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Contract Administration Essentials

Course Title: Contract Administration Essentials for Architects: Mastering Key Forms & Processes

Course Duration: 1 hour (45 minutes instruction, 15 minutes Q&A)

Target Audience: Architects, Intern Architects, , Architectural Technologist
Architectural Project Managers

Learning Objectives:

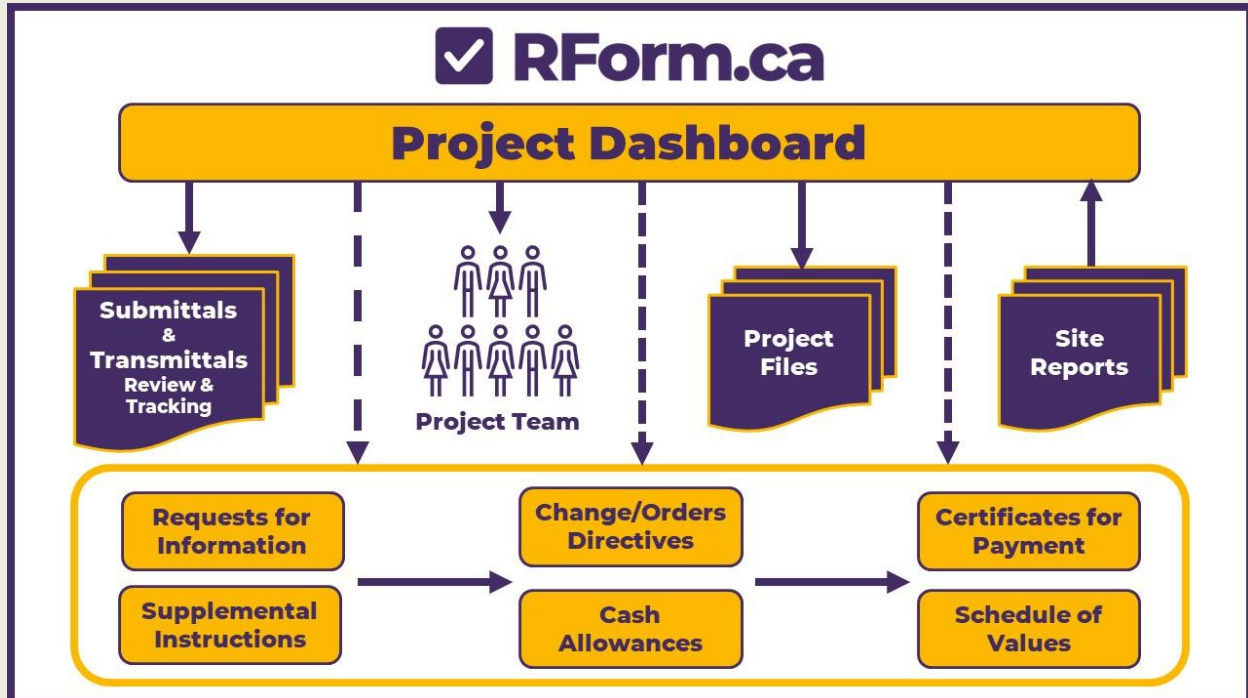
- Upon completion of this course, participants will be able to:
- Identify the essential forms used in construction contract administration (CCA) and their purpose.
- Understand the process of creating, submitting, and approving change orders and change directives.
- Effectively manage cash allowances and track their utilization.
- Utilize the Schedule of Values to monitor project costs and prepare accurate Certificates for Payment.
- Implement a submittal logging system and streamline the submittal review process.

Course Outline:

1. **Introduction to Contract Administration (5 minutes):**
 - a. Overview of the architect's role during the construction phase
 - b. Importance of effective CCA in project success
2. **Key Forms in Contract Administration (20 minutes):**
 - a. **Change Orders:** Purpose, content, approval process, best practices
 - b. **Change Directives:** When to use, differences from change orders
 - c. **Cash Allowances:** Definition, documentation, tracking, closeout procedures
 - d. **Schedule of Values:** Purpose, creation, updates, relation to payment applications
 - e. **Certificates for Payment:** Preparation, content, architect's role in review and approval
3. **Submittal Logging and Reviews (15 minutes):**
 - a. Importance of a submittal log
 - b. Setting up a logging system (manual or digital)
 - c. Tracking deadlines and ensuring timely reviews
 - d. Architect's role in submittal review: What to look for, common issues
4. **Q&A Session (15 minutes):**
 - a. Open forum for questions and discussion



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The essence of **Contract Administration** in the construction realm is processes that ensure our environment's success and structural integrity. The role of contract administration is the stability of the entire project. Architects are pivotal in bridging the gap between vision and reality within this intricate process. Their role extends far beyond the drafting table; they are the sentinels of contract administration, tasked with many responsibilities. Despite their expertise, architects often encounter challenges such as keeping up with the ceaseless flow of submittals, change orders, and the rigorous demands of document control. These challenges can be daunting, leading to potential delays and increased costs.

RForm is designed to **streamline and standardize contract administration**, transforming it from a maze of paperwork into a seamless, automated process. RForm alleviates the burdens of manual tracking, allowing architects to focus on the artistry and execution of their design. The software system simplifies the administration of vital construction documents, from change orders to payment certifications. The centralization of project documents within the system enhances collaboration among all stakeholders and mitigates risks by providing a singular, up-to-date repository for all contractual information. Contract administration is more than a convenience; it is a strategic advantage in the highly competitive construction field.