

XYZ Construction Services

Capability Statement

Purpose

XYZ Construction is pleased to present our Capability Statement. This document aims to provide an overview of our business, our services, and our qualifications and experience. We will also demonstrate our quality commitment and company culture, which we consider essential in delivering our services at consistently high levels.

Overview

XYZ Construction provides cost-effective specialist design, construction and fit-out solutions backed by meticulous attention to detail and personalised service. We specialise in commercial office fit-outs, retail shopfitting, hospitality and light industrial projects and pride ourselves in our ability to turn our clients' goals into reality. Our proven methods and quality assurance systems can be tailored to meet the particular needs of each client.

Founded in Sydney by Jack Murray, with 17 years of experience in the industry, XYZ Construction Services has seven full-time staff and over 20 subcontractors and consultants.

We serve a broad range of sectors, including:

- Private property development
- Commercial
- Industrial
- Government – local, state and federal
- Retail
- Hospitality.

By embracing innovation, our vision is to become the best construction and fit-out company in Australia.

Capabilities

XYZ Construction Services provides a wide range of construction and property services throughout metropolitan Sydney, including:

- **Design and construction** – complete design and construction for commercial office fit-outs, retail shopfitting, hospitality and light industrial projects.
- **Firm lump sum** – responding to hard-dollar tenders and completing fixed-price projects.
- **Feasibility studies** – working with clients to analyse design options to work within existing sites and floor space.
- **Commercial needs analysis** – assessing how to use existing spaces optimally.
- **Value engineering** – analysing and selecting materials and processes for lower costs and improved timeframes.

- **Site analysis** – analysing sites before design and construction.
- **Construction management** – managing the entire construction process.

Recent Projects

XYZ Construction has completed a range of projects for hospitality, retail, commercial and industrial facilities. Examples of recent projects include:

- **Eastborough Beach Hotel** – part of a staged renovation, the first stage included the demolition of existing facilities and the installation of a new commercial kitchen with the capacity to serve 200. The project included essential services upgrades and a new dining area with an associated joinery and furniture package. Total cost: \$XX.
- **City Fitness** – design and construction completed as part of an incoming tenancy. The project included 800m² of mezzanine space for gym classes, two back of house offices, and open floor space with essential services amended to suit the new tenancy layout. The project was completed under a compressed program to secure the lease. Total cost: \$XX.
- **MyBiz Group Offices** – the project included a base-building make-good, design and construction of existing mechanical and fire services to suit the new layout, a furniture package, floor levelling and polishing, and construction of a mezzanine level. Total cost: \$XX.
- **Barista Brothers** – the rollout of a new cafe concept, including installing a new joinery and furniture package, tiling and glazed shopfront, integration of POS and data for head office monitoring and security systems, display counters, serving benches and preparation areas. Site works were completed in five days. Total cost: \$XX per site.
- **Radio Rentals** – make-good works for an incoming tenancy, including removal of all existing wall and floor finishes, ceiling space demolition and removal, upgrading base building for disabled access, and new bathroom facilities. Installation of new surface finishes ready for incoming fit-out contractor. Total cost: \$XX.
- **Financial Services Offices** – complete office fit-out for a financial services firm located on Bridge St, Sydney. Updated critical infrastructure with zero downtime. The project included 1500m² of workstation swap-overs, a new main reception, boardroom and breakout spaces. Total cost: \$XX

- **Asian Restaurant and Beer Hall** – part of an interstate roll out of an Asian Restaurant and Beer Hall brand, works were completed under a compressed program so the client could commence trading and take advantage of the Christmas season. Total cost: \$XX
- **24 Downey Street Offices, Sydney** – completed for AT Investments in 2009, the project was delivered via design and construction. The structure was changed to assist with the project feasibility using rapid wall and floor construction to expedite the program and deliver cost savings. The site contained a seven-metre frontage with a three-level car stacker basement. The five-level commercial building project included a composite stainless steel facade and terracotta tiles. The project covered 1900m² of leasing space, with a building management system and lifts. Total cost: \$XX.

