

PRE-CONTRACT  
**PRACTICE**  
AND  
**CONTRACT**  
ADMINISTRATION  
THE AQUA GROUP



Edited and updated by  
**MARK HACKETT &  
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*of Davis Langdon & Everest* ©

# Pre Contract Practice And Contract Administration For The Building Team

**Rachel Sandford**



## **Pre Contract Practice And Contract Administration For The Building Team:**

**Pre-Contract Practice and Contract Administration for the Building Team (The Aqua Group)** Aqua Group, Mark Hackett, 2002-12-20 The original series of Aqua Group books Tenders and Contracts for Building Pre Contract Practice and Contract Administration first published from 1960 75 has long been established as laying down good practice for the building team as well as for students This brand new volume brings together for the first time material from Pre Contract Practice and Contract Administration The text has been substantially updated to take account of changes to industry practice JCT 98 and subsequent revisions the Construction Act and a host of other changes It also features a new chapter on capital allowances

**Managing the Building Design Process** Gavin Tunstall, 2006-08-14 Managing the Building Design Process explains the designer's role in the creation of new buildings from the development of the plan through to completion One key case study is used throughout the book so that the reader can clearly follow the process leading to the creation of a new building This new edition expands on the first edition including sections on CAD and sustainability incorporating updates to legislation and adding new illustrations as well as discussion points and useful references at the end of every chapter Gavin Tunstall is an architect and a lecturer in the School of Architecture Design and the Built Environment at Nottingham Trent University UK

**Contract Administration for the Building Team** Aqua Group, 1996-05-15 Third in the Aqua Group series which includes Tenders and Contracts and Pre contract Practice this book covers the process from receipt of tenders to placing of the contract through the whole post contract period to settlement of the final account The new edition takes into account the range of old and new procurement methods and covers the latest amendments to JCT 80 and the new CDM Regulations

*Building Cost Planning for the Design Team* Jim Smith, David Jaggard, 2007-03-14 When will I get it How much will it cost For the client these are the two most critical questions Cost Planning answers these questions and is crucial to the team working on the design and construction of a project This introductory text on building economics and cost planning provides the reader with the fundamental skills and knowledge to operate as a building professional in the area of economic advice and decision making at the project level Cost planning is not an esoteric area for specialists alone but a core skill for the whole design team Starting from the environment in which cost planning and design activities take place the book works through the cost planning process in theory and practice discussing the issues involved from a design team and client perspective With analysis of key concepts related to cost control such as life cycle costing value management cost modelling and accuracy and integration of estimating techniques the authors provide an unequalled introduction to a crucial aspect of professional construction management

**Estimating and Measurement for Simple Building Works in Hong Kong** Caroline T. W. Chan, 2020-12-30 This book is an introductory text on building measurement and estimating for simple buildings in Hong Kong based on the Hong Kong Standard Method of Measurement of Building Works 4th Edition Revised 2018 HKSM4 Rev 2018 It provides a toolkit for students and surveying technicians who are new to the subject This second

edition updates the contents in line with the HKSM4 Rev 2018 and incorporates the latest industry developments such as BIM The main text is divided into five parts following the development of a typical project Part 1 Building the project team introduces the team setup for a typical project Part 2 Deciding the procurement strategy explains the various procurement decisions to be made by an employer before any cost estimating and measurement work takes place Part 3 Preparing for tender covers the tendering methods tender documentation and approximate estimating techniques used by Quantity Surveyors Part 4 Measuring quantities introduces measurement principles and HKSM4 Rev 2018 followed by a detailed review of the measurement methods for each major trade with worked examples Part 5 Estimating unit rates explores the basic techniques for unit rate preparation The book contains worked examples from real Hong Kong building projects self assessment questions reminders and points of note It is essential reading for Hong Kong construction and surveying students international Quantity Surveyors working in the local area and those wanting international examples of Quantity Surveyors practice

**Estimating and Tendering for Construction Work** Martin Brook, 2016-12-08 Estimators need to understand the consequences of entering into a contract often defined by complex conditions and documents as well as to appreciate the technical requirements of the project Estimating and Tendering for Construction Work 5th edition explains the job of the estimator through every stage from early cost studies to the creation of budgets for successful tenders This new edition reflects recent developments in the field and covers new tendering and procurement methods the move from basic estimating to cost planning and the greater emphasis placed on partnering and collaborative working the New Rules of Measurement NRM1 and 2 and examines ways in which practicing estimators are implementing the guidance emerging technologies such as BIM Building Information Modelling and estimating systems which can interact with 3D design models With the majority of projects procured using design and build contracts this edition explains the contractor's role in setting costs and design statements to inform and control the development of a project's design Clearly written and illustrated with examples notes and technical documentation this book is ideal for students on construction related courses at HNC HND and Degree levels It is also an important source for associated professions and estimators at the outset of their careers

