

## DESIGN & CONTRACT ADMINISTRATION

**Building Projects, even when relatively minor, can require a degree of design input from more than one contributor. A Contract Administrator can be appointed by the client to undertake or to co-ordinate the design and administration of a project.**

**At Pinders, Contract Administrators become involved with the client on the design and management of a scheme from the outset, providing advice on all aspects of a project with recommendations on how to best develop and procure a scheme.**

**The Contract Administrator will undertake a number of functions during a project, including, but not limited to, the following:**

### **Design & Contract Administration**

#### **Pre-Contract**

- ▶ General Agreement of and/or development of the client's brief
- ▶ Establishing estimated project costs
- ▶ Undertake and/or co-ordinate the architectural and services design, drawings and specification
- ▶ Prepare tender documents, tender the project and make recommendations
- ▶ Preparation of contract documents
- ▶ Statutory Consents

#### **Post-Contract**

- ▶ Administer the contract
- ▶ Monitor and inspect the progress and quality of the work
- ▶ Prepare interim financial reports
- ▶ Agree interim valuations with the contractor
- ▶ Convene and chair regular site meetings to review progress
- ▶ Prepare progress reports
- ▶ Agree practical completion of the works
- ▶ Settle the final account and administer the contract during the defects liability period

### **Design & Contract Administration Fees**

**Fees are dependent upon the size and scope of the individual project. To discuss your requirements and obtain a no obligation quotation please contact us via [project@pinders.co.uk](mailto:project@pinders.co.uk)**