



**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 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 Manager
Quantity Surveyor & Cost Control
Principal Designer/CDM Advisor
Partnering Advisor
Resident Liaison
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.



**Dave Binns MCIOB**  
ASSOCIATE

Dave joined the company in 2002 initially working as a project manager within the asset management team but more recently operating at a senior level within our contract administration team. Over the last 19 years he has worked with clients across the UK and has amassed project management experience on projects nationwide ranging from stock condition survey projects to cladding removal on high-rise blocks and new build housing developments. Dave works closely with our client's asset and development managers to successfully deliver commissions on-time and within budget, crucial in the current climate.



**James Leather IMAPS**  
SENIOR PROJECT MANAGER

James is a building surveyor operating as a senior project manager within our contract administration with over 6 years' experience with the company. He is experienced in providing a variety of services including the roles of Employers Agent, Project Manager, Contract Administrator and Clerk of Works. He is an Incorporated Member of the APS with a comprehensive understanding of the CDM regulations, building and planning legislation, as well as specialising in cost management and contractor procurement processes.



**Richard Lawton IMAPS**  
SENIOR PROJECT MANAGER

Richard has over 15 years' experience as a building surveyor. In his role as senior project manager 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.



# North Lanarkshire Council

## Sprinkler Installations at Birkshaw Tower

### SERVICES PROVIDED

- Employers Agent / Project Management
- Procurement
- Quantity Surveying
- CDM Advisor / Principal Designer



The project comprised of the design, supply, installation, testing and commissioning of a category 3 pump and tank fed sprinkler system. The scheme also included the installation of fire alarms to all domestic properties and communal areas in line with BS9251, BS5839-1 and BS5839-6. This was the first sprinkler installation project the Council had undertaken and was regarded as their pilot for future installations to their high-rise stock.

The block was constructed in 1970 and a large quantity of asbestos had been identified which had the potential to become a health & safety issue, hindering the works progress. During the pre-construction phase, we worked together with the Council's asbestos team and Vipond Fire Protection Limited (VFPL), to discuss the implications the asbestos would have on the project. It was agreed at an early stage that refurbishment & demolition asbestos surveys would need to be undertaken by VFPL along with subsequent asbestos removal in order to facilitate the safe installation of the sprinkler system.

During the project there was a significant change to Scottish Legislation in relation to fire and smoke alarms within domestic properties. To ensure the Council was compliant with the new fire and smoke alarms legislation, we took a proactive approach in negotiating with the project team to ensure compliance was achieved and the works were future-proofed as far as possible. We continue to work with North Lanarkshire Council on the roll out of sprinklers to a further 44 high rise blocks.



# 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 framework, we were appointed to provide Employers Agent and QS services for the delivery of homes across 3 separate mixed tenure developments in Essex.

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

The schemes would deliver a mixture of homes for affordable rent, shared ownership and market sale using a range of Sanctuary standard house types. We worked closely with the appointed contractor and the Sanctuary sales team to agree suitable programmes of works delivered in phases. The first phases focused on a selection of homes for market sale, including the show home, to provide early revenue to the client, with affordable tenures in the next phases and leaving the remaining market sale properties until the later phases allowing more time for the sales team to market the properties.



# Silva Homes

## Refurbishment / Remodelling of Iveagh Court

### SERVICES PROVIDED

- Costed Option Appraisals
- Architectural Design RIBA 0-3
- Novated Design Services RIBA 4-7
- Contract Administration
- Quantity Surveying



Iveagh Court is a residential complex constructed in 1978. A five storey L shaped building with undercroft car parking and 114 flats accommodated in four levels. We identified a number of issues with the building through a detailed building study, relating to lack of insulation, poor ventilation and drainage, structural defects and generally poor design. Our designs would look at the building as a whole and seek to improve the technical performance, aesthetic qualities and habitable standards.

*Resultant works agreed included:*

- New balcony solution
- New rainwater collection system to balconies
- Remedial structural works
- New windows and doors
- External wall insulation and insulation to exposed roofs and soffits
- New build communal core to the corner of connecting wings
- New communal entrance steps
- Refurbishment of main roof
- New entry control system
- Aesthetic upgrade

Our Contract Administration team were subsequently appointed to assist with contractor procurement through the SEC framework and manage the contract through to completion on site, with our design team novated to the successful contractor.





# Stockport Homes

## New Build Modular Housing Development, Stockport

### SERVICES PROVIDED

- Employers Agent including Quantity Surveying
- Principal Designer
- Quality Inspections / Management



Following a competitive tender process, Michael Dyson Associates Ltd was appointed to provide Employers Agent services to Stockport Homes on an affordable housing development consisting of 14 new dwellings for affordable rent on a site located at the rear of a Public House at Adswood Road, Cheadle.

The house types include:

- 4 x 3-bed 5-person houses
- 10 x 2-bed 4-person houses

Due to cost viability issues, we worked with Stockport Homes and the developer Bowsall to consider alternative build methods. We carried out a design review and cost analysis to produce a value for money report comparing traditional construction methods to a modular system. Our assessment showed that on this site the modular build method was actually less expensive in overall terms, reduced the programme by six months and was therefore more favourable by providing greater value for money. All 14 properties were subsequently built using a modular construction timber frame system produced off-site.

The scheme was named as a finalist in two prestigious national awards - Inside Housing Development Awards "Modular Development of the Year" and 24 Housing "Affordable Housing Scheme of the Year".





## 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** 21

**PROSPER**

 South East Consortium

**CHIC** 

 **reallies**  
Procurement with Purpose

**LONDON  
CONSTRUCTION  
PROGRAMME**

 **pfh** | PROCUREMENT FOR HOUSING

PROCUREMENT  **HUB**

**Bloom\***  
\*Opening up procurement\*  
Accredited Supplier

 **ICN**  
innovation chain north

 **gcc nps** y gwasanaeth caffael cenedlaethol  
national procurement service

 **EN:PROCURE**  
BUILDING COMMUNITIES IN NORTHERN ENGLAND



# Contact

Michael Dyson Associates Ltd  
West House  
Meltham Road  
Honley  
Huddersfield  
West Yorkshire  
HD9 6LB

01484 666888

[enquiries@mdyson.co.uk](mailto:enquiries@mdyson.co.uk)

[www.mdyson.co.uk](http://www.mdyson.co.uk)