Curriculum Vitae

**RICHARD BORDON (MSc) (MCIOB)**

A commercially astute, personable and results driven construction management and fit out professional offering 22 years senior professional experience in the construction industry. Exceptional leadership, governance and strong contract administration capabilities, ability to work across multiple sites simultaneously; coordinating many cross-functional stakeholders achieving on-time and in budget handover, whilst maintaining an impressive rate of operational efficiency and client satisfaction. Additional expertise across all aspects of strategic planning, resource management, project management and BIM driven budget planning. Communicative, diligent and thoroughly dedicated in all pursuits, now seeking a new professional challenge in which to further develop and apply a highly transferable skillset.

**Key Achievements:**

**High-End Café Restaurant - Canary Wharf**

* Main Contractor
* Budget 770K+
* Successful completion of high specification restaurant c/w full strip out to bare shell condition. Installation of plush interior complete with kitchen, bar / coffee area, lounge area, 90 covers including terrace, bespoke banquette seating and decorative brassware and glass. Extremely short lead in and fast paced construction managing continually evolving client brief as the format and construction issue drawings were finalised and developed mid project. Installation of highly bespoke finishes including design, planning and installation of circa 5 linear km of custom hardwood mouldings across 20 profiles. M&E elements including full mains upgrade to accommodate addition of new kitchen, along with full mechanical, AC, floor screed, 24 channel tiger dimming system, Bose sound system, full data cabling, refrigerated displays, full mechanical installations, bespoke wc blocks and services areas. This project was one of 5 projects managed simultaneously across London.

**Linzi – Footwear Store - Westfield Fit Out**

* Bespoke Inhouse Design & Build - Main Contractor
* Budget - £480K with 2.5M+ spend on rollout
* Created from the ground up a truly bespoke and turnkey project described by Westfield as a head turner. The brief 1500 sqft create 1000 sqft of prestigious shoe store, with full staff / welfare facilities, BoH areas including allowance for storage of 8000 pairs of shoes. To achieve this required a custom designed 800sqft cantilever mezzanine level as part of the turnkey build c/w fire suppression designed in and designed out with 4 level diagonal feature MF ceiling. ​Thousands of components had to be designed and installed within the 7 weeks from possession to trading. Including 197 pieces of custom CNC cut glass and mirror, CCHP linear grille AC, Branding, Vitrified flooring and wall tiling, 14ft High Shop Front with infinity mirror feature flank walls, Retail Lighting, Fire Protection Systems and bespoke retail unitary.

**House of Fraser** **& Debenhams –** **Beauty Concessions – 65 Locations Nationwide**

* Main Contractor – Cosmetics / Beauty Concession Rollout
* Budget £28K with 1.9M+ spend across all locations
* ​Implemented major rollout of high-end beauty bar concessions with integrated branding, custom lighting and gloss finishes across two customer facing brands, multiple brand formats and binary retail delivery teams. Each location incorporated full design and planning, from initial detailed survey, 3D design of each mat space to ratify scheme prior implementation of each finalised design. Each department store required careful programming and location management to ensure the needs of each site and store operator team were met. Installations were meticulously planned to allow for single evening installation on many occasions, at more complex location’s operations were 6 days duration where the brief would also require full strip out prior to new brand fitout.

**Senior Leadership Skills:**

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| * Effective Management of Contractor Base * Stakeholder Engagement at all Levels * Programming Complex Workstreams * Chairing Client, Contractor and Stakeholder Meetings * Familiar with Key Precontract Legislation & CDM * Focus on Sustainability and Environment Measures * Competent in familiar Contract Frameworks | * Contract Drafting, Evaluation and Change Management * Cost Containment, Reduction & Rationalisation * Upholding Company Values & Ethically Focused Throughout * Ambassador for Strong Health & Safety Controls * Strategic End to End Planning and Execution * Increase Performance and Control through BIM etc * Employee Professional Development & Mentoring |