**Altering Houses and Small Scale Residential Developments** Ann Bridger, Colin Bridger, 2012-10-02 Altering Houses and Small scale Residential Development is a practical guide for home owners and those undertaking residential building projects It is also useful for students and emerging professionals concerned with the built environment especially small scale development procedures Undertaking house alterations can be daunting not least because considerations of cost design and method can simultaneously demand urgent and careful attention In addition there are regulations and the law to be satisfied contracts to be entered into and a host of potential problems concerned with the form and condition of the building itself It is a rare building which is not defective in some way but putting things right can be very satisfying The Bridgers book assumes that many home owners now wish to understand more clearly what goes on when they commission contractors and

consultants to convert and adapt their homes Or course there are also people who intend to manage a project themselves while others may undertake work on a DIY basis and the secret then is getting the right kind of help This book will be invaluable in either situation because it explains how to perform certain functions yourself yet clarifies the roles and responsibilities of the professionals who may be needed to help with the processes of buying altering and selling a house The economic factors in development are not overlooked since for people who wish to develop in order to sell or let property market conditions will be paramount as will the forecasting and control of costs This book provides practical guidance on these matters it avoids theory but does suggest further reading It is also highly illustrated with over 100 illustrations clarifying parts of the text The main theme of this book is altering houses but in practice the differences between some alterations schemes and building a new house can be relatively small As a result much of the material will be useful for those who wish to acquire a plot of land and undertake a modest residential development Altering or building houses and selling them can be a complex business covering a wide range of interrelated factors This book will make these processes easier

*Estimating and Tendering for Construction Work* ,      **The Aqua Group Guide to Procurement, Tendering and Contract Administration** Mark Hackett, Gary Statham, 2017-05-02 This key text for the building team is an authoritative guide and gives a detailed account of the team s roles and responsibilities with best industry practice required to ensure that building projects meet clients expectations on time cost and quality The second edition of The Aqua Group Guide to Procurement Tendering and Contract Administration has been edited enlarged and updated by a high profile author team with unparalleled experience of both private and public sectors as well as of teaching on QS courses It covers the entire building process from inception to final account and throughout the emphasis is on current best practice This edition has new material on the CDM regulations JCT contracts the RIBA Plan of Work the RICS New Rules of Measurement BIM and Sustainability as well as a general update for industry changes especially on procurement internationalisation and PFI With clear and thorough explanations you are taken through self contained chapters covering the detail of the briefing stage procurement methods tendering procedures and contract administration The period from starting a college course to successful completion of professional examinations represents a long and steep learning curve The range of skills and the knowledge required to perform work efficiently and effectively might at first seem rather daunting Although designed as an introductory textbook for undergraduates in construction architecture and quantity surveying The Aqua Group Guide offers an excellent overview of contract administration and will provide you with sufficient understanding to hold you in good stead for your early years in professional practice      **Contract Administration** Ian Davies, 2019-06-27 The RIBA Plan of Work 2013 Guide Design Management is part of a brand new series providing must read practical guidance to running efficient and successful projects using the new RIBA Plan of Work 2013 Each guide takes a core project task in this case the role of the Contract Administrator and explains the essential activities and considerations required at each stage of the new Plan of

Work Easy to use and navigate and in a small and handy format these guides will provide the ultimate quick reference support at your desk or on site The author provides concise and pragmatic advice rooted in real world experience a how to that will resonate with practitioners In text features such as hints and tips checklists forms and templates and signposts to trusted resources will provide user friendly support Boxed examples will highlight best practice and illuminate common problems and solutions borne of hard won experience

**Contract Administration for Architects and Quantity Surveyors** Aqua Group,1979

*Code of Estimating Practice* The Chartered Institute of Building,2012-11-05 This code of practice long established as a leading publication for the construction industry provides an authoritative guide to essential principles and good practice in estimating for building work The seventh edition includes new material on estimating strategy tendering procedures and best practice as well as the build up of unit rates of cost overheads and profit and e commerce

*Code of Practice for Project Management for Construction and Development* Chartered Institute of Building,2010-01-19 In 1991 the Chartered Institute of Building initiated a multi institute task force and a Code of Practice for Project Management for Construction and Development was published in 1992 with second and third editions in 1996 and 2002 Like previous editions this fourth edition has been extensively updated The fourth edition includes a range of new illustrations and high profile examples and features new guidance on CDM regulations Project planning Change management Project management software Mobile technology The range of procurement options The European perspective Contracts Effective project management involves the assessment and management of risk and this is a strong theme throughout the Code The Code of Practice provides an authoritative guide to the principles and practice of construction project management It will be a key reference source for clients contractors and professionals irrespective of the size and nature of the project

