

CONSTRUCTION CONTRACT ADMINISTRATION SERVICES.

In addition to pre construction design services SWA can offer contract administration services for the bid and construction stages of the work. These services are tailored to each client's particular needs and are dependant on size of project, type of construction methods and client requirements for third party consulting services. To ensure the design intentions are fully realised and the quality standards of materials and workmanship are achieved we recommend that our clients at least retain our services for inspections, advice and provision of supplementary information.

The following is a comprehensive but not exhaustive list of possible contract services available.

Bid Phase Services.

- Arrange and chair client interviews with suitable contractors.
- Prepare documentation for bidding purposes including the following:
 - Collation of all drawings and specifications from all consulting disciplines.
 - Letters of invitation to bid,
 - Recommendations of and preparation of suitable construction contract and specific additional contract conditions.
- Organise meetings, telecoms and correspondence with suitable and pre-recommended contractors for clarification of any issues during the bid period, co-ordination of this information to all bidding contractors, receipt and opening of all bids (public if required).
- Issue plans and hold meetings with landscaping contractor to explain intent of design. Assist landscape contractor and/or Landscape architect with development of detailed landscape design. Receive and review landscape bids.
- Review all submissions and prepare report to client on same.
- Prepare recommendations for further action/contractor selection.
- Chair discussions and negotiations with selected contractor to finalize contract, contract sum and program.

Construction Phase Services.

- Attend and chair design consultant meetings with client and other consultants and issue minutes of same.
- Assist contractor in preparation of work schedules and programming of finances.
- Assist in procurement of owner supplied materials.
- Liaise with owners and contractors financial institution and /or attorneys in connection with any and all aspects of the construction.



- Maintain client financial account for issuance of funds to any and all parties in association with the project as and when required, in order to maintain consistency and flow of services.
- Attend and chair monthly site meetings with client, other consultants and contractor. Prepare and issue minutes of same.
- Maintain contact with contractor's suppliers and subcontractors to ensure services, orders and payments are up to date.
- Assess correctness and completeness of material deliveries and orders included in contractors claim for payments.
- Prepare monthly report advising owner and design team on progress of the works.
- Visit the site as necessary to undertake general inspections of the works in order to determine if the work is progressing in accordance with the drawings and contract documents in terms of quality of workmanship and materials.
- Issue necessary construction drawings and details as requested by the contractor or by owners representative.
- Review contractor submittals such as shop drawings, product data and samples for conformance with design detail / intentions.
- Issue instructions necessary for proper execution of the works.
- Prepare interim payment certificates for payments due to contractor (based on valuations prepared by Quantity Surveyor or based on agreed "schedule of values").
- Liaise with data, electric, TV, telephone, water and gas companies as required to ensure timely connection of permanent services to the project.
- Liaise between building contractor and landscape contractor for timely and trouble free implementation of all soft landscaping works during the final phases of construction.
- Co-ordinate and liaise between any owner employed subcontractor (e.g. specialist painter, security alarm specialist, storm protection contractor etc.) and the main contractor to ensure timely implementation of their works.
- Prepare complete and thorough list of any defective or incomplete work apparent prior to issue of substantial (practical) completion certificate.
- Re-inspect when all outstanding items of work are completed and prior to release of retention money to the contractor.
- Issue substantial completion certificates and upon final inspection of the works issue final certificate.

