

CLIENT'S GUIDE

WHAT IS CONTRACT ADMINISTRATION ON A BUILDING PROJECT?

HOW DOES A CONTRACT ADMINISTRATOR REDUCE RISK?

WHO ACTS A CONTRACT ADMINISTRATOR?

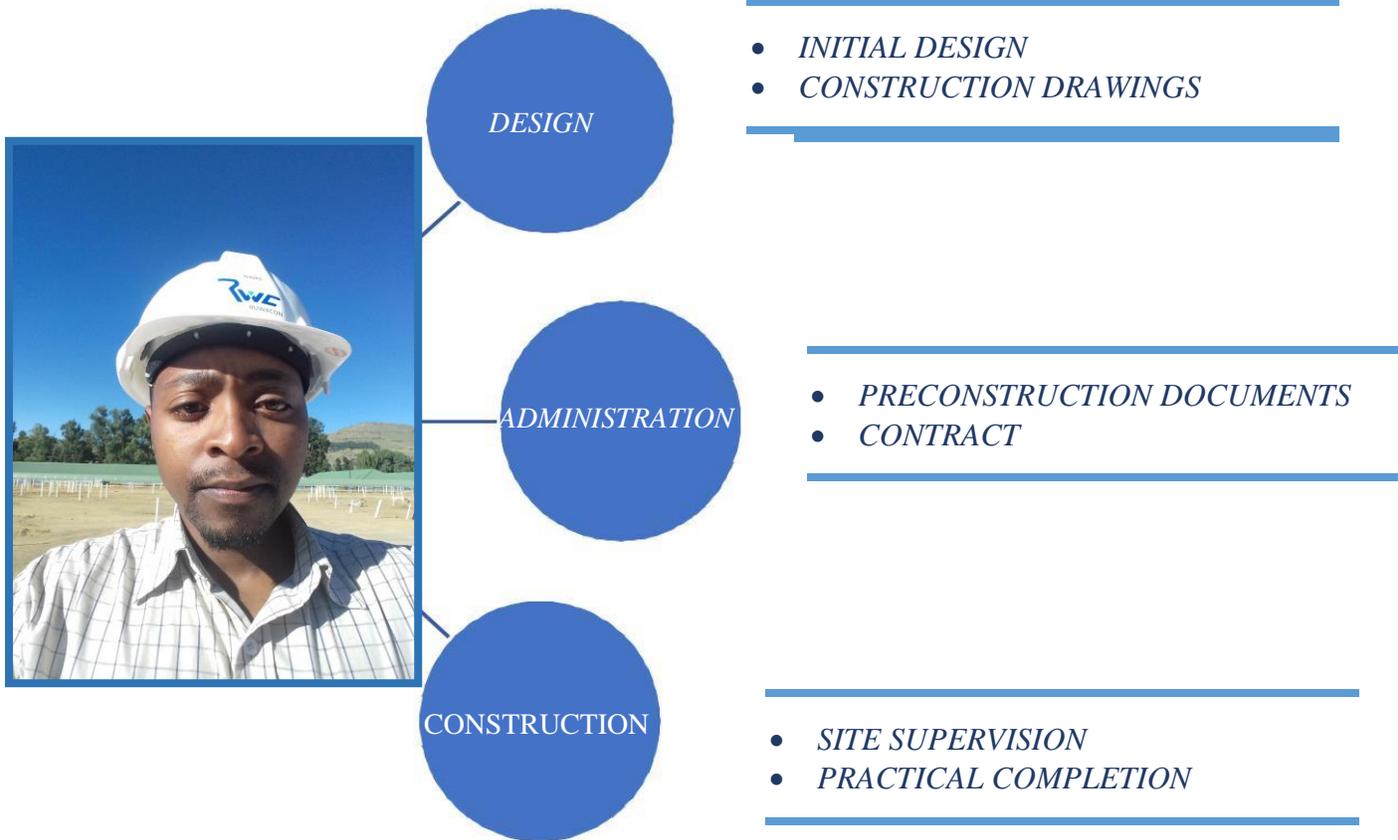
WHY SHOULD YOU USE A CONTRACT ADMINISTRATOR?

