

I.T.U. Faculty of Architecture
Division of Construction Management
Construction Management and

ECONOMICS COURSE

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CONSTRUCTION ADMINISTRATION

Preconstruction Operations

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Outline

- The preconstruction conference
- Preconstruction conference agenda
- Starting a project

The preconstruction conference

- The preconstruction conference allows the key personnel of both sides to be introduced, and the responsibilities and authorities of each can be defined at that time.

The preconstruction conference

It also allows the parties to get a clear understanding of the procedures involved in

- contractor submittals,
- sampling and testing,
- construction surveys,
- inspections by outside agencies,
- payment requests,
- procedures for claims and disputes,
- unforeseen job conditions,
- change order requests, and similar items.

The preconstruction conference

- During the course of preconstruction meeting, mention can be made of the contractor's responsibility to provide insurance documents as specified and all required bonds as well as to obtain (and pay for) all permits from building departments, street departments, police departments (for traffic control) environmental protection agencies, or other agencies having jurisdiction. The contractor should be reminded at this meeting that all such documentation is required to be submitted before work can begin.

The preconstruction conference

- Another item that should be brought up at this meeting is the schedule of job site and management meetings, the location and frequency of such meetings, and who should be in attendance.

The preconstruction conference

- Before closing the conference, the subject of the construction schedule should be raised. It may be necessary to remind the contractor that the initial project schedule submitted at the beginning of the project will require periodic adjustment, and that all such adjustments must meet with the approval of the design firm and the owner.

Starting a project

- The beginning of a construction project normally starts with the award of the construction contract. This may be accomplished in the minutes of a city council or county board of supervisors action, by letter, or by issuance of a preprinted **Notice of Award** form.

Starting a project

- The giving of a **Notice of Award** is similar in its legal effect to the issuance of a letter of intent, as it obligates the owner to sign the construction contract if the contractor does what is required of it within the time specified.

Starting a project

- The **Notice of Award** does not authorize the start of construction, because no work is supposed to start until after the owner/contractor agreement has been signed by both parties. The contract time will begin running on the thirtieth day after the owner has signed and delivered a fully executed agreement, but it may start sooner if a formal **Notice to Proceed** is issued.

Starting a project

- Under the **AIA General Conditions**, if no Notice to Proceed is issued, the contract time will begin as of the date of signing of the agreement.
- Under **FIDIC Conditions of Contract**, the work must begin “as soon as is reasonably possible after receipt of a notice (to proceed). Many public agencies allow a 10-day period after the issuance of a formal **Notice to Proceed** for the contractor to begin work at the site.

Starting a project

- The issuance of a **Notice to Proceed** formalizes the date that the project is to begin and sets the stage for computation of the total project construction time. This will greatly facilitate the establishment of an accurate count of construction time for the computation of **Liquidated Damages** (recovered damages).

Starting a project

- A construction contract can but should not designate a specific commencement date because of the uncertainty of when the work can begin. Before the contractor can begin it must be given **Access to the Site**.

Starting a project

- This can require that easements be obtained, public approvals be given, and funds be obtained. As a result, the commitment to begin work is usually expressed in terms of a number of days after **Access to the Site**. The owner also uses this approach to avoid responsibility for delay in its ability to grant access to the site.