Insurance

XYZ Construction carries all required insurances, including:

- Public Liability – up to \$20 million for any single accident or event.
- Material Damage – up to \$300,000 for each and every event.
- Workers Compensation – we comply with all legislation relating to workers compensation.

A copy of all policies shall be provided on the commencement of any project.

Quality Assurance, Safety and Environmental Management

To deliver high levels of service, reduce risk and comply with relevant regulations, XYZ Construction has policies in place backed by management systems to meet compliance obligations in occupational health and safety, environmental protection and risk management while promoting efficient operations and delivering quality results.

Quality Assurance – we follow a quality management system throughout our organisation. Communication throughout the process plays an essential role in creating high-quality outcomes, so we consult with our clients to create a tailored project schedule to meet their particular requirements.

Occupational Health and Safety – our occupational health and safety system minimises risks to protect the health, safety and welfare of our employees, clients and other persons at construction and fit-out sites. This system contains the documented policies, processes and procedures to ensure that health and safety requirements are addressed at all times. To maintain our record of zero health and safety incidents, we:

- Provide and maintain a healthy and safe work environment
- Review work areas, equipment and work methods to further improve safety
- Provide ongoing health and safety training to all employees.

Four guiding principles support our OH&S approach:

- Injuries are Preventable
- Perform a Job Only if it is Safe
- Working Safely is a Condition of Employment
- Practice and Expect Safe Behaviour Everywhere, Every Day.

XYZ Construction is an EEO employer that promotes a safe workplace free from unlawful discrimination and harassment.

Environmental Management – we have policies that help to ensure environmental protection when providing our services. Our goal is to meet all obligations in accordance with the *Environmental Protection Act* and all other environmental laws and regulations. We are committed to protecting the environment and managing environmental issues by:

- Conserving company and natural resources through careful management of emissions and discharges and minimising waste
- Ensuring conformity with our environmental policies and ongoing improvement through a comprehensive compliance program, including audits.

Professional Affiliations

XYZ Construction is a certified member of:

- ASOFIA – Australian Shop and Office Fitters Association
- Master Builders of NSW
- New South Wales Business Chamber.

Management and Staffing

Jack Murray, Managing Director

Jack has successfully managed numerous commercial, industrial, hospitality, government and retail projects, ranging in scale and budget. He holds a Bachelor of Building (Construction Economics), is highly skilled in upfront client management, and can deal with complicated contract issues and analyse problems to come up with optimal solutions. In addition to having an in-depth understanding of the complete construction process, Jack's key skills include:

- Negotiation and client relationship management
- Contract administration and management
- Project management
- Team leadership and development
- Verbal and written communication
- Attention to detail on site finishes.

Ian Johnston, Site Manager

With a trade background and nearly 40 years of experience in the construction industry, Ian takes a hands-on approach to managing subcontractors and onsite personnel to ensure safety and outstanding results.

Joseph de Sade, Financial Controller

Joseph manages the day-to-day finances of the organisation. He has worked in the financial services industry for over 25 years and holds a Diploma in Business Administration.

Amanda Wexler, Administration Assistant

An integral part of our staff, Amanda keeps the office running smoothly with her clear and concise methods and multitasking ability.

Summary

Specialising in commercial office fit-outs, retail shopfitting, hospitality and light industrial projects, XYZ Construction services include design and construction, feasibility studies, commercial needs analysis, value engineering, site analysis and construction management. The company's proven methods and a strong focus on quality assurance, occupational health and safety and environmental management ensure customer satisfaction, safety and sustainability. XYZ Construction complies with relevant regulations and holds all required insurances, including public liability, material damage and workers compensation.

XYZ Construction has seven full-time staff and over 20 subcontractors. The company is led by Jack Murray, who has over 17 years of experience in the industry and holds a Bachelor of Building degree. Recent projects cover a diverse range of requirements, budgets and industries.

Contact

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