

## Project Management and Contract Administration

Project management and contract administration are very satisfying roles. The benefits of living and breathing a project, watching it develop from concept, to design, through to construction and completion are very rewarding.

### What can Cre8 offer?

- As project managers and contract administrators, we are here to successfully coordinate all project matters, applying our skills, knowledge and experience to ensure the smooth running of the contract. We believe strongly in listening and working with our clients. Our vision to our clients is clear; we add value and provide the best possible advice.
- We engage project management strategies and control procedures on every project to mitigate risk and maximise value for our clients.
- We provide a service that focuses on unity, collaboration and achieving the project goals. Like each of our clients, we recognise that not every project is the same! We therefore ensure we remain flexible to tailor our services to suit our clients bespoke individual needs.
- Communication is key and our clients are kept informed and up to date throughout all stages of the project.

### What do our clients say about us?

‘We have engaged the services of Will Rogers in the capacity of both Lead Consultant and as Principal Designer on a wide range of large-scale refurbishment, demolition and new development schemes across the UK. With great communication skills, we have found Will to be a highly motivated and skilled individual within the construction industry. We wouldn’t hesitate to recommend his services to others looking for such qualities.’

#### Mark Adams

Head of Development FI Real Estate Management Ltd

‘We engaged Cre8 Commercial Building Surveying services on a technical advisory basis to review the condition of a commercial property we were looking to buy. We found Will brought great value to our business. He was approachable, engaging and a pleasure to work with, which assisted us massively in our new venture.’

#### Liam Pilkington

Director - Bolton Steel Structures Ltd

**Cre8 a smarter way..**

**For more information, please visit:**

**[www.cre8surveyors.co.uk](http://www.cre8surveyors.co.uk)**

### Cre8 Project Management & Contract Administration:

- Development monitoring;
- Feasibility study/assessment;
- Procurement and contract strategy advice;
- Prepare pre-construction phase programmes;
- Pre-tender assessment and selection of contractors;
- Prepare tender documentation & schedules of work;
- Coordination of the tender process;
- Adjudication and report upon the tender process;
- Contract execution;
- Administer the terms of the contract;
- Chair progress site meetings/progress reports;
- Prepare and certify valuations/report upon cost;
- Manage design changes and contract variations;
- Inspect and report upon the quality of workmanship;
- Review and certify practical completion;
- Coordination of handover;
- Ensure successful conclusion of the contract.