eqf

project management . tenant coordination

INFORMATION BROCHURE

CONTACT INFORMATION:

T: 087 943 7163
F: 086 504 1311
E: info@eqf.co.za

R S V P

collaboration software

INTRODUCTION

This brochure serves to introduce **EQF Project Managers & Tenant Coordinators** and it's suite of **R.S.V.P. Collaboration Software** to those who are involved in the planning and execution of architectural, design projects as well as all property related projects including tenant installation, co-ordination and new developments.

It describes the company as well as its activities and capabilities.

It also indicates our ability to provide technical expertise and professional services in the fields listed.

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EQF is a project management company specialising in tenant coordination in the retail sector. Through the use of our proprietary internet based project management software, (RSVP collaboration software © – _detailed later in this document_), EQF remains at the forefront of retail project management.

Since 1994 EQF has fine-tuned its operation and developed an infrastructure that places it in a position to confidently provide its clients with a proven, cost effective, transparent and time saving service.

EQF offers the following services:

- **Construction project management**
  This includes office blocks, petrol stations, residences, factories, warehousing and embassies.
- **Project management of existing buildings that are being upgraded**
  Over 100 of these projects completed for the diplomatic community in Pretoria, from residences to chanceries.
- **Relocation project management**
  Seekers travel world with over 500 computer and telephone points as well as the attendant staff were moved to their new facility in Fourways over a 48 hour period without missing a day's productivity. The design, construction and fitting out of this facility was also project managed by EQF.
  Design, construction and Tenant installation of the Siemens telecommunications head office in Highveld park, Centurion (14 000 m2), with the relocation of over 500 personnel from 5 facilities around the country within a 24 hour period.
- **IT project management**
  We remain current in all nature of IT project management as it relates to buildings and their infrastructure.
- **Retail project management**
  Please see the _completed projects_ section for details.
- **Tenant Coordination and project information control (our speciality).**
  EQF is recognised as leading tenant coordination specialists in South Africa. Our experience in this area has spanned over a decade, and is focused primarily on the retail sector, although we do a considerable amount of work in the space planning and corporate areas as well. The methodologies that we utilize within the projects we participate in has resulted in a well practiced process that brings value to the landlord, professional interaction with the tenant, and ease of coordination with the professionals.

Information Control within the tenant coordination roll utilising RSVP.

As can be appreciated, the task of tenant coordination requires meticulous harmonization and control of all information so as to ensure that management, costs and specifications are correctly handled and culminate in beneficial occupation and the attendant opening dates being achieved. In order for us to provide complete peace of mind, all of the project information is securely stored on our proprietary collaborative environment called RSVP.

RSVP is an adaptable internet based system that drives and supports the work effort, allowing for the total management of information over the life cycle of all projects. It also provides the highest level of transparency, allowing for the client to participate in and view all facets of his project, and was recognised by Microsoft © in 2009 as one of only two solutions out of Africa to achieve platinum solution.

Our experience has taught us that a well controlled project requires the following:

1. The ability for those controlling the project to view, assimilate and act on information fast.
2. A thorough, current and constantly maintained archive environment that not only records documents and information, but also tracks the times and places where these actions took place.
3. Accessibility anywhere and at any time.
4. A high level of security from both a confidentiality and back up point of view.
5. Easy participation, affording an inclusive environment as opposed to an exclusive one.
6. Inclusion of the client and his/her consultants and staff on the system so as to guarantee the highest level of transparency. (This is done in a clear and uncluttered manner).
7. A real time system that updates all information instantaneously.
8. The assurance of accountability from all concerned, in order to eliminate disputes and resolve conflict.

RSVP allows multiple users to access, disseminate and co-operate on any project in an intuitive and friendly environment. Geographic location is no longer a hindrance as users can participate in real time. As RSVP is internet based, set up time is short as there is no need for ANY software to be installed on any computers or network.

