



Services Provided

April 2009

Feasibility Studies

What? Where? How big? When? How much? Buy or rent? Cassian provides advice and assistance to owner occupiers and developers considering a move to a new premises. These studies include interrogation of client's initial perceptions and requirements, developing these through outline designs into cost engineered solutions, either from a high level business case perspective or down to a site-specific basis.

Space Planning, Concept Options and Scheme Design

Often undertaken during a feasibility study, these services are outsourced and provide concept designs derived from the interrogation of the client's requirements. During space planning the client's true space requirements are defined according to the number of operatives, size of machinery, operational and process flow through the building. Space planning translates a client's perception into a conceptual model and the scheme design develops that model into a tangible drawing from which costs can be developed.

Cost Planning

This is always a key part of the process. Can I afford it? Cost planning is undertaken using current market knowledge to provide the client with a realistic budget for the project. The cost plan is adjusted through each iteration of the design as it develops.

Value Engineering

Value engineering is needed on a project where costs are projected to exceed the client's budgetary expectations, making the project non-viable. Effective value engineering requires commitment from the whole team, especially with the active participation of the Employer, it is not seen as a simple cost cutting exercise but a process to identify optimised solutions that will be found through a combination of innovative design, practical engineering knowledge and cost efficiency.

Project Planning

Using computer assisted planning tools, Cassian has extensive first hand experience at providing programming and scheduling for all types of projects from outline development time frames to detailed construction programmes and schedules using a wide range of methods from precedence linked critical path networks to line of balance programming. The service can include preparation of method statements, access statements, procurement

schedules, risk analysis, regular project monitoring, progress and early warning reporting.

Forensic Planning and Delay Analysis

As an extension of the project planning role, Cassian provides forensic planning services to assist in the preparation of contractual claims. This can include the preparation of as built programmes, planned versus actual programmes, cause and effect programmes, delay analysis utilising either delayed impacted or time slice methodology.

Design Management

Cassian has extensive experience in managing design teams on a wide range of projects. As part of the design team we are able to offer cost based and buildability based input into a design team forum, prioritising design output to match project budget and time constraints.

Employer's Requirements and Bid Documentation

Cassian will assimilate all design and specification outputs, together with all project constraints, contract and client requirements to prepare documentation with which bids from contractors can be solicited. These documents are known as "Employer's Requirements" where the design and build form of contract is used for the project.

Procurement

Cassian is well versed in a number of procurement routes and will advise clients the most appropriate procurement strategy on a project by project basis. Procurement services have also been provided to contractors to assist the selection and appointment of specialist sub-contractor trades.

Contract Preparation

Following selection of the successful contractor, Cassian will prepare contract documentation in conjunction with the client's solicitor for signature by both parties.

Supply Chain Management

Certain projects require early and specific integration with key suppliers and sub-contractors and Cassian has the ability to identify, procure and manage those parties into and through the project.

Contract Administration, Project Monitoring, Cost Control and Certification, Final Inspections and Certification, Defects Completion

All of these are part of the role Cassian undertakes for a client once the project is into its implementation phase. Cassian provides the link between client and contractor, monitoring the project for quality and progress through to conclusion, administering the contract, valuing and certifying the cost of the works and undertaking periodic inspections for quality and compliance.

Development Appraisals

Cassian can provide assistance to developers in appraising schemes for financial viability and market requirements.

Landlord and Tenant Representation

Providing advice to tenants and landlords on lease obligations, particularly with reference to lease end/exit requirements and maintenance obligations.

Dilapidations Schedule Preparation and Negotiation

Working on behalf of Landlords, inspecting and preparing costed dilapidations schedules within the terms of the lease and undertaking final negotiations with outgoing tenant to have work undertaken or agree a financial settlement. Also working on behalf of tenants in negotiating to minimise their liabilities at lease end.

Condition Schedule Preparation

Condition schedules are often required to be appended to leases as a record of the condition on entry to the building and limits the tenant's maintenance obligations thereto.

Project Health Checks and Audits

Is it behind schedule? When will it finish? What will be the final cost? Is the quality acceptable? What needs doing to put it back on track? Only some of the questions that may be answered during a Project Audit or a Project Health Check.