



# Project Services



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**We know that a  
workplace is more  
than a place of work**

**We know that the path from idea/ambition, to conception, refurbishment and 'delivery' can be fraught and expensive if you make a mistake.**

That is why, irrespective of the complexity of the project, our unrelenting focus is always on:

- Understanding our client's ambitions
- Establishing clear project goals and a 'delivery' plan
- Ensuring efficiency at every delivery point of the plan
- Uncompromising compliance with statutory regulations
- Stringent financial management

Whether the project is a CAT A redevelopment or an office fitout, our approach and priorities are the same. Our informed, impartial and independent advice is underpinned by our unshakeable commitment to delivering a high-value service, on budget.



## Project monitoring - for funders, landlords and occupiers

### **We represent our clients' interests in connection with projects undertaken by developers, landlords or tenants.**

We ensure their legal interests are represented and safeguarded, by monitoring every step of the design and construction process.

Identifying and assessing potential risks throughout the life of a project provides our clients with the assurance they need that the risk profile of their project falls within their expectations and, in the case of a funder, the lending covenants.

A Project Monitor should be appointed as early as possible, as this optimises the value he/she adds and ensures that risks management is optimised. The project monitoring role typically includes:

- An initial review of the feasibility of the design, budget and implementation programme - including matters of influence such as planning, rights to light, etc.
- Reviewing and assessing the design and build bids
- Advising our client accordingly and supporting their decision on selecting the most appropriate contractor
- Providing regular progress and drawdown reports, as well as an assessment of ongoing risks

Our expertise and experience includes commercial, industrial and residential projects.



## Employer's agent

### **The Employer's Agent is the lead-consultant.**

We are responsible for ensuring the project is completed on time, on budget and that it meets agreed quality metrics.

The Employer's Agent's role encompasses:

- Developing the client brief - including establishing the project budget, timeframe and quality benchmarks
- Identifying and managing all project teams
- Establishing communication and management protocols
- Co-ordinating legal and regulatory consents
- Managing the flow and integration of design information, as well as the Critical Path progression
- Advising on the project's risk management strategy
- Co-ordinating the procurement process - including identifying procurement options
- Monitoring and reporting on the project's progress



## Contract administration

**The Contract Administrator's (CA) responsibilities include managing the construction contract and acting as the lead consultant on smaller projects.**

We are also involved in designing, specifying and procuring the works.

The Contract Administrator's role also encompasses:

- Developing the client brief
- Inspecting the building and preparing a schedule of works - including collating existing and proposed design drawings
- Advising on appropriate procurement methods and contractors' recommendations for tendering
- Obtaining, evaluating and reporting on tenders
- Organising and chairing regular site meetings
- Monitoring works on site - against the contract programme
- Providing our client with regular progress reports – the frequency of which are agreed at the outset
- Instructing variations to the scope of works and assessing any time/cost implications
- Evaluation and certification of interim payments to the building contractor
- Certifying satisfactory completion of works in accordance with the building contract
- Settling the final adjusted contract sum, including any liquid and ascertained damages

On larger or more complex projects, where supplementary specialist design roles may be undertaken by an architect, structural engineer or services consultant, the CA performs the role of lead consultant.



## Pre-acquisition surveys

### **Whether you are acquiring a freehold or a leasehold interest, you should undertake a technical due diligence of the premises.**

Our report will provide you with a verification of the condition of the property, potential liabilities and risks, as well as a review of statutory compliance, providing evidence to support your negotiations on the purchase or lease price.

Pre-acquisition surveys can be tailored to client's specific requirements. They help identify potential issues arising under lease covenants and service charge liabilities. This can protect your financial and occupational interests.

Potential dilapidations liabilities for leasehold acquisitions can also be assessed at an early stage - this identifies and prepares the occupier for unforeseen costs which may arise at the end of the lease.

Other services include:

- Defect pathology, for an accurate diagnosis and analysis of the property's defects and associated risk appraisal
- Development feasibility - in conjunction with Valuation and Planning teams
- Reinstatement Cost Assessments for insurance purposes



## Dilapidations - owners

**The advice we provide our landlord clients helps protect them from potential tenants' liabilities.**

### Dilapidations are:

"... a damages payment to a landlord for the repair and 'making good' defects which have occurred during a tenant's occupation - either during or at the end of a tenancy or lease."

Where appropriate, we undertake and follow up on Interim Schedules of Dilapidations, under a Notice to Repair. This helps avoid the costly scenario an insolvent tenant can yield.

We have a proven track record of reducing our tenant client's liabilities. Over the last seven years, we have saved clients over 60% of the presented claims we have dealt with.

- Our services for landlords include:
- Preparation of both Interim and Terminal Schedules of Dilapidation
- Strategic advice to ensure a tenant's liabilities are upheld
- Negotiation of a suitable settlement when a tenant does not carry out their Dilapidations works when the lease expires

Our experienced Dilapidations Team always adheres to RICS guidelines, the statutory requirements of The Dilapidations Protocol and the legal stipulations set out in case law evidence.



## Dilapidations - occupiers



**Our occupier clients seek our advice before, during and at the end of a lease.**

### Dilapidations are:

"... a damages payment to a landlord for the repair and 'making good' defects which have occurred during a tenant's occupation - either during or at the end of a tenancy or lease."

This allows them to make informed financial and strategic decisions based on accurate assessments of their potential Dilapidations liabilities.

Where cost effective to do so, we help manage a scheme of works to offset a liability - our costs are inevitably lower than those proposed by the landlord.

Our services for occupiers include:

- Preparation of Dilapidations Liability Assessments – which helps financial planning/forecasting
- Defence of served Dilapidations claims
- The procurement and management of all required Dilapidations works
- Advice on the strategic exit from premises

Our experienced Dilapidations Team always adheres to RICS guidelines, the statutory requirements of The Dilapidations Protocol and the legal stipulations set out in case law evidence.



we can handle your project  
from start to finish



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