

Administrative Activities

The following tables identify the major administrative activities and the teams that can execute all or part of the activity during design, bidding and negotiation, and construction phases of a project.

Administrative Activities	Owner Team	Design Team	Construction Team
Design Administration			
Interviewing designer(s)	✓		
Bidding designer(s)	✓		
Contracting with designer(s)	✓		
Defining the scope of work	✓		
Defining the budget	✓		
Defining the schedule	✓		
Defining design documents	✓		
Sourcing Products	✓	✓	
Communicating with vendors	✓	✓	
Managing the design team	✓	✓	
Approve design changes	✓		
Approve budget and schedule changes	✓		
Approving pay requests and changes	✓		
Responding to requests for information	✓	✓	
Ensure adherence to building code	✓	✓	
Ensure adherence to applicable laws	✓	✓	
Attending design meetings	✓	✓	
Writing and issuing meeting minutes	✓	✓	
Contract enforcement	✓		
Document control	✓	✓	

Administrative Activities	Owner Team	Design Team	Construction Team
Bidding and Negotiation Administration			
Preparing the Bid Package	✓	✓	✓
Locating and Inviting Bidders	✓	✓	✓
Managing the Pre-Bid Meeting(s)	✓	✓	✓
Communicating with bidders	✓	✓	✓
Responding to bid questions	✓	✓	✓
Creating and Issuing bid addendums	✓	✓	✓
Verifying bid details	✓	✓	✓
Reviewing and evaluating bids	✓	✓	✓
Bid negotiation and award	✓	✓	✓
Contract negotiation	✓	✓	✓
Issuing selection letters	✓	✓	✓
Construction Administration			
Writing and issuing contracts	✓	✓	✓
Monitoring construction	✓	✓	✓
Contract enforcement	✓	✓	✓
Issuing Change Orders	✓	✓	✓
Reviewing change orders / pay requests	✓	✓	✓
Approving pay requests and changes	✓	✓	✓
Writing requests for information	✓	✓	✓
Responding to requests for information	✓	✓	✓
Creating Submittals			✓
Reviewing and approving submittals	✓	✓	✓
Creating shop drawings			✓
Reviewing / approving shop drawings	✓	✓	✓
Attending construction meetings	✓	✓	✓
Writing and issuing meeting minutes	✓	✓	✓
Document control	✓	✓	✓
Authorizing payments	✓	✓	✓
Issuing Payments	✓		✓
Final Completion Authorization	✓	✓	✓