
THE LANDSCAPE ARCHITECT'S
GUIDELINES FOR
**CONSTRUCTION CONTRACT
ADMINISTRATION SERVICES**

and experiences in the time of COVID-19



American Society of
Landscape Architects



Volunteer for ASLA Committees

ASLA is committed to diversifying our committees and PPN leadership. Help us make ASLA more representative. Express your interest by July 24.

ASLA Diversity Summit participants / EPNAC

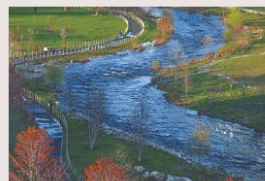
MISSION AREAS



Green Infrastructure



Black Lives Matter



Climate Change and
Resilience

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What Is
Landscape
Architecture?
[EXPAND]



Transportation for All



Water and Stormwater



Parks and Recreation

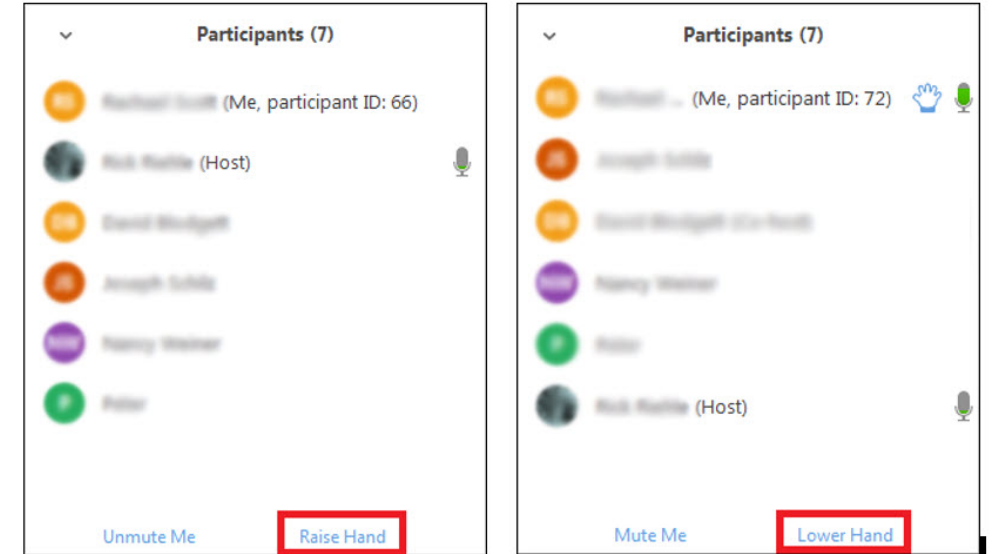
Find a
Landscape
Architect or
Designer Near
You

New free resource
for ASLA members!

asla.org/contractadmin

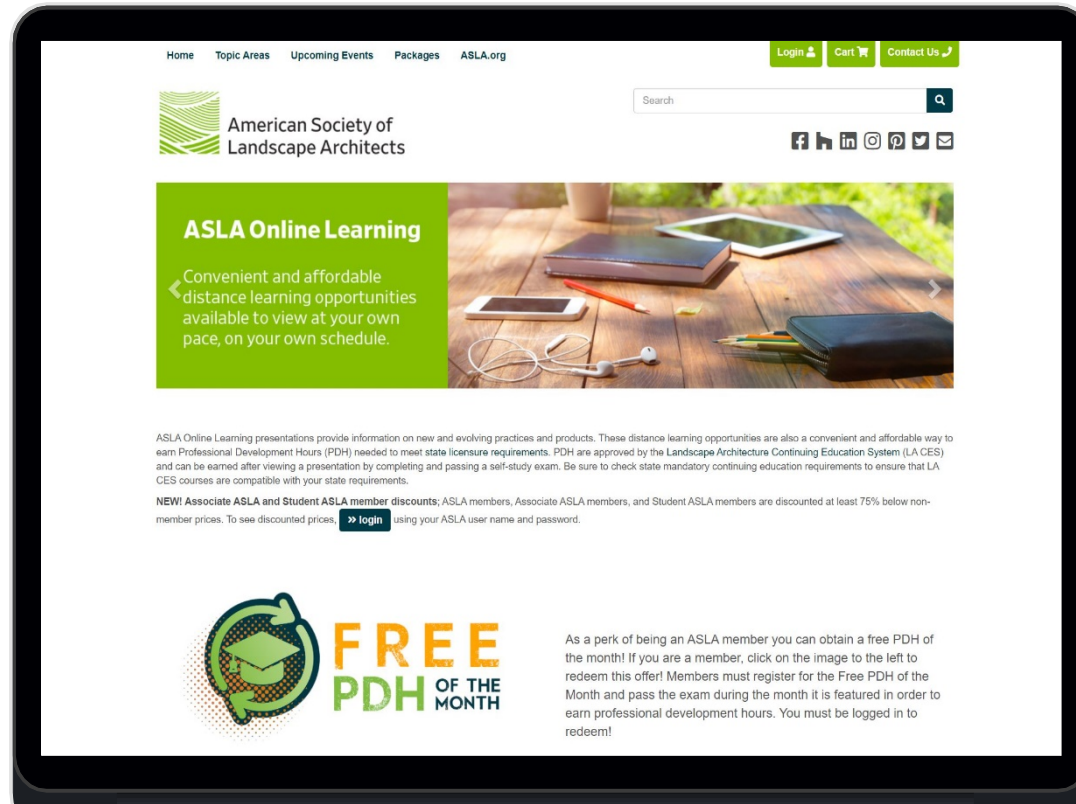
OPEN SHARE

- Use the “raise hand” feature in the participants window
- Panelists will call on participants
- Lower your hand after you share your experience



