

Make sure the service provided during the contract administration portion of a project is clearly defined in the proposal of services provided to the client.

- *References should always be checked.*
- *Selection based on price should not be the determining factor; track record and reliability should be considered as part of the selection process.*
- *Insurance requirements.*
- *If required by authorities having jurisdiction over the project, always verify the validation of licenses required of the contractor.*
- *Dispute resolution should be clearly defined in the form of the contract between the owner or design professional and the contractor.*

MANAGING THE BUILDOUT

Once the contractor is chosen, design professionals may have the contractual responsibility to manage the actual work done on the project. Make sure the service provided during the contract administration portion of a project is clearly defined in the proposal of services provided to the client. Further, it is important for the design professional to discuss these services with the client at the outset of the project. This is extremely important as a way to clarify issues of responsibility between the owner and the design professional. Design professionals typically provide the following sorts of oversight and communication responsibilities during contract administration.

- *A representative of the design firm should periodically visit the project premises to assess the progress and quality of the work performed by the contractor. During these visits, the design professional should visually inspect the premises and determine if the work is proceeding in accordance with the construction documents.*
- *Representatives of the design firm should at all times have access to the work and have a fiduciary responsibility to recommend to the client the rejection of any work which does not conform to the contract documents.*