

Contract administration stage

TENDER

BPSM organise tendering for the project, issuing under strict tender conditions, sets of formal building documentation to a group of reputable builders capable of completing the project in accordance with the client's initial budget figures, timeframe and expectations of workmanship /quality.

TENDER SUBMISSIONS

BPSM assess tender submissions and final prices, selecting the 'best price' for the client.

Note: *The 'best price' does not necessarily mean the lowest tender price. Instead it is the price that is most likely to satisfy all of the client's criteria: time, cost and quality.*

CONTRACTS

BPSM organises and supervises the signing of all building contracts between the client and builder, based on the agreed tender price submitted (or formal building quotation if no tender process has been conducted).

INSPECTION AND ADMINISTRATION

BPSM oversees the entire construction phase, with regular site inspections and processing progress payment claims.

Note: *Depending on the size and complexity of the project, site meetings are made between the architect and builder every week or fortnight.*

DEFECTS AND LIABILITY

BPSM inspects the completed work, compiling a defects list of any outstanding and/or unsatisfactory work. The defects list is issued to the builder to respond accordingly.

ALTERNATIVE PROCESS

CLIENT'S BUILDER

This is subject to the client's intentions. If the client has already organised a reputable builder, ArPM will simply issue the required set of building documentation for initial pricing, project planning and the eventual commencement of work.

FINAL INSPECTION

BPSM makes a final building inspection to ensure that all items mentioned in the defects list have been addressed. Upon completion of all items mentioned in the defects list, BPSM can recognise the project as practically completed.