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CONTRACT ADMINISTRATION



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WHAT IS CONTRACT ADMINISTRATION ON A BUILDING PROJECT?

Contract Administrators Role

What is Contract administration?

Contract Administration is a term you may or may not be familiar with. Sometimes referred to as Project Management, although the roles might appear similar there are some differences (we will discuss this later in this article).

Within the fields of Architecture & Construction a successful Contract Administrator will assume overall control and responsibility for driving the project forward.

A Contract Administrator on a construction project will use their skill and expertise to deliver the best result to the client (to use a cliché) **ON TIME & ON BUDGET!**

On a residential project, say a kitchen extension, they will be involved from start to finish.

They will not only design the project but also take care of:

- Critical Form Filling
- Negotiating with Planners & Building standards
- Prepare Construction drawings
- Issue Tender Documents
- Assist Client to Select a Contractor
- Supervise Construction
- Obtain Completion Certificate
- Oversee Contractor payments



WHAT IS CONTRACT ADMINISTRATION ON A BUILDING PROJECT?

A Contract Administrator's role won't officially begin until there is a contract in place.

It is possible for someone to design the project and someone else to act as a Contract Administrator, however, it makes sense, for obvious reasons that the same person act as designer and Contract Administrator.

A good Contract Administrator will ask questions to detect assumptions and resolve conflicts, sometimes before they arise.

One of the greatest advantages of hiring a Contract Administrator is that it reduces your risk as the client, a risk that may threaten the success of the project and rob you of the joy and excitement that investing in a project should bring.

The role involves managing the contract between the employer (The Client) and building contractor. Although employed by the client, the Contract Administrator ensures that the contract is fair, so, the Builder carries out his duties as per the contract and the Client pays the builder on time!



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How Does a Contract Administrator Reduce Risk?

Risk usually rises from uncertainty, Contract administration can significantly reduce uncertainty from a construction project by implementing tried and tested processes at each step, for example at the pre-construction stage a thoroughly prepared document will be produced that details every element and item of the project, this leaves nothing to chance, hence reducing the risk of being lured in by an unrealistically low quote/price only to be hit later on with a large bill for 'Extras' that were not on the drawings.

This happens every stage of the project, risk reduction is checked and measured throughout the lifetime of the building project.

Who Acts as Contract Administrator?

Although the role of Contract Administrator has traditionally been filled by the Architect there are several professional who can fill this role, such as:

- Architect
- Architectural Technologist
- Building Surveyor
- Quantity Surveyor
- Structural Engineer

The role of the Contract Administrator will be determined by the type of contract used (There are many).



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At IMIZEKELISO Architecture & Project Management we are mainly involved in residential projects and use the **JBCC contract**.

See a sample contract here

<http://www.saiat.org.za/assets/pba-educational-copy.pdf>

Project Manager V Contract Administrator

There is sometimes confusion regarding these roles, so what is the difference between a Project Manager & Contract Administrator?

Project Manager

Well, the clue is kind of in the names, a project manager is more deeply involved, perhaps on a day to day basis, from the project inception through to completion. Often employed full time in this role.

Rarely is this a service that is required in residential building projects.



WHY SHOULD YOU USE A CONTRACT ADMINISTRATOR?

Why Should You use a Contract Administrator?

At IMIZEKELISO Architecture & Project Management we spend adequate months working with you, developing your design and generally getting to know the finer points of your project inside out. It makes sense to carry this over to the construction phase where we will be on hand to explain our design to the contractor 'We ultimately are working for our client's satisfaction and want you to have the best experience possible during your building project, the chances are that you will only be doing this once and will be ploughing your hard-earned cash into this, so it's critical that you make it as painless as possible and get it right.

Here is what we do:

- 1) We conduct Site Visits on a regular basis (normally weekly).
- 2) We confirm that the building contractor is carrying out work according to the design and specification.
- 3) You want to avoid any unnecessary delays to the project, so we are on hand to iron out issues & conflicts that may arise and resolve these quickly and effectively.
- 4) Timber windows or aluminum? Much will depend on the style of building, but there are choices to be made that will determine how much you spend upfront, and how much you spend on maintenance in the longer term. We instruct interim payments to the contractor, so, therefore you only pay for the work that has been done to that point.
- 5) We liaise with Building Control throughout the construction process.



