



# Project Management

Your reliable partner in Romania's Real Estate Market since 2004

 **ALBA**  
*BauProjektManagement*

### Project Management

With the increasingly complex nature of construction projects the issue of security and risk minimization in property management is becoming more and more of a priority for the financing banks, funds and leasing companies as well as for owners.

ALBA employs their extensive construction knowledge to the beneficiary and acts solely in his interest.

The agreed project objectives are reliably fulfilled through a rigorous project management with a maximum transparency of performances and permanent controlling of costs and milestones.

ALBA organizes, coordinates and monitors all project phases starting with the General Planner selection and tender continuing with planning development, permitting process, monitoring of execution and ending up with commissioning the construction.

ALBA, as part of the development and completion phases of a project, is therefore enabled to immediately identify budget overflows, programme delays or quality problems, implementing timely counter measures in consultation with the beneficiary.

The integrity, the motivation and the special skills of ALBA' staff as well as their extensive experience of numerous successful projects guarantee a successful and stable commitment to fulfil your construction project.

### Diriginte de Santier

When realizing a construction project in Romania, the services of a "Diriginte de Santier" as construction supervisor are required. He supervises the sequence and the quality of the construction project, takes decisions and ascertains compliance with the law. The main scopes of these services are:

- › Monitoring throughout the project execution, quality management and adherence to "The Quality Norms"
- › Controlling: scheduling, building permission, Construction Book, technologies and construction procedures for , employment of the qualified site personnel, adhering to legal requirements
- › Quality: throughout the project execution
- › Permits: procuring and adhering to all official permits, participation in the general planning of a building project signing specific documents
- › Documentation: keeping the project documentation
- › Authorization: discontinuation of works if necessary, demanding deconstruction or structural alteration if the case
- › Reception: carrying out the procedure and, if necessary, procuring any documents missing; handing over the construction including the technical, economical documentation and the Construction Book

ALBA Romania would be pleased to put at the client's disposal a member of its qualified, licensed and experienced staff as Diriginte de Santier.

### Management de Proiect

Datorita complexitatii tot mai mari a proiectelor de constructii, siguranta si reducerea la minim a riscului la incheierea tranzactiilor imobiliare devine o prioritate din ce in ce mai mare pentru bancile finantatoare, fondurile de investitii si leasing, precum si pentru beneficiari.

Prin managementul de proiect, ALBA pune in slujba beneficiarului cunostintele sale solide de specialitate in domeniul constructiilor, actionand exclusiv in interesul acestuia.

Printr-un management de proiect riguros, cu o transparenta maxima a desfasurarii proiectelor, prin controlul permanent al costurilor si termenelor este asigurata atingerea obiectivelor proiectelor si este oferit un plus de siguranta. In toate fazele proiectului, incepand cu organizarea si selectia Proiectantului General, trecand apoi la procesul de proiectare, obtinere de autorizatii si licitatie si pana la realizarea proiectului si darea in functiune a obiectivului de investitie, ALBA organizeaza, coordoneaza si controleaza evolutia planificarii si realizarii constructiei conform solicitarii beneficiarului.

ALBA este prezenta nemijlocit la procesul de proiectare si realizare a proiectului, putand astfel sesiza imediat erori privind costurile stabilite, termenele sau calitatea si putand lua masurile necesare remedierii unor asemenea situatii in timp util si de comun acord cu investitorul.

Integritatea, capacitatea de munca si competenta echipei de lucru de la ALBA, precum si bogata experienta rezultata in urma unui numar mare de proiecte coordonate cu succes sunt garantia unui angajament sigur si de succes la realizarea proiectului dumneavoastra de constructii.

### Diriginte de Santier

Pentru realizarea proiectelor de constructii in Romania investitorul trebuie sa angajeze un Diriginte de Santier pentru supravegherea executiei acestora. Acesta supravegheaza calitatea si verifica stadiile fizice ale lucrarilor pe tot parcursul derularii proiectului, ia decizii si asigura respectarea legislatiei si a normelor tehnice in vigoare.

Sfera de activitate a Dirigintelui de Santier cuprinde::

- › Supraveghere pe parcursul intregii executii, managementul calitatii, respectarea „planului de asigurare a calitatii"
- › Control: planificarea desfasurarii lucrarilor, autorizatii de constructie, cartea tehnica a constructiei, tehnologii si procedee de constructie, utilizarea fortei de munca calificate, respectarea normelor tehnice in vigoare
- › Calitate: in executia constructiei
- › Autorizatii: obtinerea si respectarea tuturor autorizatiilor emise de catre autoritati, participarea la realizarea proiectului de investitie, semnarea documentelor specifice
- › Documentatia: Urmarierea documentatiei de executie
- › Competente: oprirea executiei daca este cazul, refacerea lucrarilor executate necorespunzator
- › Receptie: ia parte la receptia lucrarilor, asigura documentatia necesara receptiei, predarea obiectivului de investitie cu toata documentatia tehnica si economica, impreuna cu cartea tehnica a constructiei.

