



**Michael Dyson**  
associates ltd

# Capability Statement

Contract Administration



# Introduction

“Michael Dyson Associates Ltd has diverse project management experience from a variety of sectors. We are passionate about the control of risk and successful project delivery measured by the key performance indicators of cost, quality and time benchmarks.”

Our highly qualified and experienced contract administration team assists our clients nationwide to set the parameters for best value and statutory compliance, establishing the management tools and processes in support of new build, refurbishment, retrofit and regeneration schemes. Since 1980, we have successfully delivered a wide range of projects using standard and bespoke forms of contract including the JCT, PPC and NEC suites, various forms of development agreement including s106, Land & Build and Joint Ventures and more recently delivering contracts under Pre-Construction Services Agreements.

Our team of chartered surveyors, clerk of works and experienced project managers appreciate the varying needs and requirements of our wide range of clients and adopt a flexible, client facing “hands-on” approach to delivery.

We have the knowledge and understanding to ensure our clients’ projects are robustly and professionally controlled providing certainty and peace of mind.

# Service Provision

Employers Agent
Contract Administrator
Project & Programme Manager
Contractor Procurement
Clerk of Works & Quality Inspector
Quantity Surveyor & Cost Control
CDM Principal Designer / CDM Advisor
Partnering Advisor
Resident Liaison / Engagement Advisor
Client Representation/Critical Friend
Key Performance Indicator Measurement, Reporting & Benchmarking
Party Wall Act Formalities and Advice
Workshop Facilitation
Risk Management

# Key People



**Michael Brown MRICS IMAPS**  
DIRECTOR

Michael is a chartered surveyor, managing a team of professionals in the delivery of a range of services including contract administration, project management, procurement, building surveying, CDM principal designer, clerk of works, quantity surveyor and party wall surveyor. He has led teams on a variety of projects including planned maintenance programmes, housing refurbishment, new build and modular / mmc developments throughout the UK, ensuring our clients contracts are delivered in line with agreed quality, time, budgetary and safety requirements.



**James Leather IMA PS**  
ASSOCIATE

James is a building surveyor operating as team manager within our contract administration team with over 7 years' experience with the company. He is experienced in providing a variety of services including the roles of lead consultant, employers agent, project manager, contract administrator, and clerk of works. He is an Incorporated Member of the Association for Project Safety with a comprehensive understanding of the CDM regulations, building and planning legislation, as well as specialising in cost management and contractor procurement processes.



**Oliver Booth MRICS**  
SENIOR PROJECT MANAGER

Oliver is a chartered surveyor, senior project manager and sub-team leader in the contract administration team. He manages and supports a team of project managers and surveyors. Oliver is experienced in delivering a range of new build and refurbishment contracts, acting in various roles including contract administrator, employers agent, cost advisor and clerk of works. He is skilled in delivering planning applications, contractor procurement processes, measured surveys and party wall matters. Oliver also mentors team members with regular training, RICS APC support, and day-to-day management.



**Richard Lawton IMAPS**  
SENIOR PROJECT MANAGER

Richard has over 15 years' experience as a building surveyor. In his role as senior project manager and sub-team leader, he carries out multi-disciplinary services including lead consultant, employers agent and project manager, including budget and financial planning, contractor procurement and carrying out site visits to ensure progress in line with quality, cost and programme requirements. Additionally he is an experienced CDM professional and an Incorporated Member of the Association for Project Safety.



# Watmos Community Homes

## External Refurbishment to 21 Tower Blocks

### SERVICES PROVIDED

- Contract Administration
- Clerk of Works



Watmos Community Housing (WCH) owns 21 high-rise residential tower blocks across four sites in Leamore, Burrowes, Sandbanks and Chuckery in Walsall. Surefire Management Services (SMS) had been appointed as contractor prior to our appointment to deliver a programme of ECO funded External Wall Insulation to the blocks. We were appointed to provide Contract Administration and Clerk of Works services.

The contractors initial programme was based on a site period of 12 months to complete works to all 21 blocks. However, significant project delays were encountered for a variety of reasons including Covid 19 ongoing isolation measures, lack of materials due to supply/disruptions in Europe, structural concerns following opening up works, bad weather and labour shortages.

Weekly Teams meetings and monthly site meetings were undertaken by the management team from WCH, SMS and ourselves to monitor progress and actions. Our Clerk of Work's attended site weekly, throughout the duration of the construction phases to check workmanship and report on their findings. Weekly Clerk of Work's reports were written and provided to WCH for their records.

As part of our Clerk of Work's outputs, we created sign-off sheets for each element of each elevation of each block allowing us to quickly check on the progress alongside WCH, and SMS

Our robust contract management, site inspection/reporting, document management and collaborative working processes have ultimately helped deliver an award-winning energy efficiency project.



# Sanctuary Housing Group

## Housing Developments, Essex

### SERVICES PROVIDED

- Employers Agent
- Quantity Surveying



As nr 1 ranked Employers Agent in the South East Region of the Sanctuary Housing Group (SHG) framework, we were appointed to provide Employers Agent and Quantity Surveying services for the delivery of homes across 3 separate mixed tenure developments in Essex.

- 67 New homes at Tokely Road, Frating, Tendring
- 150 new homes at Conrad Road Witham
- 120 new homes at Barrow Hall Road, Great Wakering

The schemes will provide homes for affordable rent, shared ownership and market sale using a range of Sanctuary standard house types.

As the contractor would be procured via SHG' framework we reviewed and agreed amendments to existing Employers Requirements/Specification documents to form a robust tender package. We carried out market testing exercises to ascertain interest from the framework contractors to ensure a competitive tender process, dealt with contractor queries carried out review of tenders submitted, chaired tender clarification interviews with the top two ranked contractors and produced a final tender report with recommendations for the appointment of Hill Partnership (Frating), Equans (Witham) and Higgins Construction (Great Wakering).

