

# Small Firm Exchange All Call Summary 10.10.2024

AIA Member group



## Construction Administration

CCA (Construction Contract Administration)  
Knowledge Community

10.10.24 Presentation/Discussion: *Discussion of pressing areas of concern for small firms during CA.*

Facilitated by: *Michael Zensen AIA, Gustavo Lima AIA, Tyler Schaffer AIA*

## Key Takeaways

- ✓ Discussed advantages and disadvantages of Contractor CA Software for submittals, meeting minutes, etc.
- ✓ Emphasized the importance of pre-construction meetings to establish project expectations and communication protocol.
- ✓ Deliberated challenges managing Client/GC/Architect relationships during construction, such as contractors engaging in direct client communication suggesting and implementing changes on design.
- ✓ Debated the benefits and deficiencies of various fee structures for CA.
- ✓ Proffered strategies for building relationships with Contractors and Clients through the construction process.
- ✓ Discussed ways to manage change orders and design revisions during construction.
- ✓ Many presented methodologies for creating a team mentality with the contractor, and collaboration with subcontractors for a better, more efficient process and product.

## Resources/Links

### CCA KC:

[Construction Contract Administration KC on AIA Community Hub](#)

### Fee Consideration Resource:

[Fee Considerations of CCA](#)

### Contacts @ CCA KC:

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## Upcoming All Calls

11.14.24 Telling Your Story    12.12.24 Reflections