



Pamela Westby, MLIS & Melissa Brechon, MLIS
Lead Consultants

ICfL Capital Improvement Grant Consulting Support
Webinar 5 of 8:
Construction Administration



Webinars @ A Glance

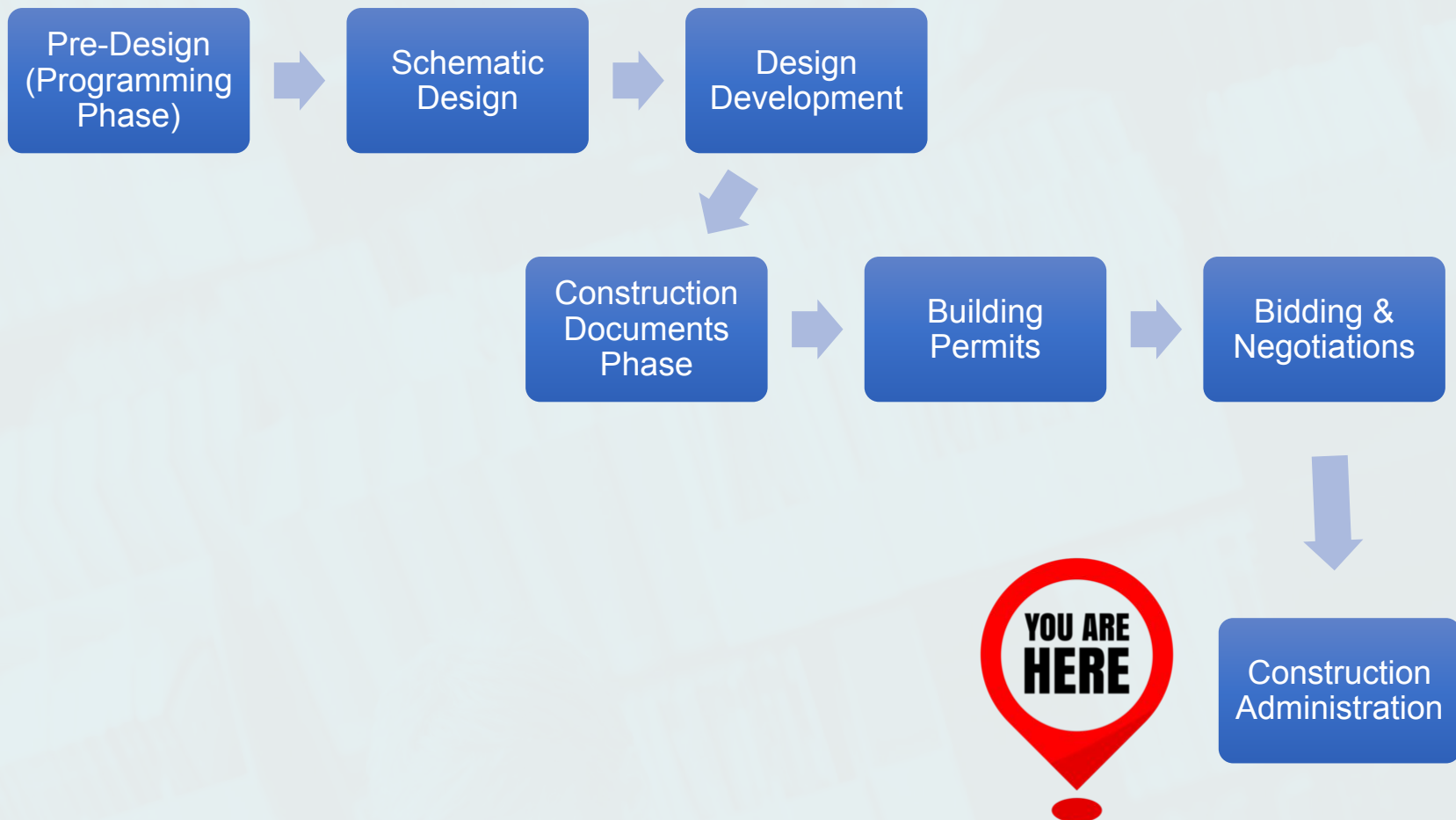
1. Remodels, Expansions, and Rebuilds “101” [ARCHIVED]
2. Needs Assessment [ARCHIVED]
3. Funding (Public + Private) [ARCHIVED]
4. Architects, Contractors, and Bidding [ARCHIVED]
5. Construction Administration [TODAY!]
6. Moving & (Re)opening [3/7/24]
7. Case Study Spotlight #1: Renovations & Redesigns [4/4/24]
8. Case Study Spotlight #2: New Builds & Rebuilds [5/2/24]

