

The logo for AIA SFxPA, featuring the text "AIA SFxPA" in white on a red speech bubble background.

AIA SFxPA

**2<sup>nd</sup>-on-2<sup>nd</sup>** SMALL FIRM FORUM

# **APRIL 2025 CALL SUMMARY**

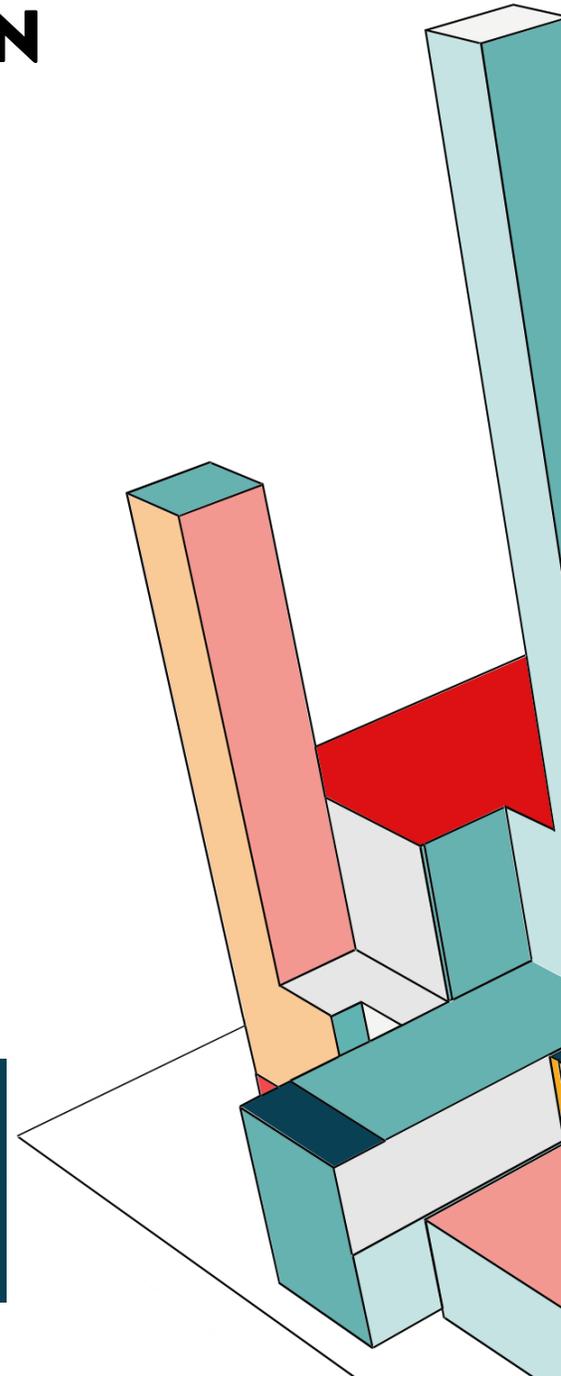
04.08.2025 Presentation/Discussion  
Facilitated by: Lee Calisti  
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# KEY TAKEAWAYS – CONTRACT ADMINISTRATION

- ✓ Collaboration is key | Open conversations with contractors results in team spirit and eliminates blaming
- ✓ CA provides Financial Protection, Risk Management, Client Satisfaction, and Design Integrity
- ✓ Plan a pre-construction meeting with owner and all contractors
- ✓ Let contractors look at the drawings early and ask if they would make changes – discuss and implement those that help the project
- ✓ Become friends with the superintendent | you love RFI's & calls
- ✓ See if GC will ask for you to be on site at certain milestones during construction
- ✓ In the proposal /agreement ask for \$5K to start the project and then that becomes the construction administration fee.
- ✓ CA controls the permit process
- ✓ In the contract separate the CA fee from all other charges, include a clause that this fee will be reviewed after contractors are identified.
- ✓ Let clients know that CA will only save them money
- ✓ If there is no CA | Be sure to have full indemnity in your contract (limit your liability)
- ✓ Always have a contingency line early for all contracts
- ✓ If there is push back – ask some open-ended questions about the construction process.

## Upcoming Small Firm Forums :

**June 10th | How to Collaborate with Other Firms: Maximize Collaboration Minimize Confusion**  
**August 12<sup>th</sup> | AI Part 2: Accessible Tools for Small Architecture Practices**



# CONNECT WITH AIA PENNSYLVANIA SMALL FIRM FORUM

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Our website:  
<https://aiapa.org/committee/small-firm-exchange/>

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