Construction Contract Definition

The project delivery method for a capital project affects the **Construction Contract** more than any other factor. Often the types defined for a construction contract represent the different delivery methods used by the capital project group. This contract is used for the bulk of the work and the cost related to the project. The contract will enable tracking of sub-contractors and retainage.

A construction contract requires a change order to change award amounts or dates (see Construction Change Order Training Document). Change orders are different from amendments used on Consultant Contracts in that they could consist of change proposals or change directives.

Construction contracts require a "Notice to Proceed" step. Retainage can optionally be tracked on a construction contract.

Responsibility: ADMIN ASST LRFP / ADMIN ASST UTILITIES / PROJECT MANAGER / CONTRACT SPECIALIST The ADMIN ASST LRFP, ADMIN ASST UTILITIES, PROJECT MANAGER, or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Construction Contract, depending on the Contract Type.

Create a Construction Contract:

1. From Quick Search, click: **Construction Contract** (Contract Administration Module > Construction Contract)

Quick Search	
Q	Work Order
Q	Capital Project
٩	Consultant Contract
Q	Construction Contract
٩	Master Asset Profile

- 2. Click: NEW
- 3. Fill-in the following information:

AiM Construction Contract About								Logout		
Save Cancel										
View	1112						Status	REQUESTED Q	ו	~
Extra Description	TRANSFORMER	FOR NEW EQUESTRIAN CONSTRUC	CTION PROJE	ст			Туре 🚺	FM LOW BID		- 1
Account Setup							FM LOW BID			
Contact Information							Reference Number			
Subcontractors							Capital Project	CP16-0348		
Measurement and Verification								EQUINE CENTER UTILITIES		
Retainage History	Contractor			Request	(Currencu	USD		
Notes Log	contractor	2281 Q		nequest	Sep 01, 2015		currency			
User Defined Fields		REXEL						US Dollar	_	_
Status History	Address Code	STW Q		Award			Retainage			
Related Documents		323 EAST AIRPORT ROAD					Retainage Balance			\$0.00
				Review			Award			\$0.00
		STILLWATER					Tax			\$0.00
		OK 74074		Start			Change Order			<u>\$0.00</u>
	Terms	٩					Total			\$0.00
				End			Expensed			<u>\$0.00</u>
	Bid Amount		\$0.00			1	Remaining			\$0.00

- 4. The **Construction Contract Number** will be automatically generated by the system.
- 5. Select **Type**, Click: ^Q Zoom and select, the **Status** will automatically populate.

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- 6. Capital Project Number, click: ^Q Zoom and select
- 7. Enter Construction Contract title in the **Description**.
- 8. Contractor Number (Vendor Number), click: Q Zoom and select Number and Address Code
- 9. Complete the following dates when appropriate:
 - a. **Request Date** Date the Construction Contract was requested to be entered.
 - b. Award Date Date that the Construction Contract was Awarded (approved)
 - c. **Review Date** Date that the Construction Contract was reviewed (*optionally used*)
 - d. **Start Date** Date that the work is authorized to begin. (*Not before Award Date*)
 - e. End Date Completion date of the Construction Contract before any change orders that have either decreased or increased the original Construction Contract completion date

Line Item			Remove	I,	Add
Line	Description	Line Group Component Total Expe	ensed 🦯		Remaining

10. From Line Item, click: **ADD** and enter the following:

AiM Line Item About Logout								
Done Add	Cancel							
View	001					Contract	1112	
Extra Description	ELECTRIC DISTRIBUT	TION TRANSFORMER					TRANSFORMER FOR NEW EQUESTRIAN	
Account Setup						Line Group	FEE Q	
Notes Log	<u></u>						FEE	
Related Documents					Retainage Setting	No Retain/Release All		
	Capital Project CP EQ Component Group EQ Component E	CP16-0348	Total Budget	Enter once received.	\$10, 135.00 \$10, 135.00		🗯 Totals	
			Remaining Percent Complete			Award		
						Tax 1	\$0.00	
						Tax 2	\$0.00	
							\$0.00	
			Retainage		0.00%	Change Order	<u>\$0.00</u>	
						Line Total	\$0.00	
		ELECTRIC DISTRIBUTION TRANSFORMER	Retainage Balance			Expensed	<u>\$0.00</u>	
						Remaining	\$0.00	

- a. Enter an accurate and complete Description
- b. Line Group, click: ^Q Zoom and select
- c. **Component Group**, click: ^Q Zoom and select Group and Component
- d. Once received, enter Award amount
- 11. Click: Done to return the Construction Contract screen
- 12. Review for accuracy, click: Save