

# Construction Contract Administration Manual

Smooth the managerial side of running a small- to mid-sized contracting firm with this paperwork slashing, time-saving, business-boosting reference. Readers will find methods, strategies and tactics, forms, checklists, and ready-to-copy letters laid out in a concise easy-to-follow format. The new fourth edition offers 20% more forms and checklists, covers the latest developments in construction management software, along with new material on the Design-Build process. The CD-ROM contains project delivery forms, sample letters, checklists, and more.

Printbegrænsninger: Der kan printes 10 sider ad gangen og max. 40 sider pr. session

The latest tools and techniques for successfully managing construction operations

CONSTRUCTION Fully revised throughout, the new edition of this practical guide offers a wealth of proven strategies for effectively running a construction business, delivering high-quality projects on time and within budget, and maximizing profits--all gleaned from the authors' decadeslong experience in the construction industry. Construction Operations Manual of Policies and Procedures, Fifth Edition contains new chapters on Building Information Modeling (BIM) and claims, disputes, arbitration, and mediation. More than 150 new and updated contract formats, checklists, forms, and sample letters are included. The book also provides current OSHA safety regulations and standards and the latest LEED Certification requirements. Run a profitable and efficient

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construction firm with help from this time-saving resource. **COVERAGE INCLUDES:**  
Company organization and quality assurance program  
Company and project administration  
General contracts  
Project engineering  
Site superintendence  
Safety and loss control  
Design-build project administration  
The preparation and processing of change orders  
Claims, disputes, arbitration, and mediation  
Progress schedules and funds analysis  
Building Information Modeling  
Green buildings and sustainability

This second edition of *Construction Contract Administration* focuses specifically on the two main construction contracts in Australia: ABIC MW - 2003 major works contract and AS4000 -1997 General Conditions of Contract. Greg Goldfayl demystifies the jargon of contract forms and translates it into plain English, making the issues involved in contract administration accessible to readers without legal training.

The success of every construction project begins with reading and understanding the contract. Contract Administrators and Project Managers for all parties in the construction process must realize the major impact their actions have on cost, schedule, and quality in relation to the contract terms and conditions. Written in a clear and accessible way from a Constructor's perspective, *Successful Contract Administration* guides the student through the critical issues of understanding contract law and obligations for effective project execution. Through examples, exercises, and case studies, this textbook will:

- Improve knowledge and comprehension of key contract elements
- Help the student apply knowledge to real case scenarios
- Improve the student's ability to analyze and create different scenarios for success
- Evaluate critical issues of responsibility and ethics in relation to contract administration.

The

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text is supported by a companion website featuring additional resources for both students and instructors. Resources for the student include additional case studies, links to useful websites, video commentary and interviews for increased understanding of important chapter material, true/false sample quiz questions and a flashcard glossary to reinforce comprehension of key terms and concepts. Additional instructor material includes a testbank of questions, (including true/false, multiple choice, and sample essay questions), website links to contract documents and PowerPoint slides.

Contract Administration Manual for the Design Professions  
How to Establish, Systematize, and Monitor Construction Contract Controls  
McGraw-Hill Companies  
Construction Contract Administration (M47)  
American Water Works Association  
Public Works Inspectors' Manual  
Building News

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for being an important part of keeping this knowledge alive and relevant.

"The Construction Administration Manual of Procedures (MOP) is a companion document to the Construction and Material Specifications (C&MS). The C&MS is written to the Contractor and is a contract document included in each construction project the Department awards. The overall role of the MOP is to provide confidence that the quality of the workmanship incorporated into highway construction projects conforms to the requirements of the plans and specifications. ... To fully take advantage of the information in the MOP, construction personnel must also be familiar with the C&MS, Standard Drawings, and other contract documents. The MOP and C&MS complement each other."--Page 1.

An On-the-Job Construction Administration Resource for Architects Co-written by an architect and an attorney, this is the ideal desktop guide for architects, engineers, and other design professionals in need of expert advice on navigating the construction process and anticipating, avoiding, and managing liability risks. This invaluable construction administration resource leads you, step-by-step, through a typical project--from contract to closeout. Construction Administration for Architects provides tested techniques for proactively minimizing potential construction problems, and responding strategically when unforeseen events occur. Covering private and public sector work, this comprehensive handbook contains essential information for emerging professionals as well as in-depth strategies for experienced industry veterans. Useful tips, checklists, and real-

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world examples are included throughout the book. Construction Administration for Architects covers: Agreements and contracts Construction document details, such as specifications, drawing notes, project scope, credits, and cost estimates Requests for proposal, bidding, and construction contract negotiation Field testing, inspection, and certification of work Documents management, including requests for substitution, requests for information, submittals, and applications for payment Problems and disputes, such as poor workmanship, hidden conditions, and change order requests Contract closeout details, including schedule claims, retainage, and liens Post-construction warranty work and records retention Managing and limiting liability risk

This book provides a practical guide to public-private partnerships (P3) contract administration for highway projects in the United States. It takes the reader from P3 project performance-based management through contract administration of design and construction to lessons from P3 global knowledge.

