



HIXSON

ARCHITECTURE ENGINEERING INTERIORS

HIXSON CONSTRUCTION ADMINISTRATION SERVICES

The Hixson Construction Administration (CA) group serves as the owner's representative throughout the bidding and construction phases of a project. Comprised of professionals with architecture, engineering and construction backgrounds, Hixson Construction Administrators help building owners realize the full value of their capital investments and achieve their project goals by providing technical knowledge, a thorough understanding of how to work with contractors and suppliers, and unbiased input. Simply put, they are the client's advocate on the construction phase of the project.



Hixson's CA professionals begin their work during the contract documents stage, providing insight on phasing, sequencing, constructability and project scheduling. They also help select or pre-select (depending on project delivery strategy) the Construction Manager (CM)/ General Contractor (GC). Throughout construction, Hixson Construction Administrators closely monitor work performed on the owner's behalf, verifying compliance with contract documents, identifying items requiring correction, working with the contractor to deliver a successful project, and more. Specific services provided by Hixson's CA group include:

- Manage the CM/GC selection process.
- Review bids and monitor ongoing costs.
- Conduct pre-construction and pre-installation meetings.
- Track the review of shop drawings and submittals.
- Verify project progress at regular intervals to ensure proper payment of Pay Applications.
- Represent the owner's interest during bidding and construction.
- Observe construction for conformance to plans and specifications.
- Verify that the level of workmanship is acceptable.
- Facilitate effective, timely communication between all members of the construction team.
- Troubleshoot issues that arise during construction and engage design disciplines to provide resolution.
- Review contractor as-builts and assist in facilitating record drawings.

Benefits of Hixson Construction Administration

Having Hixson Construction Administration group serving as an unbiased advocate working on the owner's behalf:

- Provides confidence that the quality of the completed project meets the owner's expectations.
- Minimizes unexpected additional costs and schedule delays.
- Reduces the need for owners to "referee" between design and construction partners.
- Reduces burden and stress on the owner's staff.
- Helps maintain compliance with legal and insurance requirements through the use of standard A.I.A. forms.