AGENDA



- Refresher: Construction Phases
- Meet the “Major Players”
- Subcontractors
- Construction Documents
- Community Relations (During Construction)
- Unexpected Developments & Change Orders
- Home Stretch / Project Closeout
- (Other) Terms to Know

Construction Phases



Major Players

General Contractor (GM)

Construction Manager (CM)

Owner or Owner Representative

Subcontractors



Subcontractors

Typical tasks from the ground up!

1. Site Preparation, landscaping
2. Concrete, foundations and footings
3. Structural and framing
4. Roofing, shingles, siding sheet metal work
5. Plumbing
6. HVAC (heating, ventilation, air, conditioning)

Subcontractors

Typical tasks from the ground up!

7. **Electrical & telecommunications: internet, phones, security cameras, intercom**
8. **Glass, windows, doors**
9. **Elevators and automatic doors**
10. **Carpentry, Drywall, Painting**
11. **Ceiling and floor finishes: carpet, tile and other options**
12. **Bookdrops and automated materials handling systems**

Construction Documents

Overview + General Best Practices

Clear communication is vital at every step.



Clarity is everything on construction documents.

Depending on size of project, formal sealed bids may/not be required (see Webinar 4).

If no formal bids necessary...

- Written bid is still required
- Check credentials
- Review through building committee

Construction Documents

Overview + General Best Practices

Clear communication is vital at every step.



Clarity is everything on construction documents.

- Architect will provide drawings, specifications, timeline
- Depending on contract may require $\frac{1}{3}$ payment down
- Contractor awarded bid will hire and supervise your subcontractors.

Community Relations – *During Construction*

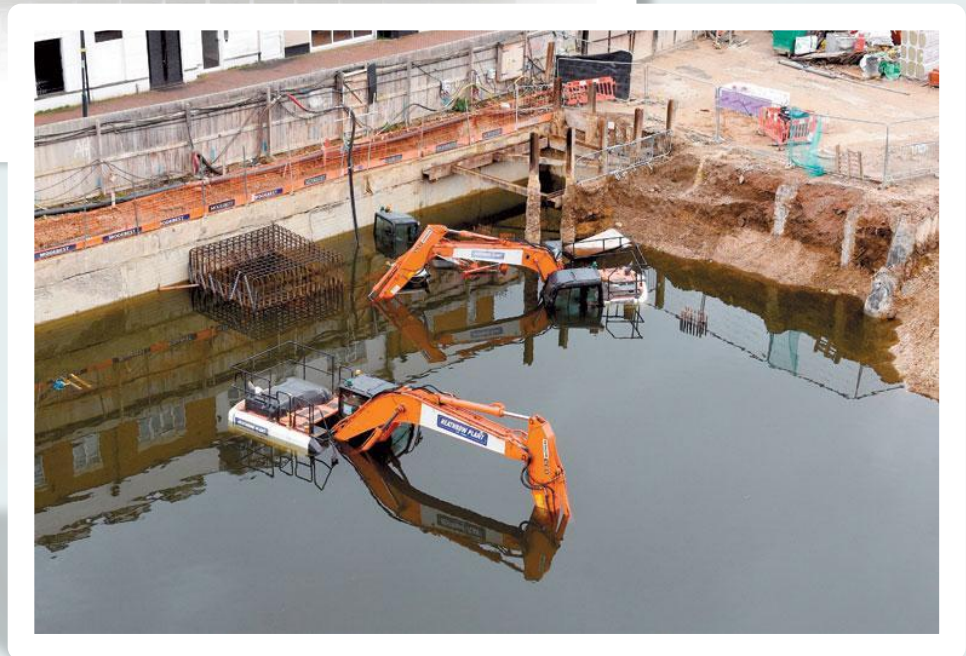
- Communicate regularly with staff and board - and provide them talking points!
- “Make a happening” out of project groundbreaking
- Document progress: Take and share pictures along the way
- Update community periodically as construction progresses