Primarily for the three parties named in the subtitle, this manual offers information and recommendations on principles and procedures that have been shown effective in enhancing the quality of construction projects the projects themselves not the finished product. Among other aspects, it discusses

Contractors can protect themselves and their companies at each critical stage of

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a construction project. This much-needed guide shows how to avoid lawsuits and other problems by explaining exactly what the architect's and contractor's roles are during the construction phase of a project -- as well as the responsibilities of owners, developers and construction attorneys.

The revised Alaska Construction Manual (ACM) has been designed to provide guidance to personnel involved with the administration of highway, airport and marine construction contracts for the Alaska Department of Transportation and Public Facilities. The purpose of the ACM is to familiarize construction project personnel, both Department and consultant employees, with the Department's current contract administration procedures and ensure that construction contractors receive equal treatment in administrative matters throughout the state. General information, instructions, guidelines, and regulations that are found in other publications are referenced in the manual. The Appendix contains lists of required and recommended publications for the project field offices, along with a list of recommended reference material for the regional offices. Throughout the manual, Departmental and other agency forms are referenced by name and number. This is not meant to imply that these particular forms are the only forms that can be used to accomplish a particular task. We encourage the use of computer-generated forms as long as the substitute form contains the same information (in the same or in a different format) and maintains the essential and legal requirements of the referenced forms. The ACM is a reference book of general instructions, to be used in concert with the contract documents to administer the contract. All personnel involved in construction contract administration should review and become familiar with the

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contents of the manual. It should be used as a check on project procedures. Regardless of how complete the guidance is, in matters dealing with construction the use of good engineering judgment and common sense is always of utmost importance. Use personal experience and the supervisors instructions.

Construction Contract Administration for Project Owners is aimed at public and private owners of real estate and construction projects. The book is intended to assist owners in their contractual dealings with their designers and their contractors. Most owners are not primarily in the business of designing and building facilities. The fact that their primary business is not design and construction places them at a disadvantage when negotiating, drafting, and administering design agreements and construction contracts because their designers and contractors use these documents every day. This book is intended to assist owners to redress this imbalance by equipping owners to draft and administer contracts so as to protect their interests. The book is aimed at owner personnel with all levels of knowledge in the business of managing projects. It can serve as a comprehensive introduction to drafting and administering design agreements and construction contracts for beginners. For intermediate level personnel, it can serve as a manual to be read to enhance the reader's skills in this area. For the sophisticated project management professional, it can serve as a resource to be consulted in connection with very specific issues as they arise on a project.

Boston's Central Artery/Tunnel Project, a 7.8 mile system of bridges and underground highways and ramps, is the most expensive public works project ever undertaken in the United States. The original cost estimate of \$2.6 billion has already been exceeded by \$12 billion, and the project will not be completed until 2005, seven years late. The Massachusetts Turnpike

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Authority (MTA), the public steward of the project, requested that the National Research Council carry out an independent assessment of the project's management and contract administration practices, with a focus on the present situation and measures that should be taken to bring the project to a successful conclusion. This report presents the committee's findings and recommendations pertaining to cost, scheduling, and transitioning from the current organization dominated by consultants to an operations organization composed largely of full-time MTA staff. The report recommends that MTA establish an external, independent, peer-review program to address technical and management issues until the transition to operations and maintenance is complete; begin a media campaign now to teach drivers how to use the new system safely; and develop, immediately implement, and maintain a comprehensive security program.

The authoritative resource for the organization, preparation, use, and interpretation of construction documents encompassing the entire life cycle of a facility. This new edition considers the need for interdependent processes of design, construction and facility use. The Fifth Edition expands the scope of the manual to meet the requirements of all participants involved in a construction project in a stage-by-stage progression, including owners, A/Es, design-builders, contractors, construction managers, product representatives, financial institutions, regulatory authorities, attorneys, and facility managers. It promotes a team model for successful implementation.

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been



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called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party

Praise for *Ask a Manager* “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s *Ask a Manager* column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole*

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Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

Get the must-have reference on construction contract administration -- and the essential study aid for the Certified Construction Contract Administrator (CCCA) Exam. The CSI Construction Contract Administration Practice Guide: Takes an in-depth look at standard contract documents and their successful use in construction projects. Provides expert commentary on various standard forms and their use in documenting design decisions made during project construction and providing for clear project communications. Discusses the roles and responsibilities of all parties to construction agreements and their effective management. Packaged with the book is an access code which provides access to a password-protected Web site with bonus content, including a PDF of the printed book and copies of CSI format documents, such as UniFormat and SectionFormat/PageFormat. This easy-to-follow guide offers invaluable tips all construction professionals can immediately put to use for improving the overall skill and efficiency of document preparation that accurately conveys stated goals, ensuring that all interested individuals receive fair representation throughout the entire construction process. Part of the CSI Practice Guides, a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of

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the building process.

A complete operational and technical guidebook for all professionals involved in public works construction. This is the most complete and authoritative reference of its kind ever written on public works on every aspect of inspection. Includes drawings, charts, checklists, sample inspection forms, grade stamps, testing procedures, and everything you need to know to adequately inspect public works projects. Written by a former Public Works inspector.

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