**Career History**

**Streamline Shopfitting Ltd**, Mar 2009 – April 2019

**Managing Director**

Managing Director for a shopfitting business, client facing and articulate, providing full D&B turnkey CAT A and CAT B fitout projects and shop in shops for major brands such as Dwell, Café Brera, Linzi Shoes, Debenhams, House of Fraser, Selfridges, Jacadi, Sergent Major, Cerial Killer Café and Win Naturally. Creating strong brand recognition from design to implementation and successful hand over into prestigious locations such as Westfield Shopping Centres, Bullring, Grand Central Birmingham, Canary Wharf and the Trafford Centre. The role encompassed the following accountabilities:

**Client Facing:**

* Forming trusted partnerships with clients throughout the lifecycle of the project, taking ownership of the development from the client brief stage to create and deliver effective, innovative and bespoke concepts and fit out solutions with a D&B main contractor on end to end projects.
* Ensuring compliance in accordance with the clients initial and evolving brief for significant projects across national and international clients to generating strong concepts and to deliver appropriate and efficient solutions and from initial point of contact through to project resolution.
* Liaison with client’s / employer’s agent, operators and chairing meetings with client-side PMs and any FFE suppliers along with their technical teams and other stakeholders to maintain consistent delivery and coherent programme delivery across all elements.
* Engage with key local authority, landlord or centre management RPM’s and RDM’s providing awareness of the objectives and supplying all requisite design specification whilst liaising directly to develop relationships, promote the schemes intent and smooth the flow of delivery and signoff.
* Creation of contracts and terms of business and where appropriate in accordance with JCT DB16, including payment schedules, key benchmarking methodology and fully specified project quotations for all contracts and to develop and update associated contract documentation to reflect change as required.

**Design & Approval:**

* Attend initial site meetings and ensure accurate survey of the existing condition are mapped into AutoCAD commensurate with the scope of the project and that all relevant services and finishes are catalogued to facilitate future detailed design and modelling of the space.
* Cost management of all design options, undertaking quantity surveying of all construction elements, services, materials and display elements, value engineering and weighing design solutions against the client brief, budgetary requirements and practicality of implementation within landlord/local authority requirements and project programme.
* Fully conversant with CDM, building regulations, planning requirements to create and specify detailed and coherent designs and concepts following client consultation, including retail areas GA, RCP and detailed elevation drawings for all elements including façade and BoH spaces, branding, finishes, displays and space planning/delineation, and costing this information to fully specified project quotations.
* Working in AutoCAD and photometric design software to produce quality 3D models and high resolution rendered visualisations of interior spaces which detail and develop the client’s aspirations for the space and adequately represent the concept in a deliverable form.
* Technical drawings for store display systems and subcomponents including CAD/CAM drawings and details for CNC templating which ensure efficiency of design and meet requirements for integrity of build quality, programme, site access and assembly requirements.
* Submission of centre/landlord approval packs for major shopping centres, incorporating all technical documentation for submission for R1 concept through to R4 completion including all supporting information and presentation materials Liaising with and obtaining local authority planning and building control approval for all works, negotiating all requisite landlord/centre signoff for all designs and technical specification and liaison with utilities prior to and during contracts.
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* Photometric lighting designs for proposed retail schemes and associated BoH area lighting installations including escape lighting, lux levels, photometry, maintenance cycles and calculation areas, detailing capital cost and efficiency savings.

