



Contract Administration

An overview of our contract administration capabilities.



One YMCA: Charter House

Our Contract Administration offering

We provide expert property and construction consultancy services to multi-sector clients and develop our own portfolio of innovative projects.

In essence, that's what we do and that's what energises us each morning.

As a one-stop consultancy, we have the means to provide tailored services and customisable solutions for the modern needs of construction projects.

ensure that the construction delivery is planned properly and managed accordingly.

Traditionally the Contract Administration role fell to the Architect but now, Project Managers, Quantity Surveyors and Engineers tend to also fulfil the role.

As a team, we come from a diverse background, having worked for some of the world's biggest and most innovative contractors and consultancies on some major and complex projects. It is exactly this diversity that allows us to offer a bespoke solution, tailored to your needs.

Client Priorities	Procurement routes	Tendering route	PQQ	Tender Level of Info	Novation	Contract
Time	Traditional	Single stage	Yes	RIBA Stage 2	Yes	JCT
Cost	Management Contracting	Two stage	No	RIBA Stage 3	No	NEC
Quality	Design & Build	Negotiated		RIBA Stage 4a		FIDIC
Certainty	Construction Management			RIBA Stage 4b		Other
Risk						

Delivering an expert and comprehensive contract management solution to any sector, from Science to Residential.

The role of Contract Administrator ensures the smooth operation and delivery of the projects.

Whilst typically the role is only applicable from when work commences to full completion, we can provide services well-ahead of that to

Whilst your requirements may be on the consultancy side, we understand development - in fact we carry it out ourselves.

Why choose EEDN?

We have extensive experience in the construction industry with direct alignment to the RICS Contract Administration guidelines, allowing us to deliver to a high standard of efficiency and compliance, whilst our early involvement process can alleviate stress and reduce risk and time cost of your construction project.

A little bit about us.

We recognise that every project has unique complexities - in that way, no project is different.

We develop property ourselves and with partners and as such understand the nuances of our clients' projects.

Our operations span across multiple sectors both as a developer and a consultancy.

Being active members of several professional institutions and think tanks, we gain deep insight into the industry, and access new and emerging technologies, which combined with our creative mindset allows us to provide our clients with high quality consultancy on their projects.

We aspire to be among the best thought leaders in the construction industry, whilst we strive to make buildings that will make the world a better place and empower our clients to do the same.

Capability to develop and oversee the programme of works.

Your Project Management and Employer's Agent delivery partner should have the capability and experience to proactively manage and streamline the contract administration process.

This involves being able to think and operate at a programme level, but also have the necessary qualifications and experience to do so.

Our Director, **Tes Adamou**, is an accredited Programme Manager and a chartered Project Manager with experience in leading



"Tes was able to quickly jump in and understand the inter-workings of the team, and what was critical for the success of the project. He has great organization and leadership skills, and keeps the team on track!"

Miranda Neville

Senior Director, Global Engineering
Autolus

programmes of works for some of the UK's major institutions and developers.

Elad Levin, as another business director and as an RIBA-accredited Architect, has experience in leading multi-disciplinary design teams worldwide for developments in the UK, Israel and Greece, amongst others. Elad can provide ore in-depth quality review or Clerk of Works should it be required.

Further support can also be provided by other members of the EEDN team and partners who have delivered similar projects.

Safeguard the vision and drivers.

Having worked with similar organisations in the past, we understand your deepest need - that of ensuring that the project vision remains in line with the cost plan and associated metrics, as well as delivery to programme to ensure that the funding streams are maintained and early reduction of risks.

Our proactive approach to Contract Administration will understand these metrics and ensure that the delivery of the project remains aligned at all times.

More handing over, less dumping.

Soft Landings means planning for handover from day one and our completion and handover plan will be a key document for the contractor tender, as we understand the need to be able to maintain the building and its systems from day one.

Adopting Soft Landings during the briefing, design and construction process, will enhance the critical engagement with the operations team who will use (and maintain) the building, making this transition much easier.

The need for a hands-on project partner.

It is important to have a team that aligns with your values, understands the operations and is there when you need them.

We promise to always provide you with the truth and be proactive in everything that we do, alleviating your worries such as:

- Will the project cost more?
- Will the funding align with the programme?
- How do we minimise the impact of future phases?
- Are we compromising on quality?



