

THE SECRET TO SUCCESSFUL CONSTRUCTION ADMINISTRATION



CATALYST FOR SUCCESS

Throughout the design and construction process, we will utilize an online document management system that both allows specified individuals to have access to certain files but also tracks their access to the files. This system has transformed the A/E/C industry by simplifying the processing of all paperwork including change order requests, shop drawings and pay requests. BLDD Architects has been utilizing this system since its inception and feels that it brings a level of transparency to every project.

START OF CONSTRUCTION

BLDD Architects approaches the construction phase as a cooperative team member, not as an adversary to the construction community. Although we will not always see eye-to-eye with the constructors, we will make fair judgments and recommendations during our time working together. Each of our architects understands the process of conflict resolution and the importance of developing professional relationships with all parties involved.

DURING CONSTRUCTION

During construction, it is the architect's responsibility to assure that the building is being built according to the construction documents. We will do this by observing the construction on a regular basis and confirming that the materials installed meet the specified requirements. Our visits to the site will be at least twice each week during critical construction operations and weekly at all other times. We will also discuss with the stakeholders, an option to have part-time on-site site observation as a part of our services. Typically, we find that depending on a District's preferred delivery method, one-third time site observation could meet the needs of a project of this size and complexity. After each site visit, we will prepare a detailed report, including photos of the current work activities, which can be distributed to your internal team.

WEEKLY COORDINATION

Weekly coordination meetings for all contractors, architects and engineers, and the Owner will be required. At these meetings, we will discuss the progress in the last week and the upcoming activities that are planned for the next three weeks. Any concerns with delivery of materials or delays of paperwork will also be discussed. These open and honest discussions will help to alleviate concerns about the project budget or schedule.

We have also found that it may be beneficial to have a high-level, or executive, meeting to discuss the construction process as well. By having the District representative, architect and engineer, and the contractor's project manager and site superintendent meet on a regular basis during construction, separately from the subcontractors, many of the communication barriers disappear.

All traditional duties of the architect will be performed, such as approval of pay requests, review of shop drawings and preparation of change order documentation. With change order requests, we will fully review the pricing changes to assure that the District is receiving full value for the work completed.

PROJECT CLOSE OUT

As the project comes to an end and our punch list is performed, the contractors will already have an understanding of the expectations of the quality that is required, as we will have discussed this thoroughly as the construction progressed.