Accelerating Success

Spirit and Enterprise
Colliers International Group Inc. (NASDAQ and TSX: CIGI) is an industry-leading global real estate services company with 17 different business lines Globally.

Complete Independence
Clients can be sure that the information and recommendations we provide represent a balanced, independent objective view.

Passionate
Colliers professionals are not only experts in their respective field, they are passionate about what they do, our people think differently, share great ideas & offer thoughtful & innovative advice that help clients ultimately accelerate their success, our greatest shared initiative.

Evidence Based
We have in house research teams keeping us up to date on all the latest market trends and industry news and data, collected from projects across the Globe that allows us to advise our clients to make efficient and effective decisions.

Market Leading
We are ranked among the top 100 global outsourcing firms by the International Association of Outsourcing Professionals for 12 consecutive years.

High Standards
We’re known for the professional integrity we demonstrate to every client. We set ourselves clear targets, and constantly strive to take an innovative approach, learning what we can do better and setting the pace for our industry.

413
Offices

17,300
Employees

68
Counties

69,000
Lese/Sale transactions

3.3B
Revenue

2B
Square Feet Managed

105B
Total transaction value

COLLIERS INTERNATIONAL | PRIVATE & CONFIDENTIAL
What We Do

Colliers Project Management provide the best in class Project Management consulting for both institutional owners and corporate clients. Our depth of experience enables us to fully understand the challenges, plan for the desired outcomes, access the right capability, manage ambiguity and continually apply data and insights to inform efficient and effective decision making.

Our expert Project Managers deliver project success through effective planning, the right team and rigorous controls.

We provide total transparency and a one stop shop, applying robust and pro-active controls from a clear baseline to deliver confidence in programme and project performance.

We offer Design services as part of the ‘one stop shop’ approach which we believe gives us the flexibility and edge to differentiate ourselves within the current market.

With the best in class market knowledge and experience, our expert advice analyses the most current trends in the marketplace, reducing risk and uncertainty to make your business and investments a success giving you full confidence that we will deliver projects on time, on budget and to the highest desired quality.
Engagement Models and Range of Services

1. Project Management Consultancy
   Greenfield, Brownfield, and Interior Fit-outs

2. Construction Management and/or Monitoring
   Greenfield, Brownfield, and Interior Fit-outs

3. Technical Due Diligence
   (Audits, Due Diligence, Technical Surveys)

4. Design
   Test Fits, Programming, Space Planning

Feasibility | Procurement Services | Project Governance | Design Management | Risk Management
---|---|---|---|---
Program Management | Quality Assurance | EHS & Sustainability | Cost Management | Move Management
## Project Management Process

**Initiation**
- Definition of Key Stakeholders
- Definition of Project Brief
- Confirmation of Objectives and Expectations
- Budget Establishment
- Feasibility Study
- Technical due diligence
- Project Delivery Strategy
- Request For Proposals
- Appointment of Consultants

**Plan**
- Project Execution Plan (PEP)
- Risk Management
- Schedule Management
- Cost Management
- Value Engineering
- Design Management
- Authority Submission
- Procurement Strategy
- Management of Stakeholders

**Execute**
- Design Development
- Tender & Evaluation
- Bidding and Negotiation
- Contract Administration
- Authority Clearance
- Construction Admin Plan (CAP)
- Pre-Tender Estimate
- Risk Measurement

**Monitor & Control**
- Cost & Programme Management
- Variation Management
- Construction Progress Reporting
- Statutory compliance
- Procurement Tracking
- Direct & Nominated Sub-con Co-ordination
- Risk Highlight & Mitigation

**Close**
- Defects Rectification
- Final Account & Cost Report
- OMM & Training
- Authorities Approvals and Certificates
- Testing & Commissioning reports

### Design Service:

- **Space Planning**
- **Test Fits**
- **Programming**
- **Design Development**
  - Concept Design
  - 3D Renderings
- **FF+E**
  - Control Samples
  - Detailed Design
- **Design Supervision**
- **As built drawings**

---

**COLLIERS INTERNATIONAL | PRIVATE & CONFIDENTIAL**
Colliers Project Management Team

Our Project Management Team in Colliers International Japan has combined over 36 years of experience.

Dick Olango
Senior Director
Project Management
Japan
Dick.Olango@colliers.com

ROLE
• Head of Project Management
• Executive oversight
• Senior escalation point

PROFESSIONAL EXPERIENCE
Dick brings a wealth of experience in commercial real estate project management both on the client side and on the service provider side, of which several years have been spent in Japan. As such, Dick has an excellent understanding of local market procedures, practices and influences and a broad understanding of the real estate lifecycle from transactions, design, delivery and the ongoing operational requirements.

