

# Helen Caudrey

BSc (Hons) PGDip Surv Dip Adj FCI Arb MRICS  
Senior Consultant



## Profile

Helen has over 18 years of experience within the construction industry and has been involved with dispute resolution, contract administration and project management on a diverse array of complex projects with values up to £100 million. She is a Chartered Building Surveyor, a Fellow of the Chartered Institute of Arbitrators and has successfully completed the RICS Diploma in Adjudication.

Helen is a qualified adjudicator and is on the CI Arb Low Value Disputes Model Adjudication Procedure Panel.

Helen has practical working knowledge of the various standard forms of contract and has gained extensive experience using and administering the JCT suite of contracts, as well as preparing documentation as part of the Adjudication Proceedings (experience which she has supplemented by 'shadowing' an Adjudicator during the course of 2020). Prior to specialising in the field of dispute resolution, Helen was a Building Surveyor and subsequently moved to project management, achieving specialist expertise in contract administration on behalf of developers on luxury hotel, residential, education, hospitality and mixed-use developments.

## Qualifications and Professional Membership

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|-------------|--|
| Dip Adj     | Diploma in Adjudication (RICS, London)                                     |
| PG Dip Surv | Post Graduate Diploma in Surveying (College of Estate Management, Reading) |
| BSc (Hons)  | Biological Sciences (University of Sheffield)                              |
| FCI Arb     | Fellow of the Chartered Institute of Arbitrators                           |
| MRICS       | Member of the Royal Institution of Chartered Surveyors                     |

## Career History

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|--------------|--|
| 2020 to date | Senior Consultant at Tudor Rose Consultancy Limited                                  |
| 2014 - 2020  | Contract Consultant at a specialist project management and cost consultancy          |
| 2006 - 2014  | Managing Building Surveyor at a leading project and programme management consultancy |
| 2004 - 2006  | Surveying Assistant at a major loss adjustor   |
| 2002 - 2004  | Project Coordinator at a specialist IT company                                       |
| 1999 - 2002  | Administrator at a major pensions company  |

## Assignments and Achievements

### Dispute Resolution and Delay Analysis

- Shadowing an Adjudicator including writing own draft Decision independently of the Adjudicator for a dispute regarding fire and cladding defects for a PPC 200 Project Partnering Contract. The amount in dispute was circa £6 million. A dispute concerning the value of an application for payment, which included complex claims for time and money pursuant to a JCT Design and Build Contract. The amount in dispute was circa £1 million.

- Assisted in the preparation of documentation for the Employer as Respondent in adjudication proceedings in relation to matters affecting the valuation of the Works as part of the final account process (dispute in the sum of £900k).
- Assisted in preparing delay analysis documentation on a £13 million contract for a Main Contractor.
- Undertaken detailed analysis of Sub-Contractor claims on behalf of main Contractors. This has required Helen to liaise with project teams to identify, investigate and present conclusions upon issues identified, in order to calculate entitlements to extensions of time (JCT Standard Building Contract and bespoke Construction Management Agreement).
- Preparing contractual awards and/or responses to contractor claims for time and money on behalf of Employers and on broad variety of live construction projects.

## Contract Administration

- Provided risk management advice and support to project managers regarding contractual compliance and auditing requirements on live projects.
- Acted as Contract Administrator on the conversion of a former council office block in Kings Cross to a luxury hotel development with a value in excess of £80 million (JCT Standard Building Contract).
- Acted as Project Manager and Contract Administrator of the refurbishment of a Grade II listed luxury hotel in Mayfair, which included a Michelin star restaurant (JCT Standard Building Contract, with a value in excess of £70 million).
- Undertook project management and contract administration functions on the refurbishment to of a large university library (NEC3 with a value in excess of £0.5 million).

## Project Management and Building Surveying

- Helen undertook roles as Project Manager and Employer's Agent of the refurbishment of a luxury hotel in southwest London pursuant to a JCT Design and Build Contract. This was a complete refurbishment of the 75-room rear wing of a Grade II listed hotel whilst the main building remained operational and included detailed consideration and analysis of commercial and operational matters.
- Undertaking the surveying of a variety of buildings affected by flooding and subsidence, prior to acting as project manager for the necessary remedial works on behalf of an insurer.
- Acted as a project manager during the repair of retail and large office facilities for a national banking organisation.
- Helen was responsible for managing the surveying of a 170, 000m<sup>2</sup> estate on behalf of a large university in order to compile a 5-year maintenance plan. This included training and coordination the activities of a team of surveyors, quality checking reports and managing the commercial aspects of the project.

## Training

- Prepared and delivered bespoke training to surveyors through the Royal Institution of Chartered Surveyors Matrics (younger members) and in-house training on topics including contract administration and building defects.

- Providing one to one coaching to colleagues enrolled on the RICS Assessment of Professional Competence including contract administration, loss and expense claims and the administration of payment notices.

## Contact Details

|                |   |                  |  |
|----------------|---|------------------|--|
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