WHY SHOULD YOU USE A CONTRACT ADMINISTRATOR?

- 6) We assist you with preparing the snagging list and ensuring this work is carried out. that the Completion Certificate is issued.
- 7) We are responsible for health & safety regulations being observed.
- 8) As professionals, it is our policy to be involved in the construction process of every project, namely to reduce risk, ensure our clients get the best experience and are protected as best as possible.

The Cost of Contract Administration

The cost of Contract administration is very modest when compared to the cost of the construction, yet in some respects this element is more important.

It can be the cost of not having a Contract Administrator that is greater.

What do we mean?

Well, in our experience the cost emotionally and financially can be devastating, a price in R, s cannot be put on the emotional turmoil & stress you go through when things go badly wrong during a construction project, it can consume you. The risk financially is much greater without a Contract administrator, for example there will be no list of works document that details every item and element of a project, there will be no experienced eye to ensure that the



WHY SHOULD YOU USE A CONTRACT ADMINISTRATOR?

contractor is using the right materials, you will find that things run better with site supervision.

We want to tell you this, no to frighten you, but to make you aware of the risk of not having this and realizing there is something that you can do about this.

In our experience, the cost of hiring us for this stage pays for itself in terms of the value, expertise and risk reduction by means of us to you not to mention the money you can save by having a very specific costing schedule and a contrac



SUMMARY

In Review

- This means that we prepare full construction specification and costings for tender documents, these get issued to at least 3 contractors which I review with you before we select a suitable candidate.
- Once construction is underway we provide site supervision (generally site visit once per week and phone calls, emails etc) by administering the contract between you and the contractor.
- At the end of the works we obtain the completion certificate and ensure that any snagging is carried out to a satisfactory standard.

You will be then free to enjoy your new space!



THE NEXT STEP

Congratulations! You now have the key information that will help you lay a successful foundation for how to prepare for the construction of your project.

Unfortunately, I can't include every important piece of information about this very important step in the construction process in this guide.

Actually, that would be impossible because each project is unique and the project will differ based on a multitude of factors. But with the concepts explained in this guide, you have the critical information to help you ensure that your project is a success.

If you are in the process of looking for an architectural professional or a project manager for your project, let's talk. I can help you wade through the necessary requirements and make sure you aren't overlooking a crucial factor that could doom your project to failure. I offer a custom **need and options review** where I will identify the specific requirements pertaining to your project and your available options.

Typically, the **need and options review** saves my clients *thousands of Rands* and *weeks* of lost time, not to mention the stress and headache of getting something wrong.

To read more about the **need and options review** as well as the price for this service and why it is critically important to your project's success Follow this link <https://www.resourcesfordesign.com/ippm-video-opt-in>...and watch our training video that will help you avoid the possible problems upfront. If you are ready to talk now, feel free to give me a call. Best wishes for the success of your project!

PS. Whenever you're ready...here are 4 ways we can help you on your project

1. Download our latest "Directory of Experts" for Multi-Residential developments

These are the people I know, like and trust when it comes to building projects in the Eastern Cape and KwaZulu Natal regions. Everybody you might need on one page-simple. It took me several years to be able to find these people. If you'd like a complimentary copy click on this link <https://www.resourcesfordesign.com/ippm-planning-opt-in>

2. Join me for a One-on-One

If you'd like to work directly with me to develop a great space or just have questions you need answers to so you can move forward...just follow this link <https://www.resourcesfordesign.com/ippm-expert-opt-in> ...and request a complimentary feasibility call

3. 'Is my site right?'

Not designing to suite their specific site is the Most costly strategic mistake people make when building their dream project. 'If only I'd known' is the phrase you don't want to be saying. The right and specific design can add tens of thousands to the value of your completed project. Follow this link <https://www.resourcesfordesign.com/ippm-video-opt-in> ...and watch our training video that will help you avoid the possible problems upfront.

4. Follow us on Facebook for ongoing tips and resources

Click on this link <fb.me/imizekeliso.architecture>

When you are ready to review the feasibility of your project, email or call us >>

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