Kaoru Mouri
Director
Project Management
Japan
Kaoru.mouri@colliers.com

ROLE
• Lead project manager

PROFESSIONAL EXPERIENCE
Kaoru has vast experience in office fit out works managing the process from inception to completion. He understands all of the complexities that arise on a project within the Japan market and has a main focus on design management and construction execution, ensuring that the client requirements are reflected in the design, all the way through to execution and handover and in accordance with regulation.

Shun Tatewaki
Associate Director
Project Management
Japan
Shun.tatewaki@colliers.com

ROLE
• Lead project manager

PROJECT ROLE
• Lead project manager

PROFESSIONAL EXPERIENCE
Shun has vast experience in the fit out works from inception, design, construction to post construction services. He ensures that all the details and specifications are built in accordance to the design via careful monitoring and communication with all parties to encapsulate and ensure that all the information has been reflected in the drawings and are that all designs are viable and compliant.
Colliers International | Project Management

Colliers Project Management Team

Kinuko Hartshorn
Workplace Design Consultant
Project Management
Japan
Kinuko.Hartshorn@colliers.com

12+ Years Experience
Bilingual

PROJECT ROLE
• Design management

PROFESSIONAL EXPERIENCE
Kinuko has experience of designing and managing over 500 types of office projects. Her skills include designing efficient floor plans to maximize the internal floor space, increase workplace collaboration and optimize staff productivity. Kinuko understands brands and knows how to design with certain colors to create positive impacts on the occupants of the space.

Cassilda Thake
Project Manager
Project Management
Japan
Cassilda.thake@colliers.com

6+ Years Experience
English

PROJECT ROLE
• Main point of contact
• Project management
• Project coordination

PROFESSIONAL EXPERIENCE
Cassilda has a proven track record of successful project delivery and experience of fit out works from inception, design, construction and completion. Cassilda has worked on overseas projects of various sizes and complexities. Her consultant and client experience gives her the understanding to be able to manage multiple points of view within the project and design team.
The diagram outlines typically how our team would be positioned within a construction project.

Colliers would be your single point of contact from inception to completion, taking ownership all the way through, ensuring a controlled communication flow in order to maintain total control and accountability of all decisions and instructions on the project.

Colliers have strong relationships with the consultants listed, including the key Contractors within the Japan market allowing for effective and efficient recommendations to be made and early consultant and Contractor involvement.

- **Key Project Stakeholders**
- **Advisory and technical Planning**
- **Project Management Office**
- **Consultant Team**
  - Architectural
  - Structural Engineer
  - MEP Consultant
  - Interior Designer
  - Specialist
- **General Contractor**
- **GENERAL CONSTRUCTION WORK PACKAGE EXAMPLES:**
  - Demolition Work Package
  - Below/Above Ground Work Package
  - Steel Work Package
- **FITOUT WORK PACKAGE EXAMPLES:**
  - Flooring
  - Kitchen Equipment
  - Move works
  - FFE
  - AV/IT
  - Light Fixtures
  - Glazing
  - Blinds
Key Focus Areas

Quality Assurance

Quality is Colliers' top priority. To give the best results to our clients, Colliers conducts regular audits of executed works and material and is well-equipped with an approved methodology for preventive maintenance.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hammer drill</td>
<td>10</td>
<td>Bosch</td>
</tr>
<tr>
<td>Hand drill</td>
<td>40</td>
<td>Metabo</td>
</tr>
<tr>
<td>Compressor</td>
<td>6</td>
<td>Puma, W-109/7B</td>
</tr>
<tr>
<td>Welder</td>
<td>2</td>
<td>Puma</td>
</tr>
<tr>
<td>Staple gun</td>
<td>8</td>
<td>Senco, Joto</td>
</tr>
<tr>
<td>Paint Spray gun</td>
<td>4</td>
<td>Iwate W-61</td>
</tr>
<tr>
<td>Curvature saw</td>
<td>15</td>
<td>Metabo</td>
</tr>
<tr>
<td>Circular saw</td>
<td>15</td>
<td>Makita</td>
</tr>
<tr>
<td>Router</td>
<td>8</td>
<td>Makita 3701, 3903</td>
</tr>
<tr>
<td>Tile Cutter</td>
<td>3</td>
<td>Metabo</td>
</tr>
<tr>
<td>Platform step ladder</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Scissor lift</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Scaffolding</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Equipment Quantity Brand

Attitude
Reputation
Past experience
Workmanship
Long term relationship
Contract
Required qualified supervisor
Provided detailed specification & detailing
Sample, mock up before mass construction
Back up resources
Warranty
### Key Focus Areas

#### Cost Management

Colliers can create the budget estimate following the test fit of the project. We also provide weekly and monthly cost reports to reflect transparency of costs and to keep budget in check for completion.