- **RSVP is extremely simple to use** and can be mastered in under an hour.
- **RSVP is inexpensive**, and is activated on a project to project basis and the rental of the service is only for the duration of the project.
- **RSVP is secure**, and carries the same full ssl 128bit (Veri-sign) encryption used by banking institutions, and user access is controlled by an authority interface. It won't show users what they may not see.
- **RSVP is client friendly.** Clients can have a view into their projects and are able to participate and monitor the process.
- **RSVP has a full filter function**, allowing for you to search by name, date, ref number, description etc.
- **RSVP never replaces files**; it archives them allowing a complete history to be viewed at any time.
- **RSVP is interactive** and prompts action from users.
- **RSVP protects all information** and has a quadruple redundancy system, ensuring that information is both current and secure at all times.
- **RSVP automatically generates full as-built manuals.** At the end of any project the site simply gets written to cd allowing for an instant reference manual (from beginning to end) with all minutes, contacts, drawings, specifications, manuals, photos, snag lists and correspondence.

- **RSVP requires NO software** what so ever to be installed on any user's computers. In simple terms, if you have the internet then you can use **RSVP**.
- **RSVP can display trends**. I.e.: non performance by a particular participant can be identified immediately and addressed.
- **RSVP offers a single point of reference**. This ensures that all participants are working off the same information eliminating duplication.
- **RSVP works in real time**, will display changes immediately, will inform the relevant people and keep a record of what was sent, when, by whom to whom and when they received it.
- **Activation is immediate**. Because there is no need for software installation, **RSVP** can provide access to participants immediately.
- **RSVP** can accommodate unlimited concurrent users at any one time.

RSVP controls and allows access *(authority defined)* to the following aspects of any given project.

- Multiple minute's documents (i.e.: Design minutes, construction minutes, tenant installation minutes and more).
- All plans.
- Specifications and check lists.
- Schedules and agendas.
- Variation orders.
- Snag lists.
- Environmental impact studies.
- Client defined access by the public.
- Video / A V I *(if requested)*.
- Links to related www sites.
- All council approval documents.
- Interactive drill down to the finest detail.
- Full address book with contact details of all participants.
- Full archive accessibility and search function.
- Remote printing function.
- Issuing of all plans and documents (this is automatically monitored, ensuring complete accountability).
- Arbitration function that facilitates dispute resolution.
- Real time web cam feed (if required).
- Uploading and viewing of photos.
- Full as built manual repository, with all transactions from inception to completion and beyond.
- Project specific features can be added at any time and require no upgrades what so ever on any remote computers.
- Granting or removing access to any authorized party instantaneously.

Summary:
RSVP is easy to master, fast, reliable, secure and easy to maintain. In short, it's simply powerful.

Should you require a demonstration of the **RSVP** system, please contact us on info@rsvpcs.com and we will be happy to arrange it at a time and place convenient to you.

SELECTED COMPLETED PROJECTS

CORPORATE

Nokia Siemens	-	Sietel head office – Centurion	45 000 000.00
	-	Training institute – Midrand	30 000 000.00
	-	Sietel space planning	2 000 000.00
	-	Enterprise communications	2 000 000.00
	-	NSN – Midrand	3 000 000.00
	-	Siemens Service Centre	10 000 000.00
Broll Property group	-	As built drawing generation x 15 buildings	500 000.00
	-	RSVP Information control	1 300 000.00
Abraxas (AST Gijima)	-	Midrand	30 000 000.00

DIPLOMATIC

Netherlands Govt	-	Refurb - Embassy – Pretoria	8 000 000.00
	-	New – Embassy – Maputo	60 000 000.00
	-	New – Official residence – Maputo	20 000 000.00
	-	Refurb – 18 residences – Pretoria	10 000 000.00
Canadian Govt	-	Refurb – Official residence – Pretoria	2 500 000.00
	-	Refurb – Office areas – Pretoria	1 000.000.00
Australian Govt	-	Refurb – Reception areas – Pretoria	1 300 000.00

GOVERNMENT

NW Government	-	RSVP Information control - Roads Projects	300 000 000.00
Passenger rail agency of South Africa	-	RSVP Information control - World cup 2010 Projects	2 500 000.00

