

Construction Management Contract Administration Checklist (CM/CA)

Pre-Design Phase Tasks

Establish a Project Management Plan (PMP)

A typical PMP includes the following components:

Project Charter	Budget and cost management, monitoring, and control plan
Project description	Schedule management, monitoring, and control plan (milestone and master schedule)
Project planning	Quality assurance and quality control and monitoring, and control management plan
Owners project requirements	Sustainability and environmental studies and plan
Design consultants' selection and contracting methods	Safety management, monitoring, and control plan
Project delivery method selection	Integration management plan
Project management portfolio considerations and coordination	Reference to project documents
Conceptual studies	Project organization chart and staffing plan
Scope of work and scope management, monitoring, and control plan	Explanation of roles, responsibilities, and authority of team members
Risk management, monitoring, and control plan (identify, analyze, qualify, quantify, response)	Work/cost breakdown structure
Stakeholder management, monitoring, and control plan	Logistics including temporary construction support requirements
Communications management, procedures, protocol, monitoring, and control plan	Laydown or marshaling areas
	Environmental and archaeological considerations

Reference to project procedures manual

Project information management system (PMIS)

Bid packaging, contracting strategy, and delivery system evaluation

Site mobilization and utilization plan, requirements, and phasing

BIM implementation strategy

Establish Construction Management Plan (CMP)

A typical CMP includes the following components:

Project overview

Public safety (police, fire department, perimeter, and emergency access)

Perimeter coordination (resident stakeholders, adjacent construction projects, signage, utilities, affected municipalities, and existing landscape features)

Construction logistics (work hours, waste management, parking, and sanitation)

Mitigation (air/fugitive dust, noise, water, and vibration)

Design Phase Tasks

Design Contracts

Create Master Schedule

Communication management

Design reviews

Sustainability reviews

Budget management

Construction specifications

Technical Specification Reviews

Constructability Reviews

Value engineering

Construction contract packaging

Pre-bid construction milestones and schedule

Procurement Phase Tasks

Bidding

Bidders list
Interest campaign
Pre-qualification
Advertisement
Document Distribution
Addenda
Pre-bid conference
Info to bidders

Award

Bid opening and evaluation
Procurement options
Letter of intent to award
Receive required award documentation
(insurance, bonds, permits, other)
Pre-award meeting
Project award

Construction Phase Tasks

Pre-construction conference
Contract and specifications requirements
Construction management plan
Partnering
Documentation procedures
Communications procedures
Computerized information management
Quality management and control
Change management and control
Cost monitoring and control

Schedule management and control
Quality assurance and quality control
Progress payments
Damage assessments
Testing and balancing
Field reports
Status reports
Safety
Commissioning and functional performance testing
Records drawings
Punch lists

Post Construction and Closeout Tasks

Checklist and schedule

O&M manuals

Operations personnel training

Spare parts turnover

Warranties and extended warranties

Final permits

Sustainable project documentation

Acceptance

Beneficial occupancy

Preventative maintenance plan

Claims resolution

Contractor closeout documentation

Final Payment

Closeout report

Contractor warranty responsibility responsibilities

Contractor one year warranty review

Post occupancy reviews

Project closeout