#### Schedule Management

Colliers guarantees on-time delivery by regularly monitoring procurement schedules and availability of manpower.

---

**Item Description** | **Specification** | **Lead Time** | **Comments**
--- | --- | --- | ---
1. Option 1 | Split unit Aircon System | Mitsubishi | 6-8 weeks, warranty: 1 year quarterly service
2. Option 2 | VRV Aircon System | Daikin | 4 weeks, warranty: 1 year
3. Clean room Hepa filter | | Camfil Farr | 2 weeks, warranty: 1 year
4. Fan Filter Unit | Modulare | | 3 weeks, warranty: 1 year
5. Compressor air unit | Armstrong KS-20 (20Hp) | | 8 weeks, warranty: 1 year
6. Mechanical ventilation fan | Brand: Wolter | | 3 weeks, warranty: 1 year

**Procurement Schedule (M&E)**

<table>
<thead>
<tr>
<th>PO Code</th>
<th>Description</th>
<th>Procurement Schedule (M&amp;E)</th>
<th>Lead Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO1</td>
<td>Material Advance</td>
<td>76</td>
<td>6-8 weeks, warranty: 1 year quarterly service</td>
<td></td>
</tr>
<tr>
<td>PO2</td>
<td>15 days of work progress</td>
<td>91</td>
<td>4 weeks, warranty: 1 year</td>
<td></td>
</tr>
<tr>
<td>PO3</td>
<td>Completion</td>
<td>82</td>
<td>8 weeks, warranty: 1 year</td>
<td></td>
</tr>
<tr>
<td>PO4</td>
<td>Final (dp)</td>
<td>77</td>
<td>3 weeks, warranty: 1 year</td>
<td></td>
</tr>
<tr>
<td>PO5</td>
<td>peculation</td>
<td>28</td>
<td>2 weeks, warranty: 1 year</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>PO Code</th>
<th>Description</th>
<th>Lead Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO1</td>
<td>Material Advance</td>
<td>6-8 weeks, warranty: 1 year quarterly service</td>
<td></td>
</tr>
<tr>
<td>PO2</td>
<td>15 days of work progress</td>
<td>4 weeks, warranty: 1 year</td>
<td></td>
</tr>
<tr>
<td>PO3</td>
<td>Completion</td>
<td>8 weeks, warranty: 1 year</td>
<td></td>
</tr>
<tr>
<td>PO4</td>
<td>Final (dp)</td>
<td>3 weeks, warranty: 1 year</td>
<td></td>
</tr>
</tbody>
</table>

---

**Schedule Management**

Colliers guarantees on-time delivery by regularly monitoring procurement schedules and availability of manpower.
Key Focus Areas

Risk Management

Risk Control—Implement tasks to mitigate or eliminate project risk.

Risk Identification—Continuous efforts to capture, acknowledge, and document risks as they are found.

Risk Analysis—An evaluation of each identified risk to estimate the probability of occurrence, severity of impact, timeframe of expected occurrence, triggers for mitigation actions, classification of related risks, and priority ranking.

Risk Planning—Establishes actions, plans, and approaches for addressing risks and assigns responsibilities and schedules for completion. Metrics for determining the risk status are also defined during this step.

Risk Tracking—Document risk status and monitor progress against the mitigation plan.

Risk Communication—A consistent effort to document the risk status in the risk assessment log throughout all steps in the project and to communicate that risk status to all appropriate parties.

To keep risk assessment in check, Colliers consistently documents risk status throughout all the steps in the project and makes sure that it is well-communicated to all parties involved.

Technology

Colliers International | Project Management

Colliers allows clients to access all project information and status updates anytime, anywhere in the world on a 24x7 basis using our Technology Platform.
Colliers uses a Project Management Playbook to ensure successful project delivery mechanisms. The operations manual ensures the highest quality of service delivery process for the clients.

Colliers boasts of tools such as Design Action Tracker and Action & Design Log to insure all transactions and plans are well-communicated and well-documented.
Japan Capability

Commercial Office Fit Out

Coca Cola Bottlers
Office Fit-Out
- IT Operations Office
- 420 Tsubo
- 15,000 square feet
- Design + Project Management

Biogen
Office Fit-Out
- Tokyo Headquarter Office
- 990 Tsubo
- 35,000 square feet
- Project Management

Tokyo
Japan Capability

Commercial Office Fit Out

Dassault Systems
Office Re-location
- Software Company
- 1,300 Tsubo
- 46,000 square feet,
- Design + Project Management

3M
Office Fit-Out
- Tokyo Headquarter Office
- 3500 Tsubo
- 130,000 square feet
- Project Management

Tokyo