

# Construction Contract Administration



## E-LEARNING

100% online. May include pre-recorded session, live streaming/webinar and discussion forum, where applicable.

### ONLINE LEARNING VIA WEBINAR:

**DATE:** 28 & 29 Nov 2022

**TIME:** 9.00am to 5.30pm

**DELIVERY MODE:** e-Learning via webinar and BCAA Learning Management System (LMS)

**FEE** (incl of GST): S\$930.00

### AWARD

e-Certificate of Attendance (e-COA) will be awarded to participants who meet the attendance requirement.

### CPD POINTS

**PEB:** -

**BOA-SIA:** -

## INTRODUCTION

Good contract administration is required to manage design specification, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes, this will eventually help to reduce construction costs.

A building project, whether under design build contract or conventional contract type, has to undergo three specific stages namely, design, tender and construction. In all three stages, good contract administration is required to manage design specification, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes. Poor management in any of these aspects would lead to unnecessary claims and disputes and eventually higher construction costs.

## OBJECTIVES

At the end of the course, the participant should be able to:

- develop in-depth knowledge of contract administration for conventional and design & building contracts
- examine contract administration in different phases of the project delivery process
- explore alternative contract claims and dispute resolution.

## CONTENTS

- Administration of design stage - design brief, preparation of specification, contractual agreements and managing design consultants
- Administration of tendering stage - competitive tendering, evaluation and award of tender
- Administration of construction stage - contract management, variations & final accounts and cost control & reports
- Contract claims and dispute resolution
- Case studies on conventional and design and build contracts

## LECTURER

**PALLIPURATHU GOPINATHAN ROY** is currently a Senior Manager for a Fortune 500 multinational construction company. For the last 20 years, he has been involved in all facets of commercial, contractual and dispute management for building and civil engineering works in Singapore. His portfolio of dispute avoidance and resolution, commercial management, procurement advice and contract management experience spans a wide variety of complex building, engineering, tunnelling and infrastructure projects. He is known as a leading contracts practitioner in the local construction industry with profound knowledge of the field. Roy is regularly identified by his peers as a heavyweight in contracts administration with a bona fide reputation. He has a distinctive approach and knack for interpreting the provisions of the contract and displays great acumen in this field. He is well positioned to advise the top management on all aspects of construction and project work from inception to completion, including the drafting of various forms of construction and project documentation.

## TARGET AUDIENCE

Contract Administrators, Project Managers, Engineers, Architects, Contractors



### REGISTRATION

To register, please log into our Online StoreFront (OSF) at <https://eservices.bcaa.edu.sg/registration/#/> Login or scan QRcode and search for course code **73003**