ALBA Romania asigura serviciile de Diriginte de Santier prin personal propriu calificat, atestat, cu o bogata experienta profesionala.

### Range of Services

#### Project Development

We provide project development support for investors and property owners in the design, structuring and organization of their projects.

This includes:

- › Obtaining building rights
- › Development planning
- › Development of urban structure designs
- › Due Diligence studies
- › Tender for General Planner services
- › Preparation of planning assessments
- › Rezoning designs for portfolio properties
- › Budget preparation

#### Project Controlling

With the project controlling service ALBA provides support for the creditor in specific tasks and interests from the planning phase, the tender process and the award of the contract, during the implementation to the final completion of the project. The project controlling services include:

- › Consultancy / Organization / Monitoring
- › Review of deadlines and cost planning
- › Review of services from other project parties/contracts
- › Submission support
- › Transparency through documentation of the controlling process

#### Project Management

With these services ALBA provides support for beneficiary and investors to achieve their specific tasks and interests. During the project development, the planning and the preparation of the execution and the execution itself the focus is on the monitoring of the negotiations:

- › Organization / Coordination / Documentation
- › Deadlines and scheduling
- › Costs and financing
- › Quality control

#### Due Diligence

In order to be able to provide owners, investors and credit institutions with information on property and possible growth, the technical and commercial assessment of a property is based on a due diligence study. Here ALBA assumes the following tasks on behalf of the contracting party:

- › Inspection/assessment
- › Assessment with photo documentation
- › Detailed description of structural condition
- › Consultancy services
- › Envision concepts

#### Health & Safety

ALBA, through its strong working policy regarding Health and Safety, ensures the coordination of contractors in such way as to minimize risk and to prevent injury and any impairment of health to all persons and to prevent damage to any assets in accordance with the Romanian law.

### Gama de servicii

#### Dezvoltarea proiectului

In faza dezvoltarii de proiecte sprijinim investitorii si proprietarii de terenuri in conceperea, structurarea si organizarea proiectelor lor.

Acest lucru presupune:

- › Obtinerea autorizatiei de constructie
- › Planificarea proiectului
- › Dezvoltarea conceptelor structurale urbanistice
- › Due Diligence
- › Coordonarea licitatiei pentru Proiectantul General
- › Realizarea temei de proiectare
- › Concepte de modificare a destinatiei imobilelor inchiriate
- › Elaborarea bugetului

#### Controlling-ul proiectului

Prin serviciile de Controlling de proiect, ALBA sprijina investitorul in sarcinile si interesele sale specifice de la faza de proiectare, licitatie si atribuirea lucrarii, in timpul executarii si pana la finalizarea proiectului.

Controlling-ul de proiect include:

- › Consultanta / Organizare / Control
- › Verificarea planificarii termenelor si costurilor
- › Verificarea capacitatii altor parti implicate in proiect / contracte
- › Conducerea activitatilor subordonate

#### Management de Proiect

In cadrul acestor servicii, ALBA sprijina beneficiarii si investitorii in cunoasterea sarcinilor si intereselor lor specifice. In pregatirea proiectului, in proiectare, in pregatirea executiei si in executia in sine, se pune accentul pe coordonarea urmatoarelor domenii de activitate:

- › Organizare / Coordonare / Documentare
- › Planificarea termenelor si a desfasurarii lucrarilor
- › Costuri si finantare
- › Controlul calitatii

#### Due Diligence

Pentru a furniza proprietarilor, investitorilor si institutiilor creditoare informatii despre un imobil si despre posibila evolutie a valorii sale, evaluarea tehnica si economica a unui imobil se fundamenteaza pe domeniul Due Diligence.

ALBA preia pentru beneficiar urmatoarele activitati:

- › Control / Evaluare
- › Expertiza cu documentatie foto
- › Descrierea detaliata a starii fizice a lucrarilor
- › Servicii de consultanta
- › Dezvoltarea conceptelor de viitor

#### Sanatate si Securitate in Munca

ALBA, printr-o politica ferma privind Sanatatea si Securitatea Muncii, asigura coordonarea contractorilor astfel incat riscurile sa fie minimizezate, iar ranirea sau orice alta dauna adusa sanatatii oricarei persoane precum si daunele aduse oricaror bunuri sa fie prevenite in concordanta cu legislatia romaneasca.

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