

Practice Management

Topics covered today

- Risk management
- Managing client expectations
- Design Stages

Risk Management

- There are risks associated with every building project

There are risks associated with every building project because:

- Projects are unique – design, site, client, organisation
- Unforeseen circumstances – cost fluctuations, shortages, substitutions, site conditions
- Documentation – impossible to document every thing. The client has neither the time nor the money to allow for this. BUT the less complete the documentation the greater the risk. Construction documents are a valuable communication tool
- Competence of the design team

Who carries the risk:

- The contractor– aims to minimise risk – competence, careful review of documents, site investigation, experience, building in a risk contingency (at the risk of missing out on the tender)
- The client – aims to minimise risk – liquidated damages, an adequate contingency sum, providing timely information, having adequate funds available.
- The designer – aims to minimise risk – competence and experience. Usually the designer does not bear the financial risk but carries the professional risk unless negligent

How does the designer protect against risk:

- Professional Indemnity Insurance
- Risk minimising strategies

Risk minimising strategies:

1. Time

- Set realistic goals – agree these with the other parties
- Apply good time management
- Undertake the necessary programming

2. Realistic budget setting

- Account for client changes
- You must know what the project is going to cost and if not employ someone who does (QS)
- Allow for adequate contingency
- Ensure design budget is adequate to allow work to be suitably documented

3. Don't make assumptions

- Particularly about information supplied by others
- understand, define, clarify, assess, check, write down
- Always visit the site (and revisit as necessary)
- Never assume

4. Other risk minimisation issues:

- allow for sufficient tolerance
- Consider buildability
- Check availability
- Using tried and proven techniques
- Providing information on time
- Minimising late payment to the contractor
- Providing complete information
- Identifying possible risks and unknowns and address them

Managing Client Expectations

Clear communications from the beginning:

Letter of engagement

Agreement for services

Agree in writing any changes of scope, implications for construction budget and implications for fees

Agree timing

Design Stages:

- Pre-design Services
- Concept Design
- Preliminary Design
- Developed Design
- Detailed Design and documentation
- Procurement
- Contract Administration and Observation

Pre- design services

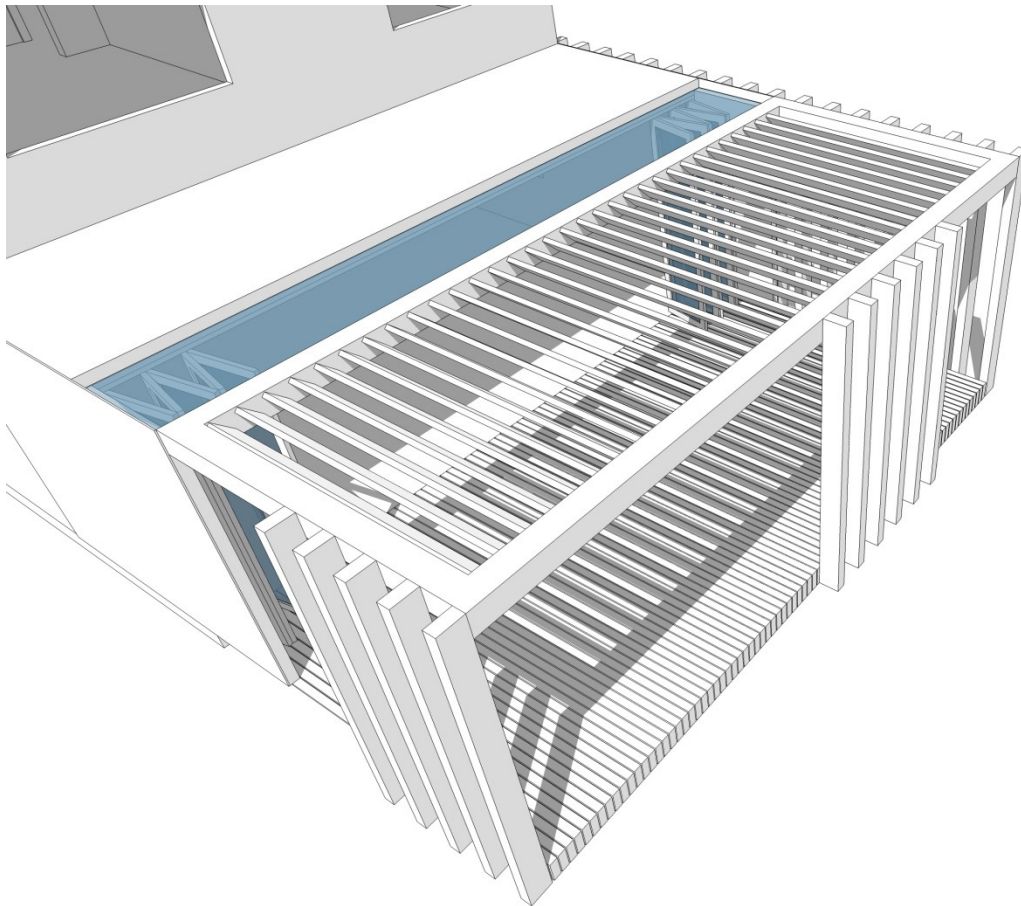
The gathering of appropriate information to allow the subsequent stages to be undertaken:

- Agreement for services
- Site selection
- Certificate of Title and DP
- Identify easements and covenants affecting the site
- Land information memorandum
- Topographical survey
- Geotechnical survey
- Consultation with Territorial authority/Building Consent Authority
- Statement of Brief

Concept Design

The preparation of a concept design for the project that addresses the clients brief and the territorial authority and regulatory requirements surrounding the site and project:

