performance Audits
- Cost and Performance Benchmarking
- Management Advice
- Secondment into Client Organisations

We seek to align property and support services more closely to core business needs and improve the contribution that these elements make to the business via operational efficiencies, improved support service performance, cost reduction, proximity to best practice, greater visibility, enhanced compliance and numerous other areas.





Health and Safety Consultancy Services

As well as undertaking the role of Planning Supervisor under the Construction (Design and Management) Regulations 1994, we provide a wide spectrum of health and safety services to meet the ever growing demand for compliance by both occupiers of buildings and developers.

Our services, which can be can be 'tailor made' to suit individual client / project needs and circumstances in either a development or FM environment include:

- Planning Supervision (CDM)
- Development of Health and Safety Management Systems
- Accident Investigations
- Risk Assessment Strategies
- Workplace Assessments
- Site Inspections and Audit
- Expert Witness
- Health and Safety Advice
- Training

Our success in growing our services has been in ensuring that we work closely and constructively with the client (and design team) to provide timely, project sensitive and pragmatic assistance.





Housing Services

Harris & Porter has considerable experience in the development and refurbishment of residential properties for both Private Clients and Housing Associations. In combining the skills of Project Management and Cost Management in this specialised area we can provide a service designed to remove the time and cost uncertainties usually associated with construction projects.

Our work for private clients is predominantly on large residences where the requirement for a high quality product to suit the individual needs of the client will be of paramount importance.

We have a growing Housing Association client base and current projects range in value between £200,000 and £20,000,000. We fully understand the business constraints under which Housing Associations operate and our objective is to complete the project on time and within budget.

We are also engaged on projects to maintain and improve our client's portfolios of existing properties.

Our services include:

- Brief Development
- Advising on the Appointment of Consultants
- Feasibility Studies and Development Appraisals
- Project Strategy, Planning and Programming
- Budget Estimating and Cost Planning
- Appraisal of Contract Alternatives
- Tender Procurement
- Reporting and Recommendations on Received Tenders
- Preparing Contract Documentation
- Project / Construction Management
- Cost Management
- Interim Valuations and Agreement of Final Account
- Client Liaison throughout the Project
- Health & Safety Management
- Handover and Commissioning Procedures
- Setting Up Maintenance Contracts

Services provided by Harris & Porter include the setting up of cyclical maintenance contracts and managing the large scale upgrading of kitchens and bathrooms under the 'Decent Homes' directive.





Travel Plans

What is a travel plan?

In 2001 Government policy was issued in the form of a new Planning Policy Guidance note (PPG 13) on Transport. This gave local authorities the power to request a Travel Plan to form part of planning applications for new building development and major refurbishments.

A Travel Plan is ultimately a tool to help influence travel behaviour with the aim of reducing traffic congestion. A Travel Plan sets out to reduce single occupancy car use and encourage greater use of alternative modes of transport such as car sharing, cycling, walking and public transport. It also encourages smarter ways of working.

Our skills and what we can offer

Traffic levels at current trends, are expected to rise over the next 20 years raising pollution levels and harming the climate. As a business you can be a major driving force in helping to reduce traffic levels and consequently its impact on climate change. A Travel Plan targeting your own workforce and / or your clients and customers can form an important ingredient to reducing your carbon footprint.

H&P Travel Plans can offer advice and support for producing a Travel Plan that:

- complies with planning requirements, and / or
- acts as a voluntary tool to help enhance business environmental and Corporate Social Responsibility credentials

H&P are committed to providing a personal and responsive service, understanding your business structure and playing close attention to detail to ensure your requirements are met.

Our Travel Plan team is lead by a key individual who has gained hands-on experience for over 4 years implementing a Travel Plan programme in the private sector. This included the headquarters and a number of stores of a major UK DIY retailer. Recently, he has been involved in a Transport for London pilot scheme for customer travel planning.

We have the ability to work closely with Developers, Local Authorities, Transport Operators and other key stakeholders to acquire support for Travel Plan implementation

We will work in partnership with other major Transport and Travel consultancies to provide necessary technical skill, expertise and support to link up with other integrated transport measures, such as Transport planning and mobility management.

This also includes the use of i-trace methodology, a management tool recognised by Transport for London and the London boroughs for monitoring Travel Plans.





The Key stages of the H&P service are:

- 1) Produce an initiation of the Travel Plan
- 2) Prepare the working Travel Plan with targets and measures
- 3) Implement first year monitoring
- 4) Measure and analyse results and make recommendations
- 5) Plan a programme for annual review

If you are interested in our Travel Plans service, please email us your details and a brief description of your requirements (if known) to travelplans@harrisandporter.co.uk and one of our team will contact you.





Offices

Harris & Porter currently operate from three offices within the United Kingdom:

London (Head Office)

Harris & Porter
49 Whitehall
London
SW1A 2BX

Telephone: 020 78396064
Fax 020 78393876
E-mail enquiries@harrisandporter.co.uk

Portsmouth

Harris & Porter
The Spinney
Parklands Business Park
Denmead,
Waterlooville
Hampshire
PO7 6AR

Telephone: 02392 269992
Fax 22392 269975
E-mail enquiries@harrisandporter.co.uk

Nottingham

Harris & Porter
14 Clarendon Street
Nottingham
NG1 5HQ

Telephone: 0115 9474049
Fax 0115 9474040
E-mail enquiries@harrisandporter.co.uk

