

Appendix 4
Duties of Contract Administrator and Client Roles

P7/08/ Council House Refurbishment Programme 2005 onwards

Duties of CA role in conjunction with Client

23rd March 2010

Pre Tender – (Stage E, F, G)

Item	Action
1. Write / periodically revise and update NBS specification.	CA
2. Organise Surveyors / CoW's to carry out surveys in allocated areas.	Client
3. Periodic review and update of standard survey sheets	Client/CA
4. Ensure compliance with H & S requirements and F10 posted for each contract	CA/CDMC
5. Liaison to establish Contract Addresses	Client/CA
6. Liaison with QS to prepare Pre-Tender Estimate	
7. Monthly review meeting on the above	Client/CA

Tender Award – (Stage H - J)

Item	Action
1. Liaise with QS in relation to Tenders	CA
2. Pre-Start meeting with successful Tendering Contractor – chair and minutes	CA
3. Arrange site start / ensure all documentation in place	CA

Site Operations / Construction to Practical Completion – (Stage K)

Item	Action
1. Take minutes and chair monthly Progress Meetings	Client
2. Carry out Site Inspections weekly/meet Surveyors/CoW's for day to day issues	Client/CA
3. Instructions to cover variations (A.I.'s)	CA
4. Deal with day to day Technical queries (CA), and Logistical queries (Client)	Client/CA
5. Issue Partial Possession Certificates on monthly basis	CA
6. Review Contractor's Programme	Client/CA
7. Ensure asbestos issues and procedures followed in line with legislation	Client
8. Ensure snagging dealt with effectively and dispatched	Client/CA
9. Liaise with PQS to monitor Programme and costs	Client/CA
10. Ensure Handovers meet Programme targets	Client/CA

Post Practical Completion – (Stage L)

Item	Action
1. Issue Completion of Defects on Monthly basis	CA
2. Carry out Contractor Performance appraisal	Client

This summary needs to be multiplied by the number of contracts running.

NOTE:

The following items have been completed for this particular framework but would normally come under the Pre-Tender Heading.

- Prepare PPQ document.
- Post PQQ on OJEU website
- Liaise with DCC procurement in relation to PQQ and tender process.
- Organise assessment and marking of PQQs.
- Organise marking of H & S questionnaires by specialist company.
- Correlate all marking of PQQs and summarise and report.

Certain roles will be subject to adjustment in latter Phases of programme.