



Construction administration is a phase of work performed by the architect to ensure that the final construction of a project is in general conformance with the contract documents.

The district uses form contracts authored by the American Institute of Architects and customized by AISD attorneys for all of its construction projects. The contracts set forth remedies and recourses available to the district should a contractor not perform in accordance with the contract.

Contractors are required to provide payment and performance bonds for each project.

## **Architect**

During the construction phase of a project, the architect represents the district at all owner/architect/contractor meetings, performs regular observations of the work being performed to ensure accordance with construction documents, and assists the owner to resolve problems or answer questions the contractor may have during construction.

The architect reports to the district and the contractor any problems he/she detects during construction administration.

## **AISD Project Management and Field Observation**

The Arlington ISD employs four full-time project managers and two construction field observers to represent the district's interest in construction projects.

Each project manager is assigned multiple construction projects to manage. The project manager attends architectural design meetings, bid openings, pre-proposal and pre-construction meetings; owner/architect/contractor meetings; and coordinates communication and construction scheduling between the contractor, administration and the campus principal.

Construction field observers are assigned multiple construction projects to monitor. The field observers visit the construction sites on a each week and observe work being performed against the construction documents and phasing plans. Observations are recorded in eBuilder, the project management software used by the AISD. Concerns noted during field observations are reported to the project manager and architect so appropriate actions may be coordinated with the contractor.

## **City Inspection**

Each building system and element of construction work is inspected by various city inspectors to ensure compliance with municipal building codes. Problems and deficiencies noted during the inspections are reported to the contractor, architect and the AISD. Problems and deficiencies must be corrected before the system/element being inspected clears inspection approval to achieve a Certificate of Occupancy.

## **Contract Safeguards**

Construction contracts set forth procedures for contractors to make claims for unforeseen conditions and additional time required to complete a project. The architect reviews each claim, clarifies the request as appropriate, and recommends that the AISD either accept or reject the claim.

Retainage equal to 5 percent of each contractor payment application is withheld from payment to the contractor until all final punch-list items are corrected to the satisfaction of the architect and district and the project is closed out.

Construction contracts include provisions that allow the AISD to request project recovery schedules, audit contractor records and remediate construction projects. Recourse includes recovery plans, liquidated damages, contract termination, and claims filed against payment or performance bonds. The district exercises contract remedies as appropriate to protect taxpayer investments.