

## Hotel and Leisure Lawyers

### TOP FIVE TIPS – Construction (Hotel owner/operator directly procuring the works)

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**TIP 1** Plan early and thoroughly. The importance and benefits of this cannot be overemphasised as it will pay dividends in terms of a successful project.

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**TIP 2** Appoint one person internally to be project manager with clear lines of communication. It should be someone who has time to deal with the project, can immerse him/herself in it and can and will take quick decisions, particularly when the works are on site.

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**TIP 3** Engage external professionals early and get them talking to one another, to you and ideally to the proposed contractor. Consider two-stage tendering to facilitate early involvement of the contractor to work alongside the design team. In the first stage tenders are invited on the basis of an outline of the project design to obtain indicative rates and prices and the second stage happens when the design is more advanced. Remember, cheapest is not necessarily the best, particularly in the current market.

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**TIP 4** Consider business and construction risks for each stage of the project and keep them under review.

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**TIP 5** Expect and plan for problems – forewarned is forearmed! It is unrealistic to think that there will not be any; it is how the team reacts that will make the difference.

The Construction Top Five Tips are an extract from Suzanne Reeves' talk *Procurement options for construction* given on 11 September 2008 at Wedlake Bell's seminar on hotel development. For more information on the subject or on the seminar, please contact Suzanne | 020 7395 3168 | [sreeves@wedlakebell.com](mailto:sreeves@wedlakebell.com).