**Specification:**

* Create combined services drawings/brief for M&E, mechanical, air conditioning/mechanical installations, life safety systems, sprinkler installation contractors, fire alarm installation, design of escape lighting and emergency signage to meet all statutory requirement, client brief, centre guides and fire officer’s comments and amalgamate in to final issue drawings based on aesthetics and efficiency, maximising ceiling design, use of coffers, bulkheads etc to balance the integrity of the designed services with a coherent scheme.
* Creating and developing through the supply chain detailed specification across aspects of the store build, encompassing a wide spectrum of elements from store fronts, glazing systems security shutters and auto doors, through to sprinkler systems, key retail furniture components and client FFE equipment, data systems, BSM, epos, audio visual, security systems and door access.
* Specification and design of all required bespoke retail furniture, unitary and display systems along with production of detailed manufacturing drawings for display elements and equipment. Creating unique displays or where required hybrid systems where designs develop exiting systems into bespoke solutions.
* Specifying all interior and exterior finishes accommodating technical requirements such as surface spread of flame, durability, reflection, ability to post-form, fixing and adhesion methods (including COSH) and considering all edging, corner and finish interface methods to balance of o/a design against cost relationship, lead time, substrate requirement and manufacturing process requirements.
* Production of floor finishes details and planning finished floor levels including consideration of planned and pre-installed services, existing and required substrates including screeds and or required build up to ensure smooth transitions between finishes across differing delineated areas and demise lines.
* Design and Production of working and setting out drawings for use on site covering all deliverable elements of the project, each mapped against consistent frames of reference and produced in a clear “relevant to program” format for the onsite team.
* Procurement of all materials and manufactured items to meet installation programme of works, quantity surveying final requirements, managing logistics for on time delivery factoring programme requirements and designing, agreeing and implementing quality controls.
* Assigning and scheduling all Bonafede contractor elements throughout the supply chain, liaising and providing detail drawings / specification to facilitate successful tender, creating and allocating all contractor contracts and negotiating rates, planning duration of works and setting terms/benchmarking for satisfactory completion.

**Project Management**

* Drawing up site management plan and site waste management plan, planning site security and monitoring, provision and design of hoarding and appropriate barrier systems, sight safety signage, planning access routes and providing site access procedures as appropriate along with application for landlord / local authority approval.
* Demonstrates proven record in H&S management implementing strong controls over health and safety including mental health first aid and ensure all appropriate site safety equipment, PPE, COSH documentation, safety signage, fire control and First Aid stations are in place. Provide leadership on health and safety, implementing systems for recording and monitoring, planning and planning and undertaking toolbox talks and ensuring that site specific risk assessments & method statements are in place, planning for complex installation elements and setting out each site allowing for development of working conditions over time, ensuring robust adaptable systems are maintained.
* Stakeholder engagement and management, minuting, cost control and documenting approved change / variations, collaborating with all project managers and subcontractors to deliver the required specification across all project elements with interlocking workflows aligned across mechanical, M&E, sprinkler, fire alarm, screeding, flooring, ceiling installation, joinery/unitary furniture, linings, decoration and finishes to ensure smooth delivery.
* Project management of site works at all levels forming and leading strong teams for project delivery encompassing management of all contracts and contractors, subcontractors and direct labour, programme, client expectation and supply chain management. Scheduling and programming and developing the programme as required, ensuring that the complexities of a dynamic installation sequence are managed across all aspects of work.
* Managing materials quality control for deliveries onto site to ensure high standard of quality and finish as well as correct quantity and scheduling, proactively progressing and tracking fulfilment dates against programme and undertaking corrective measures with suppliers were required.
* Managing standards of delivery on site, ensuring operatives and subcontractors understand the required standards for each element and instructing proactive solutions, developing strategies to act on learnings to ensure all workmanship and finishes are achieved to a high standard and undertaking project review and cost analysis.
* Ensuring client complete satisfaction and successful delivery of all projects on time, to budget, correct specification and to planned budget. Scheduling and attending handover meetings, liaison with clients and operators, manage training for installed systems and services.
* Creating H&S file and O&M information for all services and compiling information, warranties and ensuring operators are fully trained in all systems. Additionally, liaising sing with clients to ensure appropriate maintenance service agreements are in place for correct ongoing operation of the site.