Building better places

Building better places is at the heart of what we do, aligning with our mission: to make better buildings that make the world better and empower our clients to do the same.

Sustainability

Our experience has taught us that above all a shift in mindset is required. In that respect, NetZero or Low Carbon sustainable design cannot be achieved as a bolt-on but rather it be central to the design and the design philosophy throughout the stages.

Similarly, the application of Well principles is relatively new across the sector, with no major new building yet achieving both BREEAM and WELL metrics. There is, therefore a need for change in approach from both the design but also by the clients in their operational approaches.

Passive design

Our route map will ensure that there is a guided approach to the steps that we take. It includes:

- Passive design principles
- Extent of bio-based materials
- Reducing energy in use
- Circular economy
- Energy harvesting
- Efficiency
- Reducing construction impacts

At each design stage assessments of the developed design should identify the secured / targeted credits of the sought accreditation. We must always, however, focus on the end of life stage as that is the true area where we can positively influence the future generations and fulfil the aspirations for NetZero delivery.

The design should also identify opportunities for further reuse (e.g. increase reuse of materials from demolition and earthworks). The scheme should work towards deconstruction at the end of its life, diverting any residual waste materials from landfills and maximise the circular economic benefits.

Accreditations

Our team have the necessary experience to manage the required accreditations sought by the project. Elad Levin is a BREEAM AP and LEED GA, whilst Tes has experience in SKA and BREEAM premises alike.