ASK A QUESTION

- Use the chat window to submit questions
- If directing a question to a specific panelist include their name



learn.asla.org

200+ on-demand sessions

Free PDH of the Month

PDH package deals

PANELISTS

Dwayne Adams, FASLA

Emily O'Mahoney, FASLA

Gentile Glas Holloway O'Mahoney & Associates, Inc.

Joy Kuebler, ASLA

Joy Kuebler Landscape Architect, PC

Keven Graham, FASLA

Terra Engineering Ltd

THE LANDSCAPE ARCHITECT'S
GUIDELINES FOR
**CONSTRUCTION
CONTRACT
ADMINISTRATION
SERVICES**

This publication is the result of the collaborative work of members of the Business Owners Support Subcommittee of the ASLA Professional Practice Committee with counsel.

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CONTENT

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Bid Phase

Pre-Construction Phase

Construction Phase

Project Closeout

Glossary

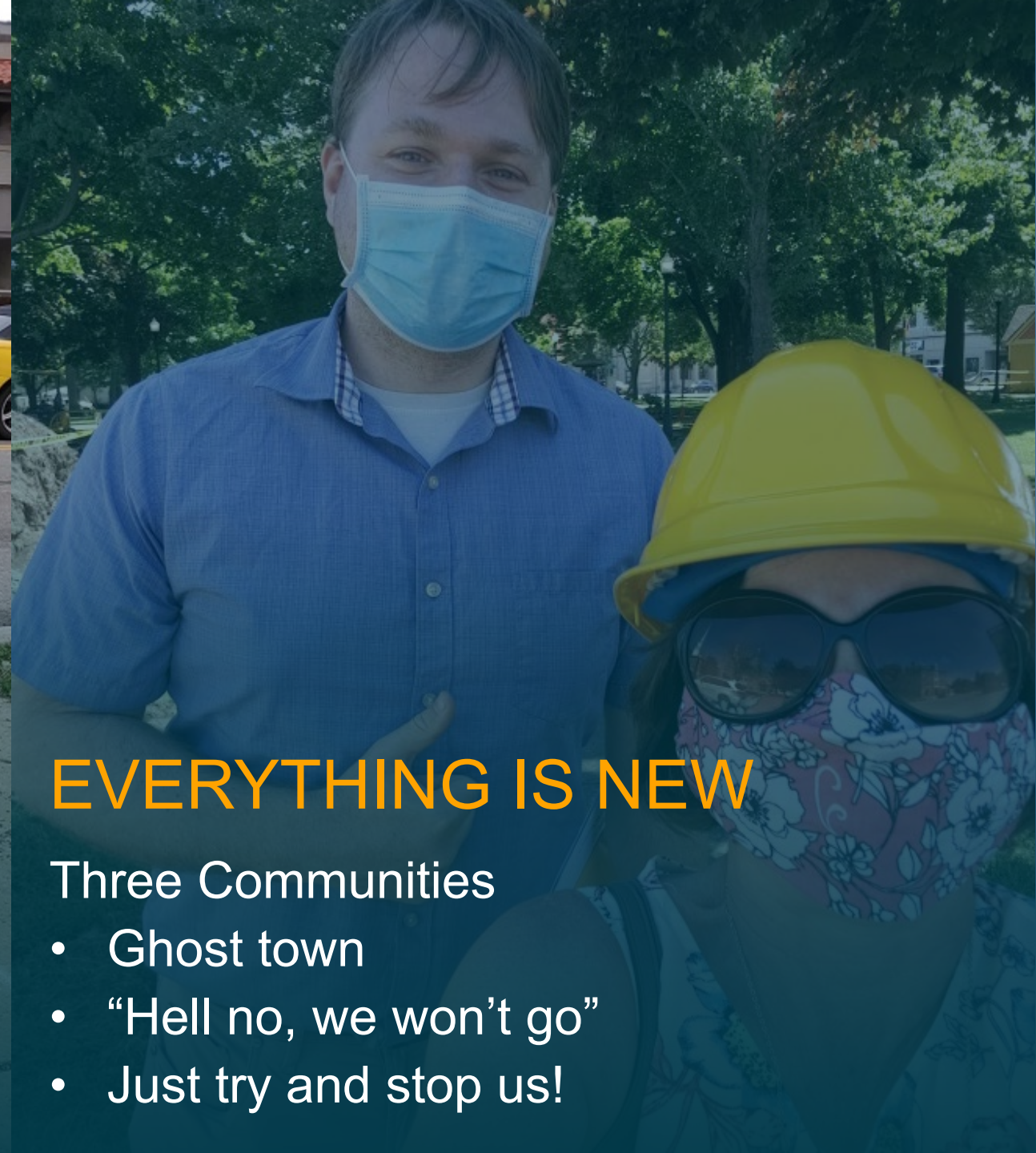


KEY AUDIENCES

- A practicing landscape architect looking to enhance their knowledge base and use this document as a reference guide.
- The emerging professional landscape architect who is learning the practice of landscape architecture.
- The academician who needs a reference document for construction contract administration that is specific to the field of landscape architecture.



