

Construction Contract Administration Workshop (two days)

INTRODUCTION

Contract Administration (CA) is a very challenging job for most project managers. To do it well, you need to have four key ingredients. To start with, a good contract document, good construction team, good process and great communication skills (for example making decisions and review site work). CA is a necessary and integral part of the overall project management, simply because it ensures the facilities are built as documented and minimizes the risk for claims. This workshop covers the last two ingredients, the process and the communication skills.

WORKSHOP DESCRIPTION

The workshop takes the Project Managers through a journey from the award of construction contract to the warranty inspection and follow-up activities. The workshop begins with short explanation of the key general conditions of the construction contract. The workshop will equip the participants with the understanding and the appreciation of contract documents that allows them to make timely decisions and take calculated risks. The workshop is full of real life examples of contract administration issues and challenges.

Who Should Attend:

Project Managers, project officers, clients, contractors, subcontractor, suppliers, supervisors and consultants. The workshop will also benefit anyone who is involved in the administration of construction contracts or anticipates being involved in administering them.

Course Instructor:

Dr. Sami Fahmy is the president of Performance Excellence Institute, a training and consulting firm specialized in supporting organizations through providing project management and risk management expertise and training. He is a Global Registered Educational Provider (R.E.P). Dr. Fahmy is a Professional Engineer, A Project Management



Professional (PMP), and Risk Management Professional (RPM) He is currently teaching project management, risk management, and communication management courses at the University of Alberta.

Dr. Fahmy is an International speaker and trainer. He has more than 40 years of hands-on experience covering a wide range of project management situations. Dr. Fahmy's expertise covers a wide range of topics including: project management, risk management, quality management, problem solving, decision-making, and contract administration and communication skills.

Dr. Fahmy has a unique interactive approach for delivering PM workshops and presentation. His depth of practical experience and enthusiasm makes all his presentations a very informative, interesting, entertaining learning experience. courses and consulting services in various types of project delivery systems

LEARNING OBJECTIVES

This workshop will provide the participants with the knowledge and the skills required to properly manage construction contracts. Upon completion participants will be able to:

1. Explain the key General Conditions of the construction contract and how to interpret them.
2. Describe and classify the key issues in Contract Administration.
3. Conduct a well organized start-up meeting.
4. Use the contract administration tools properly.
5. Choosing the right corrective and preventive actions to save time and effort
6. Enforce contract provisions fairly and firmly.
7. Explain how take a pro-active approach to prevent contract claims

Detailed Workshop Topics Day One

A&B: Administrative issue in construction contracts

- Owner's roles and responsibilities
- Contractor's roles and responsibilities
- Ten rules for contract interpretation
- Contract administration philosophy
- Key General Conditions of the construction contract
- Learning activities, case studies and exercises

C Post Construction Contract Award Activities

- Introduction to Contract Administration
- Contract Award
- Start-up Meeting
- Alternatives and substitution
- Project submittals
- Shop Drawings Submission and Review
- Construction insurance and bond
- Learning activities, case studies and exercises

D: Work Execution and Site activities,

- Project monitoring and control issues
 - Schedule
 - Cost
 - Quality
 - Safety and Security
- Communication on site
- Learning activities, case studies and exercises

Day Two

Construction Administration Issues

A. Progress, substantial completion

- Progress Inspection and Payment
- Substantial Certificate
- Warranty Certificate

- Case Studies, Exercises

B. Record Keeping and File management

- What records to keep
- Importance of keeping records
- Special records
- Diaries
- Emails
- Photos

C. Change Order Management

- Approaches to change orders
- Estimating for Change Orders
- Causes of change orders
- Effects of change orders on productivity
- Real costs of change orders for owner and contractors
- Impacts of changes on the project schedule.
- Direct and indirect costs of change orders
- Cumulative impacts of change orders
- Case Studies, Exercises

D. Contract Close Out

- Final certificate
- commissioning
- warranty certificate