



CAPABILITY STATEMENT · 2026

Construction Administration

Contract administration and site supervision from a Cape Town practice that also designs the work. Certification, instructions, quality verification and close-out, run so that the record is defensible when it is tested.

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Who we are

Ace Consulting administers building contracts on behalf of the client, from site handover through practical completion to the end of the defects period.

Construction administration is where a contract is either protected or quietly lost. Certificates, instructions, extensions of time and variations all have to be issued on time and on the record. We run that process with the design disciplines in the same office, so a question raised on site is answered by the people who drew it.

We operate from a single office in Century City, Cape Town. Work is delivered from that office to clients in South Africa and, on a project basis, to clients in the United Arab Emirates, Libya and Türkiye. We do not maintain premises in those markets, and we say so plainly here because a capability statement that overstates its own footprint is not worth reading.

IN-HOUSE DISCIPLINES

Nine disciplines held in one practice, so a query raised on site is answered by the discipline that designed the element rather than referred out and delayed.

Civil

Site infrastructure, earthworks, stormwater, roads and services

Structural

Superstructure, foundations, concrete and steel design

Geotechnical

Ground conditions, founding solutions, investigation liaison

Mechanical

Building services and plant integration

Electrical

Reticulation, distribution and building electrical

Water & Wastewater Treatment

Treatment process and works design

Water Resource Management

Supply, storage and catchment work

Transport

Access, traffic and transport infrastructure

Programme & Project Management

Delivery management from inception to close-out

Why the breadth matters during construction. Most structural problems that surface late are not structural in origin. They are a founding assumption that the ground did not support, a services route that had to move, or a level that changed to solve drainage. Holding those disciplines in one practice means the conflict is found and settled at design stage, at our cost, instead of on site at yours.

Scope of services

Our construction-administration scope is organised against the recognised stages of work, with the weight of the appointment falling in stage 5, where a contract is actually administered.

STAGE		CONSTRUCTION ADMINISTRATION DELIVERABLES
1	Inception	Review of the contract to be administered, confirmation of the parties, the contract data and the agreed procedures, and identification of the information the contractor will need and when.
2	Concept and viability	Constructability and buildability review of the proposed solution, with programme and access implications identified while they can still change the design rather than only the price.
3	Design development	Review of the developing design for administrability: whether it can be inspected, measured, certified and handed over as drawn, and whether the specification says what will actually be checked on site.
4	Documentation and procurement	Preparation and issue of tender documentation, response to tenderer queries, tender evaluation, and a recommendation of award supported by a written basis.
5	Contract administration and inspection	Site handover and regular site meetings with minutes issued on the record. Inspection against the specification, review of contractor submissions, shop drawings and samples, contract instructions and variation orders, assessment of extension-of-time and loss-and-expense claims, valuation and payment certification, and a maintained register of instructions and correspondence.
6	Close-out	Practical completion inspection and defects list, latent-defects follow-up through the defects liability period, final account agreement, release of retention, and handover of as-built and operation and maintenance documentation.

On fee structure. We scope and structure fees with reference to the Engineering Council of South Africa Guideline Scope of Services and Professional Fees, gazetted in May 2025 under the Engineering Profession Act. That guideline is explicitly advisory rather than binding, and we cite it because it gives a client an independent public benchmark to measure our proposal against rather than asking them to take our pricing on trust.

How we work

The controls below govern how the contract is administered. They are described in enough detail to be interrogated, because in a dispute the question is never whether the work was good but whether the record shows it.

- 1 Everything of contractual consequence is issued in writing**

Instructions, variations and determinations are issued on the record and registered. A verbal instruction on site is confirmed in writing the same way, because an unrecorded instruction is the one that becomes a claim.

- 2 Certification against measured work, not against the programme**

Payment is certified against work actually executed and verified on site. A certificate that follows the programme rather than the work transfers risk to the client silently.

- 3 Inspection against the specification, item by item**

Site inspection is carried out against what the specification requires, with the result recorded. Hold points and testing requirements are identified in advance so an element is not closed up before it can be checked.

- 4 Claims assessed on the contract, promptly**

Extension-of-time and loss-and-expense claims are assessed against the contract's own provisions and answered within its timescales. A late determination weakens the client's position regardless of its merits.

- 5 A single coordination point across disciplines**

Because the design disciplines sit in this office, a query raised on site is answered by whoever designed the element, and the answer reaches the contractor as one coordinated instruction.

- 6 Close-out treated as a deliverable, not an afterthought**

Defects lists, as-built records and operation and maintenance information are assembled as the work completes. A building handed over without them costs the client for years afterwards.

Where we have worked

Our record is weighted towards South African public-sector work in the Western Cape: municipal and provincial healthcare, civic and recreational facilities, education and municipal infrastructure. The projects below are named because they are ours to name.

Healthcare

Blue Downs Clinic · St Vincent Clinic · Klipfontein Emergency Centre · Mayenzeke Clinic · Langa Clinic · Heideveld Community Health Centre

Civic and recreational

Sea Point Pavilion Swimming Pools · Parow North Public Swimming Pool · Observatory Community Recreational Facility · Bellville Library · Visitor Information Centre, Mamre

Education

University of the Western Cape, main entrance upgrade

Municipal and industrial

Vaalfontein Solid Waste Depot · Blue Water Chalets · CRRC

What this work has in common

Occupied or partially occupied sites, public clients with formal procurement and reporting obligations, existing structures whose real condition differs from the record drawings, and phasing that has to keep a facility operating while work proceeds around it.

References

Project references, scope detail and client contacts are available on request and are released with the client's permission. We do not publish client correspondence, testimonials or contract values without it.

Professional standing

Engineering practice in South Africa is regulated at the level of the individual practitioner. The Engineering Council of South Africa registers engineers, technologists and technicians personally, and the South African Council for the Architectural Profession does the same for architects. There is no equivalent firm-level registration, and any consultancy presenting one as a company certificate is describing something that does not exist.

We therefore state professional standing at the level it is actually held. Current registration details for the practitioners who would be assigned to your project, together with the professional indemnity position for the appointment, are provided in writing with our fee proposal, where they can be checked against the relevant register before you appoint us.

On certification claims. This document makes no quality-certification, contractor grading or empowerment-level claim. Where a tender requires any of these, we will respond to that requirement directly and with current evidence, rather than carry a badge here that a reader cannot verify. The Construction Industry Development Board register, for instance, grades contractors executing works and is not a registration a consulting engineering practice holds.

What lets us quote accurately

Where the items below are not available we will still quote, but we will state which assumptions the figure rests on rather than absorb the risk silently.

Site and ground. Erf number and locality plan, any geotechnical investigation already carried out, and a survey with levels where one exists.

Scope and programme. Current drawings or a written brief, the intended procurement route, and the dates the programme is actually being held to.

Discuss a project

Send us the brief, the site and the programme. We will tell you what we would need to see before committing to a structural position, and what we would charge to get you there.

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