



**dhi.**outsource

/ Outstaffing / CGI's & Video / Graphics / CAD / 3D Modeling / BIM

Letter of Intent  
&  
Competency Statement

Outsource & outstaffing services  
provision

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## Letter of Intent & Competency Statement

We would like to offer outsourcing and outstaffing services for your company and explain how DHI, as an Outsource & Architectural Design Studio, could assist you and your company in any new or existing development.

### 01 | Company profile

DHI.Outsource is a part of Design Hub International – practice based in Ukraine, which provides architectural, engineering, building consultancy, design & planning services within CIS region – which offers a broad range of professional outsource services for our international partners.

We have assembled the best professionals on our local market, who has gained their degrees, work experience internationally, and took part in high profile projects in CIS, EEA, Australia and Middle East.

The company is structured as an integrated association of design & engineering teams and operates by the core management, which gives us flexibility in delivery projects of different scale and programmatic conditions keeping operational expenses as low as possible to offer our clients the best competitive fees.

DHI is an internationally oriented integrated design studio, with background in building consultancy, passionate about inspiring architecture together with producing commercially efficient solutions.

## 02 | Outsource Services & Collaboration

We would be very interested in collaborating with you as we are sure that we could provide clear added value to your architectural services. As a team of architects and designers we provide integrated outsource services as we understand the design principles and initial concept intentions from the very beginning and through to delivery of the work.

Our overall aim is to achieve an effective and integrated synchronisation of architecture, interiors and engineering services through BIM design process which makes our collaboration and further work on documentation, modelling and CGI's/animation production as a seamless process.

The scope of work we could undertake includes any kind of drafting and modelling work as well as high quality visualisation from conceptual stages and through to the contract documentation. This also includes support in terms of the local CIS area design codes requirements, market conditions, planning permits, liaison with authorities etc.

## 03 | Benefits

### 1. Higher margin.

Majority of the core design team – high skilled experienced professionals – based in your office.

Majority of technical personnel – skilled and experienced graduates and professionals – outsourced at the rates x2 less than your local salary rates.

### 2. Less operational expenses.

Less number of needed office space, desktops, equipment, software & hardware, less HR and Finance departments workload

### 3. Keeps your head office core team of an optimum size

Immediate outsource team mobilization allows to keep the head office team of a predictable constant size.

### 4. More valuable service for your CIS clients

Assurance in the appropriate design solutions in accordance to local market needs and regulation requirements when work in CIS area.

- 5. Less expenses on the further design package adaptation for your CIS clients.** Cost saving on business trips and additional expenses on one hand and assurance for the client that the initial design concept is preserved through to delivery.

Which is beneficial in terms of the higher probability to win competition.

## 04 | Reference Projects

In collaboration with our international partners, we have developed concept designs of the major retail schemes in Ukraine, Belarus and UAE:

- Blockbuster Mall | Kiev, Ukraine /137 000 sq m, Concept Design in cooperation with Benoy, Facades Design in collaboration with The Buchan Group/
- Lavina Mall | Kiev, Ukraine /145 000 sq m, Concept Design in cooperation with Benoy/
- Ocean Plaza 2nd phase | Kiev, Ukraine /98 000 sq m, in cooperation with The Buchan Group/
- Detailed Facades Concept and Public Park refurbishment | Zaporizhya, Ukraine /60 000 sq m + 17 Hectares of the park territory in collaboration with The Buchan Group/
- Expobel Shopping Centre 2<sup>nd</sup> Phase development | Minsk, Belarus /over 100 000 sq m in collaboration with Leslie Jones Architecture/
- Al Maktoum International Airport | Dubai, UAE /CGI's production for concourses redesign concept, on outsource basis for Leslie Jones Architecture/
- Meganom Shopping Centre | Simferopol, Ukraine /Wayfinding & Signage design, in collaboration with Sonae Sierra/

## 05 | Services

### Core Services

1. Outstaffing or employee leasing  
Any technical staff position could be established on daily / monthly / yearly basis.
2. CAD Drafting / Design Package development under supervision of your Project Architect (software to comply with the one used in the head office).
3. BIM / 3D modelling of MEP services.
4. 3D Modelling / Advanced parametric modelling
5. High quality CGI's production.
6. Graphic Design
7. 3D animation and presentation reels production.
8. Hand sketch.

### Additional Services

1. BIM & CAD Management (establishment of proxy server, organization and control and support of the BIM/CAD teamwork to ensure the correctness and seamless design process, clashes control & resolution etc.).
2. Remote desktop (with all the necessary software installed).
3. Consulting on the local CIS countries markets (Marketing Analysis, Advise on the local building codes and regulations).
4. Establishment of the local representative office any of CIS countries with a minimum staff.
5. Adaptation of design package in accordance to local building codes, regulations and graphic standards / Development of dual language documentation.
6. Design delivery supervision on behalf of the head office locally in order to ensure compliance with the original design concept and intent.

## 06 | Software

We exploit the most advanced BIM, modeling, rendering and post-production technologies which the market can offer. At the same time, the work could be performed in the same software your office is working in. The work process and file sharing and storage is organized using cloud technologies to enable seamless teamwork with your specialists.

