



**CONTRACT
ADMINISTRATION**



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What is Contract Administration?

Contract Administration is the term most often referred to when building surveyors are talking about major capital expenditure works such as external renovation projects or internal common parts refurbishments. Most property managers will be familiar with the term but there will many RTM directors and freehold management company directors who are not and whom do not have a building, property, or construction background.

The term "Contract Administration" is rarely mentioned when a client is considering appointing a surveyor, yet it is the term that is defined in most forms of contract and in the majority of specifications produced for major works projects. The Contract Administrator does not have to be a building surveyor. The Contract Administrator could be an architect, a quantity surveyor, an engineer or indeed a lead consultant or client representative. For the purpose of this article, we are considering the role of the Contract Administrator in the context of external renovation projects and internal common parts refurbishments. Therefore, we can assume that 99 times of a 100 it will be a building surveyor who would perform the role of Contract Administrator.

At the same time that the role of the Contract Administrator is performed the building surveyor will also be permitting the role of designer or specifier.

The roles of designer / specifier and Contract Administrator are different but are very often combined. For ease of reference this combined role is still usually described as "Contract Administration". The role of the Contract Administrator is more procedural and administrative whereas the role of the designer is to ensure that the description of the works is technically accurate and properly specified in terms of scope and quality.

A highly skilled Contract Administrator can be the difference between project success and disappointment. The client at the outset must be convinced that the Contract Administrator has the necessary skills, experience, expertise and resources to carry out the duties efficiently and diligently and that the role of the Contract Administrator is clearly defined.

THE ROLE

Pre Contract:

Arranging client meeting(s)

Provision of contract advice

Carrying out pre-specification inspection(s)

Preparation of detailed specification

Selection of contractors for tendering

Collation of tender documentation

Tendering, tender analysis and making recommendations to client.

Placement of contract, preparing contract documents for execution.

Post Contract:

Chairing meetings and carrying out inspections

Provision of progress reports

Monitoring and administrating the works

Monitoring contractor (against parameters of programme, quantum, cost & quality)

Contract certification (including variations, instructions, payments, time related certifications)

Assessment of any claims, final accounting and sign off

Inspection at end of defects period / rectification period

Post completion contract and review

If these services or a version of them are of interest please contact Shaun Harris, David Royal or Richard Stone.

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