**FW Thorpe Group PLC**

**Lighting Design and Business Development Manager** June 2002-Feb 2009

Taking the Compact Lighting retail lighting arm of the business from 6M to 12M, initially recruited to lead and expand business development through structured process flowing from strong design management principles to instill confidence in the company’s retail lighting solutions. Achieved through accurate modelling and application of design principles across a portfolio of PLC retailers which grew to included Boots, Boss, Clarks, Warehouse, RBS, Lloyds, Bath Store, Game, Calvin Klein, Schue, Base, Aldo, Peacocks, Next, Summerfields, ASDA, White Stuff, Phase 8, Dwell, American Apparel and many more. The role required design of new systems and processes to achieve this objective, recruitment and training of sales design staff and designers along with development of promotional materials including online sales and creating and implementing sales strategies. Key elements of the roll were:

**Client**

* Ability to develop and expand key retail accounts. To instil client trust in the process through performance and delivery. To negotiate the design, specification, costs and programme at all levels. To create strong relationships with customers, both on a personal and professional level.
* To deliver the rollout of substantial projects for major retail brands. To liaise with the client, property service teams, client’s designers, store fitting contractors and installing contractors. To identify key individuals within the supply chain and work with them to ensure smooth delivery.
* To manage problems and seek solutions to issues whenever manufacturing or procurement systems may fail to deliver. To work closely with colleagues to ensure problems are anticipated where possible, fully understood and managed to resolution.
* To work altruistically on existing or shared accounts to ensure that the company maintains these accounts to the benefit of all. To liaise with existing customers to help evolve and develop their lighting schemes across their property portfolios of thousands of retail store locations.

**Design**

* To specify lighting schemes from conception that will meet the client requirements for aesthetics, effect and the efficiency of both efficacy and maintenance cycle. To help create strong visual identities for many varied and strong retail brands through use of ambient, accent and feature lighting.
* Produce detailed lighting reports for proposed and existing lighting schemes. To be able to present and disseminate the aspects of any scheme, so that a full review can be made. Strengths and weaknesses of the various schemes can then be identified and put to the customer in a detailed and clear format offering identifiable benefits.
* Strong knowledge of Dialux lighting design software. Use of software to mock-up retail environments to both prove schemes and as a presentation visual of the store space. Utilise software functionality to overcome the inherent abstract nature of lighting, increasing customer confidence through presentation. In addition to use AutoCAD, Corel, PowerPoint and other MS Office applications for varied presentation methods of key data to a high standard.
* To set strict design standards that meet the lighting design brief for each project and to ensure that standards are adhered to throughout the rollout. This involves ensuring that a design method statement is created and rigorously maintained to client satisfaction.
* A strong technical knowledge of light sources and their benefits and limitations. Understanding of correction factors for maintenance factors, lamps, luminaries and the installed environment. A sound understanding of lighting principles and the science of lighting.
* Specifying Colour Changing Systems predominantly utilising LED sources, drivers and controllers. Understanding where the use of colour is important within a retail environment for effect, delineation and to drawing attention to targeted displays. This applies to the perception of the store when seen from both inside and outside the store.

**Process**

* To identify where new products may be required to enhance the scheme aesthetically and bring cost performance benefits. Working with the Product Development Team to engineer and drive through new products that are required to fulfil the client brief.
* To manage and monitor in house manufacturing to deadlines and to programme across multiple rollouts and to oversee new product sign off.
* Recruitment, development and training of a team of 4 internal lighting designers, ensuring sound skills in all company systems, AutoCAD drafting, Dialux and design criteria.
* CIBSE LIF Chartered Institute of Building Service Engineers - Lighting Industry Federation qualification achieved in all aspects lighting design, emergency lighting and emergency escape lighting enabling sign of L2 documentation, EM lighting testing and EM lighting and escape signage schemes.

**Projects Nationwide Ltd,** Jan 1993 – July 2002

**Managing Director**

Employing up to 10 full time staff and up to 50 subcontractors. Effectively self-employed in an empowering role, providing full turnkey shopfitting projects from design through to rollout and successful handover. Being self-driven to provide excellence within the industry and embrace challenge, this position encompassed the following responsibilities:

**Business Functions**

* Recruiting and managing all employees, including training / development. Designing and implementing H&S policy, managing business premises and general day to day operation of the business.
* The design & implementation of office systems including design, modelling and in-house large format printing capabilities, building and maintaining computerised financial accounts, producing quarterly VAT returns and annual accounts.
* Appointing accountants, insurers and utilities, managing all payroll, CIS, agencies and a wide variety of supplier and hire provider accounts.