The list of software we work in is as follows:

- BIM & CAD
  - Autodesk Revit
  - Autodesk AutoCAD (AutoCAD Architecture)
  - Autodesk AutoCAD MEP
  - Autodesk AutoCAD Electrical
  - Autodesk Navisworks
  - Graphisoft Archicad + Graphisoft BIMx
  - Autodesk AutoCad Civil 3D
  - Tekla
  - MagiCAD for Revit or Autocad
  - BIM 360 Teams, Docs, Glue
- 3D Modeling and Rendering
  - 3DMax + Vray
  - Rhino + Grasshopper
  - Google SketchUP + Vray
  - Artlantis
  - Lumion
- Graphics & Post-production
  - Adobe package

We are not limited to the list above and can fulfill any of your requirements in terms of the software type and management.

## 07 | Work Samples Downloads

1. Work Samples:

[https://www.dropbox.com/s/w7ia0y37v68d377/DHI\\_work\\_samples.pdf?dl=0](https://www.dropbox.com/s/w7ia0y37v68d377/DHI_work_samples.pdf?dl=0)

2. Video of BIM utilizing at DHI:

<https://youtu.be/M5pm50IZsDc>

3. Sample BIM model in NavisWorks:

<https://www.dropbox.com/s/4umu11qulaaa9fd/RTVL.nwd?dl=0>

Link for download Autodesk Navisworks viewer:

<https://www.autodesk.co.uk/products/navisworks/3d-viewers>

## 08 | Guarantees

### **Financial Bonds**

For certain kinds of contract terms, services types, design scale and programmatic conditions, we are able to provide Performance Bond or Advance Payment Bond to ensure the job delivery.

### **Professional Indemnity Insurance**

We are able to provide PI insurance of an appropriate level in accordance to the certain project, its possible risks and types of service provided.

### **Control**

We utilize Microsoft 365 for Task Management and Reporting purposes so your representative can be part of the process and have online tool for control and reporting requests from the resources involved.



Having access to BIM cloud services you will be able not only view the model but also see the online design process with the possibility to extract instant report with the data of the project progress and the actual amount of time each team member has spent on work.

For outstaffing employees for non-BIM services, we provide software that allows you to track working time and visualize the work process by random screen capturing.

### **Payments Policy & Representative office in CEE**

We work on a post payment basis to ensure that the job is done in the first place.

*We also practice to do a test job free of charge in order to show our competency, express our interest in cooperation and willingness to work.*

Having our representative in The Netherlands and taking the fact that we will become registered company within two months, you will interact with the company registered and having its bank account in CEE area operating under European jurisdiction.

## 09 | References

### Simon Scott

Head of International Business  
Leslie Jones Architecture

E: [Simon.Scott@leslie-jones.co.uk](mailto:Simon.Scott@leslie-jones.co.uk)

W: [www.lesliejones.co.uk](http://www.lesliejones.co.uk)

### Carl Francis

Chief Architect  
Imperial Corporate Capital  
(Ex Director at Benoy)

E: [carl\\_francis@sky.com](mailto:carl_francis@sky.com)

W: [www.imperialcorporatecapital.com](http://www.imperialcorporatecapital.com)

### Erik Go

Founder  
ONE.GO real estate concepts

E: [erik@one-go.nl](mailto:erik@one-go.nl)

W: [www.one-go.nl](http://www.one-go.nl)

### Simon Gregory

Principal, Head of London office  
The Buchan Group

E: [simon.gregory@buchangroup.co.uk](mailto:simon.gregory@buchangroup.co.uk)

W: [www.buchan.com.au](http://www.buchan.com.au)

### Frank van Dongen

Partner  
Tconcept

E: [frank@tconcept.nl](mailto:frank@tconcept.nl)

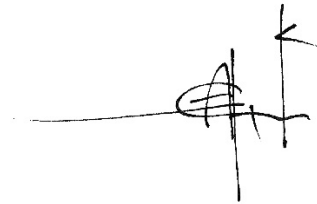
W: [www.tconcept.nl](http://www.tconcept.nl)

## 10 | Afterword

Thank you for taking the time to review this inquiry.

We work hard and strive to deliver good useful services and support to our clients in their intentions, whether commercially or artistically led. For this reason, I strongly believe our cooperation may add value and enhance your operations both in Europe and globally.

I would be delighted to discuss any item of this letter and explain our experience in more detail any time suitable for you. Please do not hesitate in contacting me using contact details below.



*Kind regards,  
Andrey Yatsentuk | MArch*

*Partner, Design Director  
dhi-opensource*

*T UA: +380 97 908 26 78*

*T NL: +31 6 21 10 02 09*

*E: [andrey.yatsentuk@dhi-architecture.com](mailto:andrey.yatsentuk@dhi-architecture.com)*

*W: [www.dhi-opensource.com](http://www.dhi-opensource.com)*

*[www.dhi-architecture.com](http://www.dhi-architecture.com)*