

# Chelsea Bridge Wharf



Management Retender

Timeline and outline on self management

20<sup>th</sup> January 2022



ROGER  
SOUTHAM

## Timeline for retendering management services

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Write to Fairhold	21 <sup>st</sup> January 2022
Produce Tender pack	31 <sup>st</sup> January 2022
Provide list of agents	31 <sup>st</sup> January 2022
Send out tender packs	3 <sup>rd</sup> February 2022
Return of tender packs	24 <sup>th</sup> February 2022
Interviews	3 <sup>rd</sup> week of March 2022
Selection process	
Set up and hand over	
New agents take over	1 <sup>st</sup> June 2022



## Scope of actions for tendering management services

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Engage with Fairhold and get them to serve notice on Rendall & Rittner

Engage with Berkeley to get them on side and agree with process

Berkeley serve notice on Rendall & Rittner

Agree agents to approach and structure for self management

Agree tender documents and tender list

Send out tender packs

Tender pack return, review, interview, questions, site visits, decision making

Negotiate management agreement

Appointment, setup and handover

Take on management



## Outline of self-management services

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CBW Management Company – board of directors *how will each building be represented and handle individual building matters?*

Skills in board and CBW to be able to participate

On-site team – contracts of employment, payroll, insurance, HR. Team structure and support

Admin function, accounts, pay suppliers, collect service charge monies. *Setting structure for budgeting, and operation*

Health and safety, fire regulations, building safety manager, coordination of all parties

Direct staff or contract for security, cleaning, maintenance

Create stable of suppliers to meet needs for site and contracts

Meeting legal, lease, regulation and guideline restrictions and constraints

Establishing communication lines – *portal to give effective interaction with leaseholders?*

Advisor to oversee, report to and from, engage with and hold hand





# Thank you

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