**Client**

* Customer liaison, sales and negotiation with national and PLC accounts, managing clients and negotiation of contracts and responding to client brief to deliver appropriate specification throughout the lifecycle of the project. Negotiating and creation of quotations, contracts and terms of business.
* Creating designs to the client’s available budgets, production of presentation materials, production of accurate existing site condition drawings AutoCAD designs of large format technical drawings for stores and components, production of high-quality 3D HD resolution rendered visualisations of interior spaces.
* Submission of centre and landlord approval packs for major shopping centres including all technical documentation, liaison with fire officers and life safety contractors, M&E and mechanical consultants to ensure sign off of all technical requirements
* Cost management of all design options and quantity surveying of all unitary elements and required construction materials, furniture elements, display systems, finishes and recourse, while mapping all variations to programme.

**Design & Specification**

* Specification and design of all required bespoke retail furniture, unitary and displays, production of detailed manufacturing drawings of display equipment and components and specifying all interior and exterior finishes, floor finishes and combining all design elements into comprehensive GA layouts, RCP drawings, elevation drawing packs and photometric lighting design 3D modelling across diverse range of projects.
* Developing specification for all aspects of store fronts and glazing systems, branding, signage, retail linings, store features, cabinetry, welfare areas, BoH areas production of working drawings for component and subcomponent manufacture for bespoke turnkey projects.
* CAD Drawings for all M&E, wiring/circuit layouts for power, lighting, fire control access control and data, create briefs for air conditioning Installations based on aesthetics and efficiency, create brief for sprinkler installations accommodating centre guides & fire officer’s comments across all elements.
* Details for proposed retail and BoH lighting installations, design of escape lighting and emergency signage, production of L2 certification and testing certification.

**Pre Project:**

* Programming all works and implementing comprehensive health and safety and safe working practices, site specific RAMs Ensuring provision of all tooling and machining capability.
* Achieving client and landlord signoff for all designs and technical specification, obtaining local authority, planning and building control approval for all works and liaison with utilities prior to and during contracts.
* Allocating all resource, contractor and subcontracts, negotiating rates, implementing contracts, liaising and scheduling all bonfire or client third party contractors / elements, ordering of all materials to meet installation programme of works and instructing hire of all equipment.

**Project & Handover:**

* Project management of site works at all levels, implementing H&S systems on site including COSH, provision of all PPE, Preparation of Risk Assessments & Method Statements, safe working practices, providing toolbox talks and managing all lifts and complex installation elements.
* Managing of all contracts and contractors, subcontractors and labour resource, setting out of all elements including key services, quality control of all materials onto site and undertaking corrective measures with suppliers were required.
* Scheduling and programming work elements to the correct sequence and adapting the programme to client variations, ensuring that the complexities of installation are managed across all aspects and multiple subcontract elements to ensure smooth delivery ensuring client complete satisfaction and successful delivery of all projects on time and to budget.

**Various early career roles**  August 1988 – June 1993

* Technical Sales & Senior Technical Sales – IT
* Shop Floor Sales Executive – IT
* Mainframe Broker

**Education**

* NVQ Level 7 (MSc) in Construction Senior Management
* CITB – CSCS Black Card – Construction Project Manager
* SMSTS

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* First Aid at Work – 5 Day
* Asbestos Awareness
* CIBSE LIF - Lighting Industry Federation – Lighting, Emergency Lighting / Escape Signage Design Qualification
* AutoCAD 2019, MS Project, MS Office, Word, Excel, PowerPoint, Outlook, Cost X BIM, Adobe DC and Dialux Evo, Some knowledge of AutoCad Inventor, AutoCad Fusion and Autodesk BIM 360

**Park High Secondary School** 5 GCSE’s

Grades A-C

**Personal Information**

* Full driving licence
* Based in Manchester
* Email: [richardbordon429@gmail.com](mailto:richardbordon429@gmail.com)
* Contact: 07976 875 814
* I enjoy spending time with my family and experimenting in the kitchen