We worked closely with the contractors and the SHG sales team to agree programmes of works delivered in phases. Phase one focused on a selection of homes for market sale, including the show home, to provide early revenue to the client, with affordable tenures in phase 2, leaving the remaining market sale properties until the later phases.



# Royal Borough of Kensington & Chelsea

## External Improvements to Adair & Hazelwood Blocks

### SERVICES PROVIDED

- Clerk of Works
- CDM Principal Designer



Adair & Hazlewood towers were the first blocks to have combustible cladding removed post Grenfell. Following a previous successful appointment by Royal Borough of Kensington & Chelsea to strip the cladding, we were awarded a further contract to provide CDM Principal Designer and Clerk of Works services on the recladding and external refurbishment works phase.

Works to the blocks included:

- Concrete and brickwork repairs
- Installation of A1 rated External Wall Insulation & terracotta tile cladding system
- New Windows
- Balcony doors, pigeon netting, façade treatment, new flooring and improved insulation
- Smoke extract system
- New roof to Hazlewood tower
- Interfacing work to fire extraction vents
- Associated enabling works, lightning conductor, M&E attached to external elevations

Whilst the scheme was subject to various challenges and delays relating to slow workmanship, amendments to smoke extract systems and late delivery of materials, our robust CDM, risk identification/management and quality inspection, monitoring and reporting procedures resulted in a quality finish for the client and a safe environment for the residents.



# London Borough of Hounslow

## Small Sites Development Scheme

### SERVICES PROVIDED

- Employers Agent
- CDM Principal Designer



We were appointed by London Borough of Hounslow to provide Employers Agent and Principal Designer services to deliver 48 new homes across 6 small sites in Hounslow and Feltham. The scheme would deliver a mix of houses, flats and an accessible bungalow for affordable housing and was funded through the GLA with associated budgetary and programming restrictions.

Originally the client envisaged that the site would be delivered by separate contractors under individual contracts. However, knowledge of market conditions at the time indicated that contractor interest would be low due to the value and dispersed locations of the sites. Therefore, we advised the sites be packaged together to form a single contract, using a local framework (Notting Hill Genesis) to engage a contractor through a competitive tender process, managed by ourselves. Glenman Corporation was ultimately appointed as the successful contractor.

The flat block on the Swan Road site was subject to requirements of the London Plan for carbon reduction targets. We worked closely with the design team to consider cost effective options that maintained viability and maximised environmental performance. The resultant scheme included a fabric first design with high levels of insulation to allow low u-values, MVHR units, site wide heating network, louvre controls to limit solar gain. The development was recorded as reducing CO2 emissions by 35.7% over Building Regulations.



# Platform Housing Group

## Mixed Tenure Development

### SERVICES PROVIDED

- Employers Agent
- Quantity Surveyor



We were appointed by Platform Housing Group (PHG) to provide Employers Agent and Quantity Surveying services for the delivery of 55 new homes in Holbeach. The scheme would provide a mix of bungalows and houses for affordable rent and shared ownership tenures. The properties would be of timber frame construction on poured foundations with a variety of designs being used across the site.

The project was offered to PHG by way of a land agent and came packaged with a contractor proposal alongside the land purchase. Our first task was therefore to carry out a value for money exercise. We subsequently prepared the contract documentation and provided programme management, cost control and contract administration services throughout delivery.

The project did suffer delays due to issues surrounding the availability of suitable fill materials and late minor design changes to layout, however working closely with the contractor, GEDA and PHG, this was contained leading to only a 3 month delay to completion.

Neighbouring land has subsequently been purchased with a further 25 dwellings now being delivered under Phase 2 of the project.

We continue to work with PHG providing our Employers Agent and Quantity Surveying services on Phase 2.



# Yorkshire Housing

## New Build Development, Leeds

### SERVICES PROVIDED

- Clerk of Works



We were appointed via Yorkshire Housing's (YH) Site Inspectors Panel to provide Clerk of Work services for the construction of 90 new homes by Miller Homes in Bramhope. Our service provision included:

- Familiarisation with the client's requirements including all relevant drawings and written instructions.
- Taking measurements and samples on site to make sure that the work and the materials met the specifications and quality standards.
- Carry out weekly inspections of the properties and produce Clerk of Works reports.
- Pre-snagging inspections, full snagging inspection 2 weeks prior to handover and a back snagging inspection a week before handover. Produce snagging lists, using in-house developed snagging checklist and guidance to ensure defect free handovers.
- Checking on defects reported during the defects period and ensuring they are rectified.
- Contribute to the post contract review process.

We utilised modern software to undertake the snagging inspections prior to completion, allowing for quick and efficient reporting providing extensive details of any defects and the remedial works required.

We continue to work with YH, providing Clerk of Works services in connection with the delivery of over 300 properties across Yorkshire.





## How To Appoint Us

In addition to direct appointment, you can use a number of PCR compliant public sector frameworks to access our services. A selection of our current frameworks are provided here. Please contact us for further information or for a general discussion about how we may be able to assist with your project requirements.



**FUSION**<sup>21</sup>

 **pfh** | PROCUREMENT FOR HOUSING

 South East Consortium

 **CHIC**  
Framework Consultant

PROCUREMENT  **HUB**

 **bloom**  
accredited supplier

 **Procure**  
PLUS

**LONDON CONSTRUCTION PROGRAMME**

**EEM** Efficiency East Midlands Ltd 

**WEST WORKS**  
Procurement Limited

 **EN** **PROCURE**  
**EFFICIENCY NORTH CONSULTANCY FRAMEWORK**  
WORKING TOGETHER



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