CONSTRUCTION CONTRACT
ADMINISTRATION TODAY



EVERYTHING IS NEW

Three Communities

- Ghost town
- "Hell no, we won't go"
- Just try and stop us!

EVERYTHING IS NEW

Just try and stop us!

- Early days of COVID
- NYS mandated shutdown of sites, but not bidding
- Needed a new process
- What's next from here?

VILLAGE OF GOWANDA, NEW YORK

INFORMATION TO BIDDERS
Zoar Valley Gateway Park

1. RECEIPT AND OPENING OF BIDS: The Village of Gowanda, New York, (herein called the "Village"), invites bids on the form attached hereto, all blanks of which must be appropriately filled in. SEALED PROPOSALS will be mailed to the Village Clerk/Treasurer of the Village of Gowanda at 27 E Main St, Gowanda, NY 14070 with a valid Postmark of **May 6, 2020**. The envelopes inside the mailing envelopes, containing the bids, must be sealed, addressed to the Village Clerk and designated with the project name and number, and the bidders name and address, clearly printed on the outside.

Bids will be opened by Village Clerk and at least one (1) Project Committee Member at **11:00 am on May 13, 2020**. Bid opening will be viewable live on Zoom, or by telephone. Both Link and dial in number are noted below:

Join Zoom Meeting
<https://cscos.zoom.us/j/671560163>

Meeting ID: 671 560 163

One tap mobile
+19292056099,,671560163# US (New York)

Dial by your location
+1 929 205 6099 US (New York)
888 475 4499 US Toll-free
+1 647 558 0588 Canada
Meeting ID: 671 560 163

The Zoom meeting will be recorded for the Village of Gowanda's Public Record.

The Village may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of the bids or authorized postponement thereof. Any bids received after the time and date specified shall not be considered. No bidder may withdraw a bid within the time indicated on the legal advertisement after the actual date of the opening thereof.

SITE ACCESS – SAFETY CHANGES

- PPE
- Clearance forms
- Working conditions and accommodations
- Staff redundancy



CHALLENGES FOUND AT THE SITE

- Contractor compliance
- Meeting availability
- Submission of documents
- Empowering staff to say “NO”



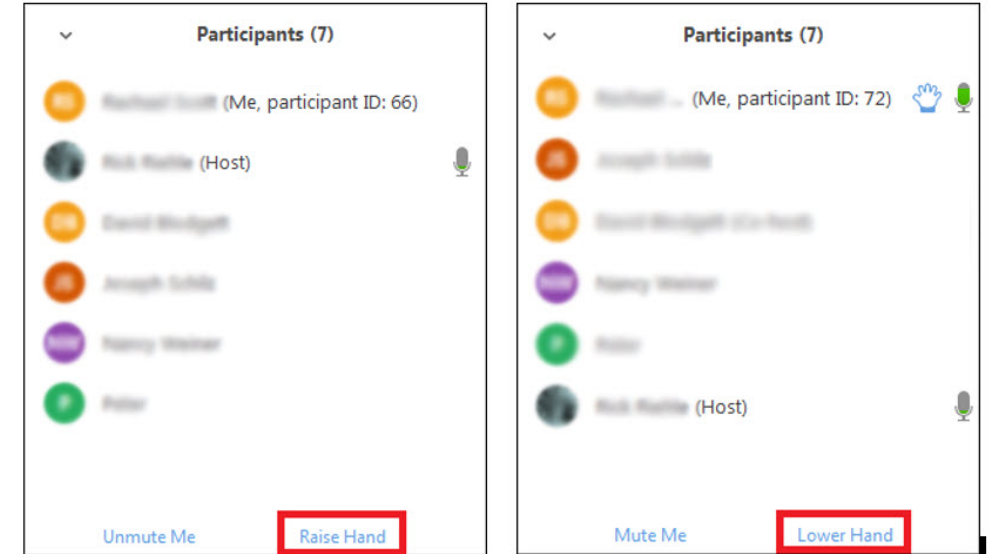
A blurred background image showing a person's hands writing on a large sheet of paper. A ruler is visible on the paper, and a rolled-up document is in the background.

SCHEDULING

- Furloughs
- Project acceleration
- Delays in material delivery

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REMINDERS

July 24: ASLA Committee and PPN leadership applications due

ASLA Business Toolkit - asla.org/business toolkit.aspx

COVID-19 Resources – asla.org/covidresources