



Rapport Solutions are a multi-disciplinary workspace management and design consultancy working with both tenant occupiers and landlords.

As independent lead consultants we undertake day to day duties under fixed fee contracts including:

- Project Execution Plan
- Managing briefings and scope definition process
- Appointment of design consultants
- Preparing Employers requirements and tender documentation.
- Implementing change controls
- Financial Accounting

Today's busy commercial market means that few directors and managers have the availability or experience to dedicate the time required to manage delivery of a new designed office environment.

Managing the business and keeping control of costs is critical and so in this document we have aimed to answer the many questions that our clients have asked us.

From our experience the key to controlling fit-out costs and maintaining quality throughout is clear demarcation between your client representative and the project team (including architects and designers, services engineers and building contractors).

**Q. How can Rapport Solutions help me in the process?**

**A.** As independent lead consultants and project managers we advise in the selection of design services for the project requirements, prepare tender documentation selecting contractors and suppliers appropriate to your project requirements.

**Q. How will you save me money?**

**A.** Rapport Solutions set and agree the overhead and profit margin with contractors under the tender process. Through the build process, we ensure any client variations during the programme are priced at the same cost level.

**Q. What key advice would you give a company considering fit-out projects?**

**A.** Appoint an independent project manager to represent your best interests. Start planning and developing your project up to 12months prior to your proposed move date.

### **Early preparation and planning truly saves you money!**

This may involve a detailed space analysis and study of your current operation, identifying occupational needs and introducing new ways of working in order to maximise the use of your new workspace.



Understanding and identifying your future business needs will be critical in advising your commercial agent the size and type of space your business will require and can **reduce the time taken to identify a short list of properties.**

Importantly, a greater level of design pre-contract tender enables closer client control of the final solutions and project fit-out costs, force greater competition from contractors can limit variations inside the contract period.

#### **Q. What are typical fit-out costs?**

**A.** Fit-out costs depend on the quality of finishes and the density of your design in terms of an open plan versus enclosed cellular plan environment.

Typically costs for fit-out are:

- Medium to High finish: £25.00 Sq ft to £65.00 sq ft
- Premium standard finish: £70.00 Sq ft plus

#### **Q. What influences the cost of my fit-out?**

**A.** Your fit out cost will be influenced by the following key factors:

- Time required to design and construct the fit-out
- Number of enclosed offices as opposed to open plan workstation-style environments
- Logistics with the proposed building
- Whether or not furniture is to be purchased new or re-used
- Specialist needs over and above typical corporate environments such as labs, test rooms, training and conference rooms
- Data and communications upgrade or re-use of existing equipment
- Furniture selection and manufacturer
- Programme – fast track due to time constraints can increase costs. Prevent this by planning early
- Decision makers within your organisation
- Desirables



**Q. How long should the fit-out take to build?**

**A.** Fit-out programmes vary according to the type of fit-out required and the current state of the property being considered, Has the building / floor space been subject to a CAT A landlord fit out or not, the ratio of open to enclosed plan environments and technical requirements will have an influence on cost and programme.

The programmes stated below are indicative only and cannot be deemed as identical to your current or future environment:

- 5000 Sq ft to 10,000 Sq ft

Design: 6 to 8 weeks

Approval: 4 to 6 weeks (depending on local authority & landlord)

Construction: 6 to 10 weeks (depending on finish)

Relocation: 2 to 3 days

- 10,000 Sq ft to 20,000 Sq ft

Design: 8 to 9 weeks

Approval: 4 to 6 weeks (depending on local authority & landlord)

Construction: 11 to 13 weeks (depending on finish)

Relocation: 2 to 3 days

- 20,000 Sq ft to 30,000 Sq ft

Design: 10 to 12 weeks

Approval: 4 to 6 weeks (depending on local authority & landlord)

Construction: 13 to 16 weeks (depending on finish)

Relocation: 2 to 3 days

- 30,000 Sq ft to 50,000 Sq ft

Design: 14 to 16 weeks

Approval: 4 to 6 weeks (depending on local authority & landlord)

Construction: 16 to 20 weeks (depending on finish)

Relocation: 3 to 5 days

*These indicative time frames do not take into account statutory and public holidays.*



**Q. What are CAT A and CAT B works?**

**A.** Category A refers to a building owned/built by developers, which is 'shell and core' with just the common areas fitted out (toilets, cores etc). This may or may not include suspended ceilings/raised floors.

Category B is when a tenant takes over a building and fits it out to his requirements. This includes suspended ceilings, partitions etc.

**Q. What are Lead Time items?**

**A.** Lead time items include loose furniture, chairs, desking systems and related items which, depending on the scale of the fit-out and quality of finishes, may take considerable time to prepare and deliver to maintain your fit-out programme.

All fit-out programmes should take into account Short and Long Lead Times for such items, thereby ensuring that the items are delivered on time during the course of the project to prevent any delays.

On average UK-manufactured furniture may take approximately 6 to 8 weeks whilst European imports may take an additional 4 weeks. Note that European manufacturers may shut down for August.

**Q. What are Progress Valuation / Staged Payments?**

**A.** For medium to large-scale projects, fit-out contractors complete the work in phases and they claim for the progress that has been completed at the end of each phase – this is a valuation claim.

Staged payments are made at regular intervals across the programme starting with a deposit, usually 25% of the contract value, and incrementally agreed percentage payments across the programme time frame.

Rapport Solutions management procedures ensure that each progress / payment claim meets with the value of work completed at each phase prior to your approval.



**Q. What are Variations and how do I minimise them?**

**A.** There are two key types of variations:

- Client Driven: when the tenant opts for a change to any component of the fit-out after the contract sum has been approved and the project has commenced.
- Non-Client Driven: when a change (unknown at the start of the project) is required to any component of the fit-out after the contract sum has been approved and the project has commenced. The change is essential to successfully complete the project.

Most non-client driven variations occur through lack of time applied to the initial design and engineering services components of the project.

Variations can be minimised or eliminated if the correct procedures and style of contract are adopted prior to commencing the design phase. Overall non-client driven variations should not exceed 1.00% of the total contract value.

**DISCLAIMER**

This guide does not constitute legal advice and is provided for general information purposes only. No warranty whether express or implied is given in relation to such a guide.

**CONTACT US**

We are always pleased to provide advice and information - independent of fees - and can be contacted on [01252 712590](tel:01252712590) or emailed on [info@rapport-solutions.org.uk](mailto:info@rapport-solutions.org.uk).

Of course if you are currently considering how to manage and procure your new office and would like to arrange a meeting contact us as above.