

Project Services



Project Services

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Create | Refurbish | Maintain | Inspire

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 stage of that 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.

For more information, or to discuss how our Project Services team could deliver your plans on time and on budget please do not hesitate to contact us.





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.



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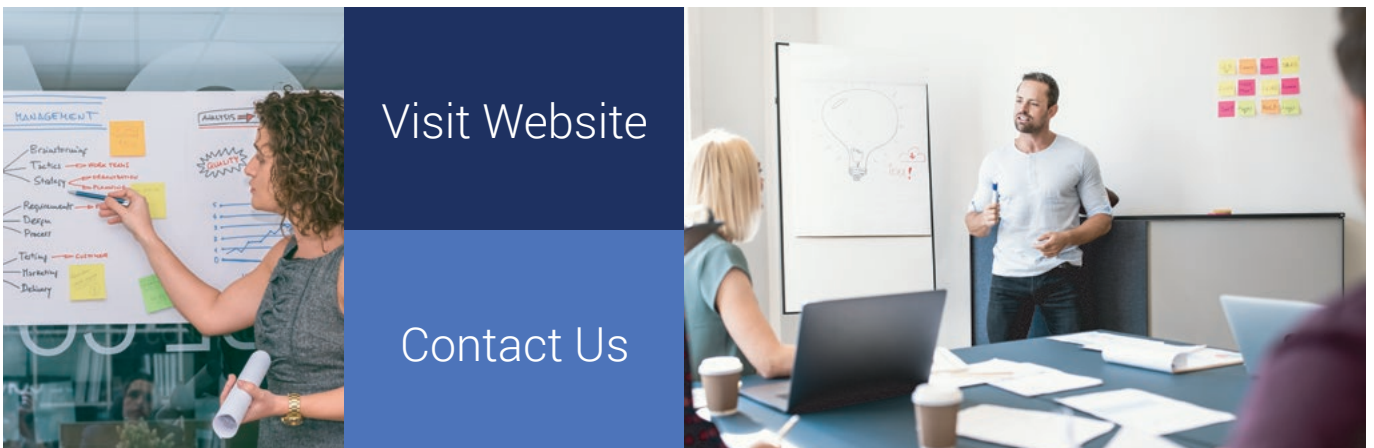


Employer's Agent

The Employer's Agent is the lead-consultant. He/she is responsible for managing all teams and for ensuring the project is completed on time, on budget and that it meets agreed quality metrics. Other responsibilities include liaising with our client and co-ordinating all consultants over the life of the project - from inception to design, procurement and completion.

In addition, the Employer's Agent's role also 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 Critical Path process items
- 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.



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Contract Administration

The Contract Administrator's (CA) responsibilities include managing the construction contract and acting as lead consultant on smaller projects, as well as designing, specifying and procuring the works.

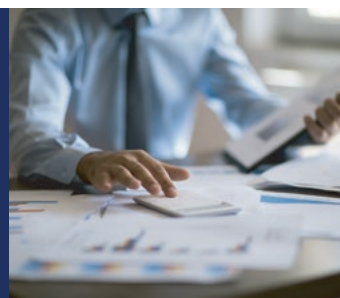
Additional responsibilities include:

- 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 – frequency 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.



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Pre-acquisition Surveys

Whether you are acquiring a freehold or leasehold interest, you should undertake a technical due diligence of the premises as it will provide verification of the condition of the property, potential liabilities and risks, check compliance with statutory obligations and provide evidence to support your negotiations on the purchase or lease price.

Pre-acquisition surveys are tailored to client's specific requirements. They help identify potential issues arising under any lease covenants and service charge liabilities. This will 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 lease end.

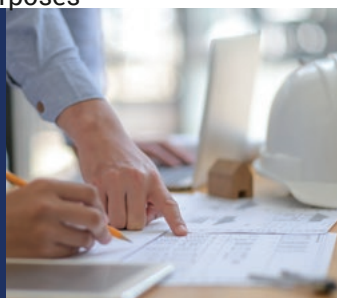
The pre-acquisition survey also helps determine how a property can be adapted or redeveloped. If required, it could also include a feasibility study to ascertain whether the building meets the client's aspirations or development objectives.

Other benefits of Pre-Acquisition services include:

- Defect pathology, for an accurate diagnosis and analysis of the property's defects and associated risk appraisal
- Matters pertaining to previous land use and potential contamination or presence of deleterious materials
- Specialist surveys for services installations
- Non-destructive testing
- Development feasibility - in conjunction with valuation and planning teams
- Neighbourly advice
- Reinstatement Cost Assessments for insurance purposes



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Dilapidations – owners

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.”

The advice we provide our landlord clients helps protect them from potential tenants’ liabilities. 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 & 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 at lease expiry

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.



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Dilapidations – occupiers

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.”

Our occupier clients seek our advice before, during and at the end of a lease. This allows them to make informed financial and strategic decisions based on accurate estimates 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 – helps financial planning/forecasting
- Defence of served Dilapidations claims
- The procurement and management of all required Dilapidations works
- Advice for 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.



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we can handle your project
from start to finish



John Owen

John.Owen@fishergerman.co.uk
020 7747 8831



Jackie Cocking

Jackie.Cocking@fishergerman.co.uk
020 7747 3171



Matt Blaydon

Matt.Blaydon@fishergerman.co.uk
0161 214 4670

fishergerman.co.uk

