

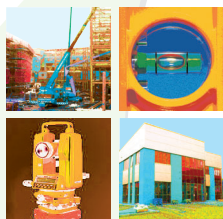
Insurance  
Valuations

Pre-Acquisition  
Surveys

Dilapidations

Party Wall Advice

Planned  
Preventative  
Maintenance



Architectural  
Services and  
Planning

Design and  
Contract  
Administration

Project  
Management

Construction  
Monitoring

Employers Agent

# Design and contract administration

## Contract administration

Whether you intend to extend, upgrade or refurbish your office, warehouse, factory or school we can act on your behalf to ensure you obtain the required finished product on time whilst maintaining value for money and compliance with all statutory requirements.

Acting on your behalf we can develop your brief, prepare initial sketches/concept drawings for approval and provide a budget cost estimate. Subject to approval we will then prepare a specification and drawings sufficient for obtaining competitive tenders from suitable contractors and obtain requisite statutory approvals. Upon submission of tenders we will provide you with our analysis and recommendation prior to award of the contract, administration of the scheme on site including all valuations through to completion. Throughout the design and construction process we can also act as your Planning Supervisor in accordance with the Construction, Design & Management Regulations.

We have an experienced team supported by architectural technicians and the latest CAD facilities. Our service is flexible and can be tailored to suit your needs and expectations.

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## Employers agent - design and build contracts

Insurance  
Valuations

Procurement of a new building by the Design and Build route is a recognised and well used process. With the correct professional advise it offers, to most clients, a quick and efficient method to achieve their requirement.

Pre-Acquisition  
Surveys

With many years experience on a large number of schemes, we can provide the professional single point of contact that is needed to manage this method of procurement.

Dilapidations

Party Wall Advice

After establishing your specific requirements we will prepare budget costs, liaise with solicitors and implement ground investigation works prior to co-ordinating design information preparing an Employers Requirement document and submitting applications for Planning Permission.

Planned  
Preventative  
Maintenance

Following the evaluation of tenders we will provide our recommendations and co-ordinate award of the contract. Thereafter we will act as the employer's agent and administer the building contract during the construction process, examining contractors detailed design and construction information, as it becomes available. We will chair site meetings, provide monthly client reports, implement valuations of the work and provide certification of payments under the building contract through to successful completion.

Architectural  
Services and  
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Contacts:

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