RETAIL STORES

Olives & Oregano	-	Killarney	7 000 000.00
Mugg & Bean	-	40 Stores	55 000 000.00
KFC	-	Project managed new look evolution	5 000 000.00
Seekers Travel world	-	New travel world Umhlanga	8 000 000.00
	-	New travel world Fourways	10 000 000.00
Price Breaks	-	Fourways	4 000 000.00
Leading Pharmacies	-	Kempton Park	3 000 000.00
Super Spar	-	Atterbury Value Mart	6 000 000.00
Hyperpharm	-	Menlyn Park	8 000 000.00
Clicks	-	23 Stores	8 000 000.00
Smoke restaurant	-	Groenkloof	3 000 000.00
Engel and Volkers	-	Cherry lane, Brits, PM new look	1 000 000.00
Tribeca	-	Brooklyn , Krakow, Poland	1 500 000.00
Tricology	-	Hatfield Boulevard	1 500 000.00
Postnet	-	Hatfield Boulevard	1 500 000.00
Johnnys Liquor	-	Atterbury Value Mart	1 100 000.00
Parrots restaurant	-	Menlyn Park	4 000 000.00
Super sport Cafes	-	South Africa x 8	9 000 000.00
Odyssey internet	-	Hatfield, Centurion	500 000.00
Club Casablanca	-	Pretoria	1 000 000.00

PETROLIUM

Engen Filling Station	-	Hartebeespoort	7 500 000.00
Sasol Filling Station	-	Olifantsfontein	3 000 000.00
Shell Filling stations	-	35 stations and Ultra Cities – SA	200 000 000.00

SHOPPING CENTERS

Cornerstone	-	Sediba Plaza – Hartebeespoort dam (TC)	60 000 000.00
M&T Décor	-	Eco Boulevard – Phase 1 – Centurion (TC)	100 000 000.00
	-	Eco Boulevard – Phase 2 – Centurion (TC)	100 000 000.00
	-	Eco Décor – Centurion (TC)	60 000 000.00
	-	Village Shopping Center – Moreleta (TC)	80 000 000.00
Resilient Properties	-	Ilanga Mall – Nelspruit (TC & Info control)	400 000 000.00
		Tzaneen Lifestyle – (Info control)	100 000 000.00
		Tubatse Crossing – Tzaneen (TC & Info control)	700 000 000.00
	-	Brits Mall – Brits (TC & Info control)	350 000 000.00
	-	Circus Triangle Mall (TC & Info control)	600 000 000.00
V&A Waterfront	-	Cape town – RSVP Information control	1 500 000.00
WTM	-	Phumulani Mall – Olifantsfontein (TC & Info control)	100 000 000.00
Zenprop	-	Atholl Square - Sandton (TC & Info control)	200 000 000.00
	-	Design Quarter – Fourways (Info control)	250 000 000.00
	-	Maponya Mall – Soweto (TC & Info control)	800 000 000.00
	-	Sunnypark – Sunnyside (Info control)	300 000 000.00
	-	Zevenwacht Mall - Kuils River (TC & Info control)	300 000 000.00
	-	Zevenwacht Mall – New Game (TC & Info control)	30 000 000.00
	-	Newcastle Mall – Newcastle KZN (TC & Info control)	700 000 000.00
Vlaming	-	Protea Glen – Soweto (TC & Info control)	400 000 000.00
Fountain head	-	Blue Route Mall – Tokai (TC & Info control)	1 000 000 000.00
Tobie de Flamingh	-	Dayizenza Plaza (TC & info control)	250 000 000.00
		Lethlabile Mall (TC & info control)	250 000 000.00
Atterbury Property	-	New Town (TC & Info control)	600 000 000.00

SELECTED CURRENT PROJECTS

Zenprop	-	RSVP Info control for existing malls	60 000.00
		Mall of the South (TC & Info control)	1 200 000 000.00
Atterbury Property	-	Mall of Africa (TC & Info control)	2 BN
Aveng Grinaker	-	Department of Environmental Affairs (Info control)	
Shamus Rennie	-	RSVP Information control	