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**Project Finance for Construction** Anthony Higham,Carl Bridge,Peter Farrell,2016-12-08 The world of construction is intrinsically linked with that of finance from the procurement and tendering stage of projects right through to valuation of buildings In addition to this things like administrations liquidations mergers take overs buy outs and floatations affect

construction firms as they do all other companies This book is a rare explanation of common construction management activities from a financial point of view While the practical side of the industry is illustrated here with case studies the authors also take the time to build up an understanding of balance sheets and P L accounts before explaining how common tasks like estimating or valuation work from this perspective Readers of this book will not only learn how to carry out the tasks of a construction cost manager quantity surveyor or estimator they will also understand the financial logic behind them and the motivations that drive senior management This is an essential book for students of quantity surveying or construction management and all ambitious practitioners

**Construction Claims and Responses** Andy Hewitt, 2016-05-02 A practical step by step guide on how to prepare and respond to construction claims Everyone involved in the preparation or review of construction claims should have this book to hand The book examines the different types of claim common to construction contracts and presents a step by step guide to demonstrate the process of building up a fully detailed claim submission It includes advice on Contract administration for claims and claims avoidance Identifying the various types of claim The key points for an effective claim or response document The essential elements to be included in a claim or response Extension of time claims Claims for additional payment Principles of delay analysis Quantum calculations Responses and determinations to achieve agreement and avoid disputes A note on dispute boards The advice given in the book is supported by worked examples of typical claims and responses with sample wording The book includes a foreword by Roger Knowles who says The book is without a doubt fully comprehensive and goes through the preparation of a claim from A to Z I have no hesitation in recommending it to students beginners those involved on a day to day basis with time and cost on projects as well as the seasoned claims consultants This book is suitable for contracts managers commercial managers project managers quantity surveyors engineers and architects

**Construction Cost Management** Keith Potts, Nii Ankrah, 2014-01-23 In this updated and expanded second edition Keith Potts and Nii Ankrah examine key issues in construction cost management across the building and civil engineering sectors both in the UK and overseas Best practice from pre contract to post contract phases of the project life cycle are illustrated using major projects such as Heathrow Terminal 5 Crossrail and the London 2012 Olympics as case studies More worked examples legal cases case studies and current research have been introduced to cover every aspect of the cost manager's role Whole life costing value management and risk management are also addressed and self test questions at the end of each chapter support independent learning This comprehensive book is essential reading for students on surveying and construction management programmes as well as built environment practitioners with cost or project management responsibilities

**Contractual Procedures in the Construction Industry** Allan Ashworth, Srinath Perera, 2018-03-13 Contractual Procedures in the Construction Industry 7th edition aims to provide students with a comprehensive understanding of the subject and reinforces the changes that are taking place within the construction industry The book looks at contract law within the context of construction contracts it examines the different procurement

routes that have evolved over time and the particular aspects relating to design and construction lean methods of construction and the advantages and disadvantages of PFI PPP and its variants It covers the development of partnering supply chain management design and build and the way that the clients and professions have adapted to change in the procurement of buildings and engineering projects This book is an indispensable companion for students taking undergraduate courses in Building and Surveying Quantity Surveying Construction Management and Project Management It is also suitable for students on HND C courses in Building and Construction Management as well as foundation degree courses in Building and Construction Management Key features of the new edition include A revised chapter covering the concept of value for money in line with the greater emphasis on added value throughout the industry today A new chapter covering developments in information technology applications building information modelling blockchains data analytics smart contracts and others and construction procurement Deeper coverage of the strategies that need to be considered in respect of contract selection Improved discussion of sustainability and the increasing importance of resilience in the built environment Concise descriptions of some the more important construction case laws

**Sustainable Airport Construction Practices**, 2011 At head of title Airport Cooperative Research Program *RIBA Job Book* Nigel Ostone, 2019-07-25 The RIBA Job Book is the Royal Institute of British Architects long established and recognised standard reference for running construction projects This major new update fully reflects the new RIBA Plan of Work 2013 and contemporary working practice It embraces themes of collaboration within the project team better briefing advances in information technology and BIM and the continued importance of sustainability including valuable detail on a range of cradle to grave processes in a building project Applicable to all forms of procurement and to all sizes and types of project the RIBA Job Book provides a systematic operational framework that is comprehensive in scope and easy to follow and which examines step by step the key obligations of the architect or lead consultant Setting out all the actions to be undertaken throughout a project it includes invaluable checklists notes and practical guidance



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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Pre Contract Practice And Contract Administration For The Building Team** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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