

FEM109e Contract Administration

Level: 1

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY SEMESTER

E-Learning: BLENDED - Learning is done MAINLY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. This is supplemented with SOME face-to-face sessions. If the course has an exam component, this will be administered on-campus.

Synopsis:

FEM109 Contract Administration provides students an overview of the difference types of contract such as the PSSCOC, SIA and REDAS contracts, where students will learn how to administer building, maintenance, servicing, operation and the refurbishment contracts. In addition, students will be equipped with knowledge of payment procedures, the variations, time extension and liquidated damages. Topics will also include final accounts, subcontracting and insurance, performance bond, key performance indicator, and the various indemnity clauses.

Topics:

- Forms of Contract – PSSCOC, SIA and REDAS contracts
- Partnering, Parties involved, Roles and Relationships, Rights, Duties/ Obligations of Parties
- Communication
- Quality Control
- Completion
- Delay, Extension of Time and Liquidated Damages
- Subcontracting Procedure
- Variations
- Claims Management Procedure
- Payment and Final Account Procedures
- Security of Payment Act
- Risk, Indemnity and Insurance

Textbooks:

: New SIA Building Contract (Lump Sum), 2016 2016 Singapore Institute of Architects
ISBN-13: Lump Sum 2016-AA

: New SIA Building Contract (Lump Sum), 2016 2016 Singapore Institute of Architects
ISBN-13: Lump Sum 2016

Learning Outcome:

- Discuss the legal principles of the contract provisions
- Explain the roles and principles of contract provisions such as Instruction and Direction, Quality of Workmanship and Material, Extension of Time and Delay, Subcontracting, Variation, Payment and Risk Management
- Advise clearly and coherently on issues pertaining to contract administration
- Identify the uniqueness of the different forms of standard contracts
- Discuss contract provisions
- Calculate payment and compensation

Assessment Strategies:

Continuous Assessment Component	Weightage (%)
PRE-CLASS QUIZ	2
PRE-CLASS QUIZ	2
PRE-CLASS QUIZ	2
TUTOR-MARKED ASSIGNMENT	10
TUTOR-MARKED ASSIGNMENT	14
Sub-Total	30

Examinable Component	Weightage (%)
Written Exam	70
Sub-Total	70

Weightage Total **100**