

Contract Administration – Understanding the contractual process and its related risks in a construction & infrastructure project



Date: 12 September 2018 (Wednesday)

Time: 09:00 – 17:00 (Registration starts at 08:30)

Venue: Real Estate Developers' Association of Singapore (REDAS) - Singapore Shopping Centre, 190 Clemenceau Avenue #07-01, Singapore 239924

RICS Member Fee: SGD 650 (exc. 7% GST)

Non-member Fee: SGD 850 (exc. 7% GST)

Capacity: 25 (first-come, first-served)

Deadline for Registration: 5 September 2018

Book online: www.rics.org/ricsasean

- **Qualified for 6 PDUs by PEB (COA26871)**
- **SISV QS: 6 CPD hours**
- **SPM: 6 CPD points**
- **BOA-SIA: 2 CPD points**

Funding available:

Eligibility for Employment and Employability Institute (e2i) funding capped at \$90 per Singaporean/PR participant (regardless for SMEs or Non-SMEs).

Overview

The impacts caused by poor contract administration directly affect business and can result in several losses and disputes. This requires knowledge and skills related to contract provisions application, the ability to set up appropriate office procedures and to keep accurate records commensurate for the scale and nature of the projects contract.

This one-day contract administration course will provide a practical insight into up-to-date practices on construction/infrastructure contracts. Topics on contractual requirements, best practice, modern methods of information management and guidance on post contract administration procedures will also be covered during the course.

Trainer with extensive experience will be sharing about the real-world case studies on building / infrastructure projects, giving participants the best practice and knowledge guidance on administering construction contracts that they are working on. Participants will have the opportunity to practice the implementation of the topics discussed by completing a practical example on documentation.

Learning objectives

After the end of the course, you will be able to:

- Recognise bad practice and demonstrate good practice
- Appreciate the need for good record keeping
- Avoid claims being barred and disputes by administering the contract professionally
- Collect factual data to support monetary and time claims
- Analyse and interpret the variation process from inception to valuation
- Take early action to maintain control
- Be aware of action to be taken a prescribed milestones and events
- Understand various commercial processes

Course structure

- Setting the scene: examples of infrastructure and building projects, risk and challenges involved
- Contract administration: Related contractual parties and their obligations
- Form of contract and maintenance
- Contract document ambiguities – notices and time bars
- Time related provisions in contracts – delay and extension of time
- Contract price and adjustment
- Administering the variation process
- Claims delay – cause and effect
- Interim and final payment claims
- Record keeping and other requirements
- Ethics

Who should attend?

This course is recommended for professionals from construction and infrastructure industries, mainly:

- Contract Administrators
- Quantity Surveyors (Main Contractor and Client Side)
- Building Surveyors, Project Management Surveyors,
- Commercial Managers of construction companies, Employers Agents, Architects
- APC candidates from Quantity surveying and Construction competencies



About the trainers

Chung Sheuan Seen **Regional Director (Delay Expert), Driver Trett Singapore**



Chung has more than 17 years' experience working on mega infrastructure engineering projects with a sound appreciation of such complex and large projects in the areas of project management specialising in time control (planning and programming) and on matters relating to preparation/evaluation of delays and disruptions (time aspect) and extension of time. He was also involved in headquarters planning function and senior management support, claim defence, performing cash-flows projections studies, logistics planning studies, manpower projection study project-wide as well as Project Master Programme development and planning.

Under various engagements, Chung has also been appointed the Lead Claim Consultant, with particular specialisation in Delay Forensics and Time related matters. Chung experience include being the assistant to Experts as well as being appointed the Delay/Cost Expert in arbitrations.

Chung has extensive buildings, commercial, rail and infrastructure projects experience in Malaysia and Singapore. The diverse range of specialty works Chung has been involved with in these capacities included hospitality (integrated resorts, hotels and serviced apartments), residential, malls, monorail, bored tunnelling, cut-and-cover tunnels, underground MRT (CD and non-CD) stations construction, DTSS pipe-jacked tunnels, SBG launching, MRT Depot, marine works, offshore (oil and gas) and power plants.

Koo Ming Li **Director (Delay Expert), Driver Trett Singapore**



Koo has more than 12 years' of working on heavy civil and infrastructure engineering projects with a sound appreciation of such complex and large projects in the areas of project control and management, specialising in time control (planning and programming) and on matters relating to preparation/evaluation of delays and disruptions (time aspect) and extension of time.

Under various engagements, Koo has also been appointed the Lead Claim Consultant, with particular specialisation in Delay Forensics and Time related matters. Koo's experience includes being appointed Delay Expert in High Court of Singapore, assistant to Experts in Arbitration and being appointed the Delay Expert in Adjudication, as well as preparing independent assessment reports for various time-related claims.

Koo has been involved in major infrastructure projects namely bridges, rail, expressways and roads in Singapore and Malaysia. He had also been involved in projects for large industrial facilities and infrastructure.



Registration Form

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Online Registration: www.rics.org/asean

To register, please complete the Registration Form and return it with payment to Ms Jiayi at ricsasean@rics.org. For enquiries, please contact the RICS Singapore office at +65 6812 8186.

Delegate Information

Salutation (Mr/Ms/Dr): _____ Surname _____ Given Name _____

Membership no (if applicable) _____

Designation _____

Company _____

Correspondence address _____

Office No. _____ Mobile _____

Email address _____

Methods of Payment

1. By Online Payment

Please submit your registration online and make payment via credit card at www.rics.org/asean

2. By Cheque

Please mail the crossed cheque made payable in Singapore Dollar to "RICS INTERNATIONAL L SPORE B" and attach along with the completed registration form to Ms Jiayi at #27-16, International Plaza, 10 Anson Road. Singapore 079903.

3. By Bank Deposit

Please deposit to the following bank account and email the deposit slip along with the completed registration form to ricsasean@rics.org

Payee: RICS INTERNATIONAL L SPORE B

Name of Bank: The Hongkong and Shanghai Banking Corporation Limited

Bank Address: 21 Collyer Quay HSBC Building #01-01 Singapore 049320

Account No: 047-859004-001

Swift Code: HSBCSGSG

Remarks

- The organiser reserves the right to cancel or reschedule the function at their discretion.
- You will only receive an e-mail notification from the RICS office confirming your registration status. You are advised to call RICS office (+65 6812 8186) to confirm your registration status if you have not received an e-mail confirmation prior to the event.
- No refund can be made for cancellation or "no show" but a substitute delegate is normally permitted. Please inform RICS at least one week prior the event.
- Seats will only be confirmed upon receipt of completed registration form together with payment.
- Please make sure the exact amount is deposited as no change or refund will be provided.
- Incomplete and wrongly completed registration form will not be processed.
- Attendance certificates will not be issued for RICS CPD events.
- All practising RICS members are required to complete and log at least 20 hours of CPD (Continuing Professional Development) online each year. Visit www.rics.org/cpd today.

Data Protection Policy

RICS will always make sure you receive compulsory communications such as those relating to the administration of your membership, renewal notices, regulation and conduct, practice and guidance notes and AGM information.

Furthermore, RICS would like to use the contact details that you have provided to us in relation to the communications described below (including by email/telephone, where appropriate). Please tick the relevant boxes below:

If you **do not wish** to receive additional communications from RICS about membership and the profession, tick here

If you **do not wish** to receive additional communications from RICS about RICS conferences, events, products, services and training (some of which may complement your CPD requirements), tick here

If you **do not wish to** receive additional communications from RICS detailing offers from third parties with whom we have negotiated special deals for members, tick here