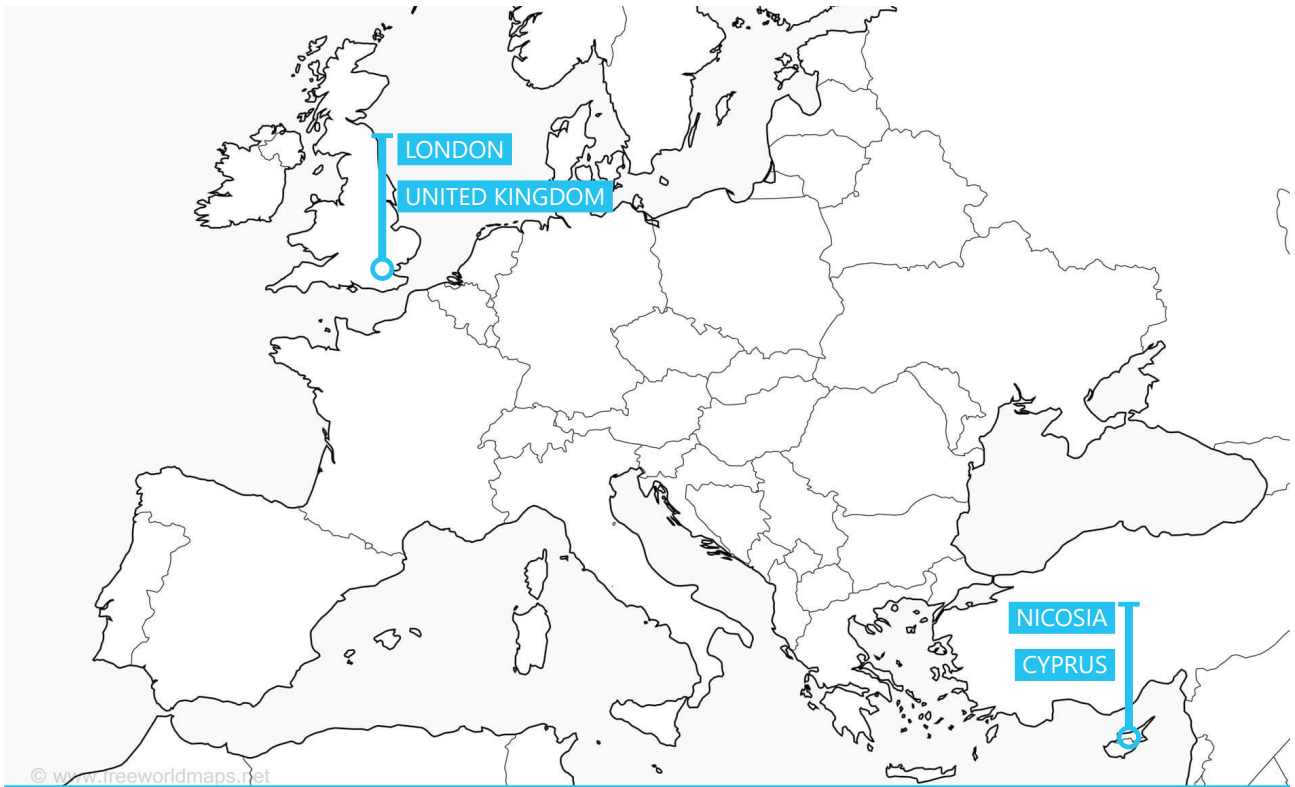
Compliance

We understand the importance of ensuring compliance across all projects, at governance, statutory and regulatory level and as such, we ensure that competent teams are appointed to undertake the job at hand, with the required qualifications built into the team approach.

There is also another level of compliance, however, that we understand that the project will require - that of ensuring design and construction within the principles of the operator.

“Tes’ input into the Project Team promoted collaboration and effective working throughout the various stages. Under his guidance the project flourished through some very challenging technical issues and would be very happy having him leading my projects again.”

Valerie Cooper
Capital Teams Leader, UCL



With offices in the United Kingdom and Cyprus, we are uniquely placed to service projects and Clients throughout Europe and the Middle East.

Contract Administration+

A key aspect of Project Management is ensuring that each aspect of Project Controls is aligned with each other aspect, rather than being independently managed.

Cost management, programme scheduling, and quality management are interdependent and need to align at each project control point.

The framework through which our key control documents take place is supported by our Stakeholder management strategy and risk management strategies.

Project programme schedule

At EEDN, we believe that technology should never be a barrier to what we do. As such, we use the latest state-of-the-art tools and processes.

One such tool is Asta PowerProject, a much more powerful project schedule management tool than the typical Microsoft Project, but we will, of course, utilise the technology that aligns with yours.

Following discussions and workshops with the project team, we establish a baseline master schedule, building in logic and sequencing that will establish and prove the baseline delivery timescales.

When the project enters the construction phase, we use Asta to interrogate the contractor's programmes to satisfy the project team that the delivery programme is practical.

This deep understanding of scheduling techniques enabled by the software allows us to assess contractor's claims for Extensions of Time, which will protect the delivery timescales.

Trend monitoring of construction schedule

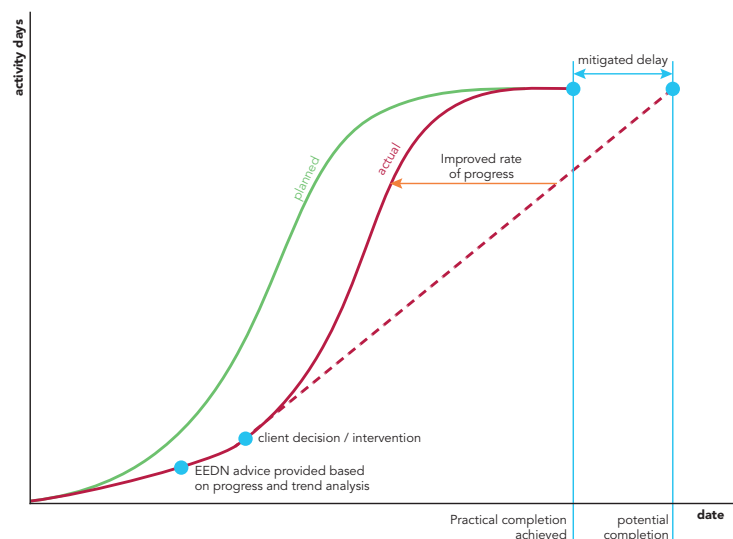
Trend monitoring (sometimes called Planned Progress Monitoring) uses the contractor's own progress data for construction activities, which we use over the space of a small number of reports and data sets to build a picture of the contractor's rate of progress.

The methodology allows us to accurately spot trends of under-performance against the plan, using the contractor's own data.

We use this data-driven approach to provide assurance of delivery and give our clients substantiated information to implement timely interventions on projects - at a time that doing so can still positively affect outcomes.