- Confirmation of Brief
- Concept Design drawings
 - site plan
 - floor plan(s)
 - elevation(s)
 - section(s)
 - perspective sketch(es)
- Report on design constraints and assumptions
- Report on project time line
- Report on procurement methods
- Requirements for other consultants



Preliminary Design

Development of the concept design into the preliminary design including involvement of other consultants and refinements to the client brief

- Update of Brief (where changes have occurred)
- Preliminary Design drawings
 - site plan
 - floor plan(s)
 - elevation(s)
 - section(s)
 - perspective sketch(es)
 - 3D modelling
- Block model
- Obtain executed service agreements from other consultants (& insurance)
- Report on rough order of cost
- Report on project time line
- Make PIM application

PROJECT:
 38, 2000 10th Street
 SEATTLE, WA 98104
 CLIENT: FLETCHER INDUSTRIES LTD.
 6000 10th Street
 SEATTLE, WA 98104

REVISIONS



SOUTH ELEVATION



NORTH ELEVATION



WEST ELEVATION

ELEVATIONS 1:100

8 INGLIS STREET, SEATOUN
 For M & T DACCORRE-ROD

C01



Developed Design

Development of the preliminary design to a greater level of detail including incorporating the design input of other consultants and refinements to the client brief

- Drawings
 - site plan
 - detailed floor plan(s) and layouts
 - elevation(s)
 - section(s)
 - perspectives
 - 3D modelling/ rendering
- Preparation of Resource Consent documentation if required
- Outline specifications
- Colour and materials board/ specifications
- Obtain executed service agreements from other consultants (& insurance)
- Report on updated cost estimate
- Report on updated project time line

Detailed Design & Documentation

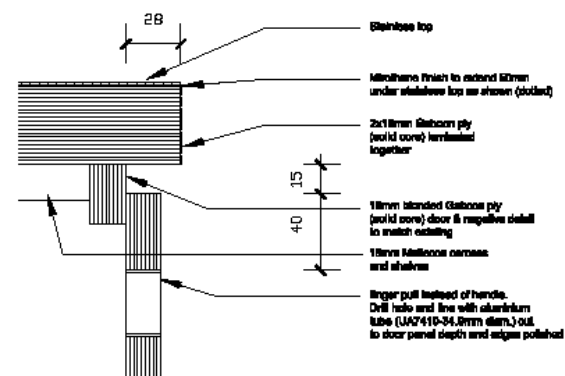
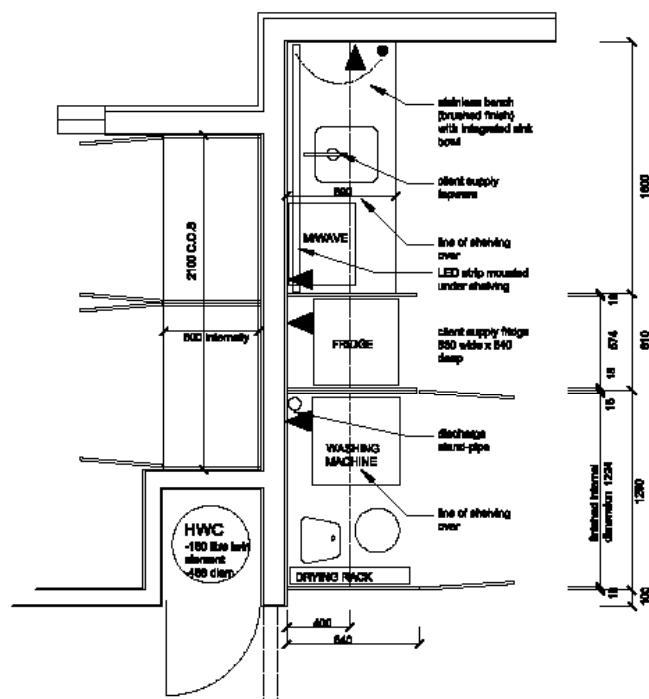
Preparation of detailed working drawings and specifications from the approved Developed Design including input from other consultants to a level that will form the basis for a Building Consent application, tendering and negotiation of a building contract and to enable construction work to commence.

- Drawings
 - site & site services plan
 - floor plan(s)
 - ceiling plans
 - elevations
 - sections
 - construction details
 - window and door schedules
 - detailed plans and elevations of appropriate elements
 - joinery details
 - co-ordination of other consultants documentation

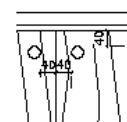
- Schedules including specification, hardware schedules, schedules of finishes, schedules of quantities (if used) , conditions of contract documents, consent documentation, tender documentation
- Report on updated cost estimate (prepared by others)
- Confirmation of procurement method
- Lodge Building Consent

NOTES:
Check all dimensions on site and with architect prior to manufacture
Joiner to allow for price for sink to match that in existing kitchen.

REVISIONS
REV A - end wall removed
REV B - detail added
REV C - strip light
REV D - shaft depth, masonry wall



drawer front showing finger pull location



cupboard front showing finger pull location

Procurement

Involves a range of administrative and contract procedures required to enable tendering and negotiation of a building contract and the commencement of construction.

Observation and Contract Administration

- Involves the contractual and financial administration of the contract. Includes site visits to verify the construction work is in general accordance with the contract documents
- Will be discussed in detail in the lecture next week



Stages allow

- Division of time allocation
- Division of fee allocation – use for billing out but should generally be monthly
- Mark milestones for the client
- Mark milestones for the design team
- Use to plan allocation of practice resources