Managing Challenges

Possible Issues:

- Weather
- Material delays
- Budget overruns
- Contractor errors



Managing Challenges

- **Communicate, communicate, communicate.**

Attend all construction meetings

- **If a change is needed, then change order is required.**

Everyone is part of the change order discussion

Gain agreement from all parties on unresolved issues

COMMUNICATE
COMMUNICATE
COMMUNICATE



Home Stretch / Project Closeout

- Use a punch list to resolve issues
- Hold 5-10% of funds until completion
- Architect provides certificate of completion
- Issue final payments when completed
- Notify community and celebrate...



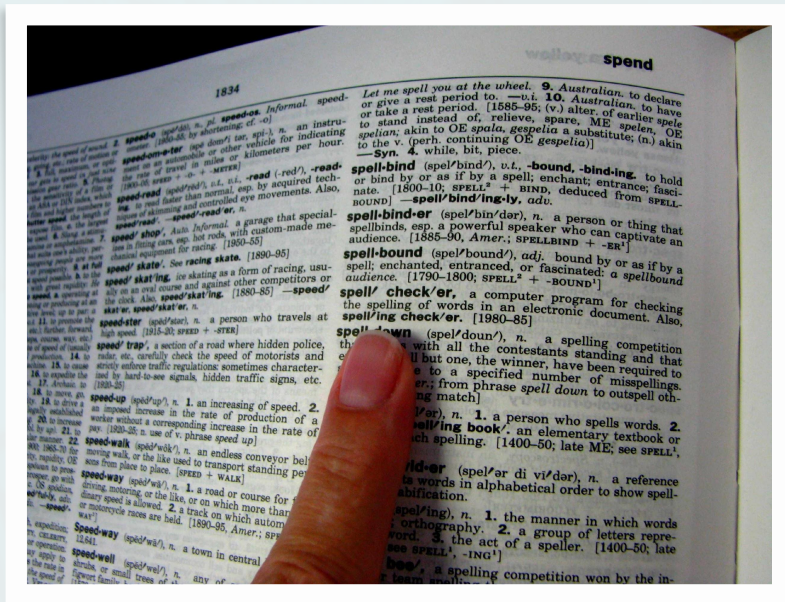
Webinar 6:
Moving, Reopening, &
Options For Interim Service

March 7, 2024

REGISTER @
bit.ly/ICfLWebinar6

Other Terms You May Encounter...

- Owner's Representative
- Project Representative
- Substantial Completion
- Certificate of Occupancy
- Certificate of Completion
- Retainage



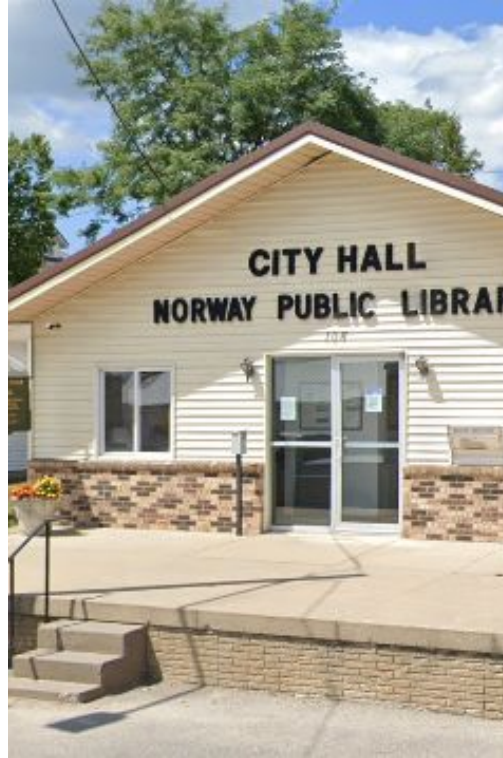
Resources

1. Document B101™ – 2017

2. A-Series: Owner/Contractor Agreements

3. What's the Owner's Role During a Construction Project?





QUESTIONS?