Risk Management

Both risk and opportunities management are active, collaborative processes requiring buy in



As a result, we regularly run risk reviews at key project stages to help establish a risk-conscious behaviour from the outset of the project, infiltrating all areas of the project and engaging all stakeholders.

Active mitigation of risks is not only good practice but also enables proactive engagement helping turn certain risks into opportunities and promotes a culture of sharing and collaboration of the team, whilst avoiding cumbersome risk workshops which are often perceived as a silo activity.

Lessons Learnt

Self reflection of the project team is paramount for any project, establishing what has worked and what has not. We actively encourage such lessons learnt reviews, to be held at pertinent points in the programme.

At EEDN, we run these as semi-structured workshops with a member of the EEDN team who is not involved in the day-to-day running of the project.

This third party facilitates a healthy discussion, focussed on drawing out from the team the key trends and themes that will inform the next steps.

Continuous Improvement (kaizen)

The concept of *kaizen* as a business philosophy originated in Japan to refer to the processes that engage all employees with the aim of improving the processes of an organisation.

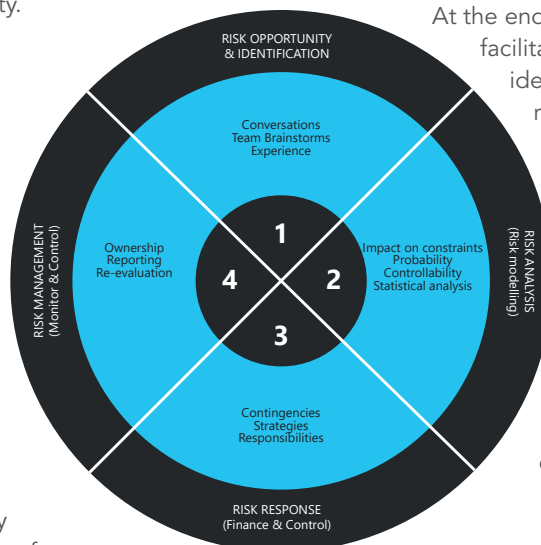
We love employing kaizen on our projects and to do so, our first step is producing the '100-day plan' and then auditing its success with the whole team.

Through consultation with the team, we will put together a 100 day plan that does not only include the tasks at hand (those are also taken care by the programme schedule) but also some Key Performance Indicators for less tangible achievements, such as team cohesion, knowledge transfer and engagement.

At the end of the 100 days, we will then facilitate a workshop with the team to identify what is going wrong and what requires improvement.

The data from this will feed, not only the remainder of the project, but also the approach into the whole programme of works.

Through these regular touch points, the process of engagement will be refined allowing for a more efficient, enjoyable experience for the team.



Example projects



One YMCA: Charter House ■ £3.5m JCT 2016 DB

Refurbishment of Lower Ground to Third Fllors of the Charter House building for One YMCA based in Watford with challenging logistics and bespoke package instructions.



The Oxford Science Park: Bellhouse ■ £10m JCT 2016 DB

Delivered by TA for 3PM, this is a 3,000 m² building to deliver flexible and contemporary laboratory & office space. to respond to the current R&D space requirements.



University of Cambridge: Kettle's Yard ■ £6m NEC4

This is a major building refurbishment for this major client to deliver a new space and contribute more widely to the aims of the University. Delivered by TA for 3PM.



UCL: Astor College ■ £22m GC Works

A part-refurbishment, part-new built Halls of Residence in Central London with challenging logistics and multilevel stakeholder engagement. Delivered by TA for Arcadis.



City, University of London: School of Arts and Social Sciences ■ £3m JCT 2013 DB

A multi-space refurbishment project across four departments with complex logistics. TA for 3PM.



University of Essex: STEM Centre ■ £18m JCT 2013 DB

Exceptional new facilities to house integrated STEM subjects, achieving a BREEAM Very Good rating and maximising inclusion. TA for Arcadis.



Wellcome Trust: Data Centre 4th Quadrant ■ £10m NEC3

A vital enhancement to the high performance computing on the Genome Campus in light of its world-leading research and associated demand for data storage. TA for 3PM.



King's College London L&T Prog. ■ £10m JCT 2013 DB

Delivering a number of projects on the Learning and Teaching Programme in 2016, including a Clinical Skills Simulation Centre. TA for EC Harris.



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enabling environments
delivering nature

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