

THE CONSTRUCTION SPECIFICATIONS INSTITUTE-

LITTLE ROCK CHAPTER PRESENTS

THE CONSTRUCTION PRACTICE SERIES:

Seminar Series 4

“CONSTRUCTION ADMINISTRATION”

The Little Rock Chapter CSI (LRCSI) will sponsor Seminar Series 4 of the Construction Practice Series: Documentation, Representation, and Administration, entitled “Basic Construction Contract Administration”, which is scheduled to begin February 4, 2012. Classes will meet on alternating Saturdays (February 4, February 18, March 3 & March 17) on the UALR campus, ETAS Building Room 354, starting promptly at 8:00am and concluding at approx. 3:30pm. A one-hour break will be given for lunch. Numerous restaurants are available within 5 minutes of campus.

This seminar is becoming essential to all individuals who want to better understand the Construction Contract Administration process, and has been particularly well-attended by CONTRACTORS and SUBCONTRACTORS for education and training.

And, as more and more PROFESSIONAL disciplines are requiring continuing education for ARCHITECTS, ENGINEERS, CONTRACT ADMINISTRATORS, etc. for their licensure and membership renewals, this quality seminar is taking its place among the elite of CEU/LU/CEH/PDH choices, providing a total of 24 educational contact hours, full AIA HSW content, with Engineering practice-specific content included.

Seminar Series 4 is also designed to assist those preparing for the Certified Construction Contract Administrator (CCCA) examination offered by the Construction Specifications Institute. This certification is available for members and non-members alike, and is respected industry-wide. Computer-based testing for the CCCA Examination will be offered April 2 – April 28, 2012 at over 400 authorized testing locations around the United States. Exam Registration is separate from this seminar and the final deadline to register with the Institute for the CCCA exam is now March 2, 2012. (See the Certification Chair noted on this brochure for further information, and for info on discounted “early bird” exam registration.) This Seminar will now begin prior to the final deadline for exam registration. Seminar registrants, previously unsure about the exam, will now get a chance to become better acquainted with the exam materials, since we use them as the foundation of our seminar.

This seminar series utilizes the CSI Construction Contract Administration Educational Program developed by CSI for higher education use. These seminars expand on the content of the Construction Contract Administration Practice Guide. Although Class handouts are given, this guide remains the foundation from which the course material is derived. It is highly recommended that the candidates for the CCCA Certification Examination acquire, and become thoroughly familiar with, the Construction Contract Administration Practice Guide in order to achieve success on the exam. This course has proven to increase your chances of success with the exam, but it is NOT a test-coaching class. It is an educational course separate from the CSI examination.

***** **Continuing Education Sessions** *****

This year's sessions are also being offered as individual day sessions for full continuing education units. Each of the four biweekly sessions can be taken for 6 hours of instructional credit toward continuing education requirements, depending on the day's subject matter (refer to the course outline). For Engineers and Architects, these sessions directly cover the basic contract administration requirements that are integral to your professions. Also, for AIA members, these sessions meet HSW requirements.

The complete Seminar (4 full sessions) has a registration fee of \$200.00 (LRCSI members may take \$45 off this fee with furnished LRCSI member number). Sessions may also be selected individually. Each individual Session (one Saturday session) has a \$75.00 registration fee (all registrants). To register for the full Seminar, 3-day advance registration and payment is requested. To attend selective sessions for continuing education credit, we do require that you give us 3-day advance notice and payment in order to have class materials printed. Late registrants are still welcome and will still receive full CE credit. Payment of daily registration fee is required to be seated.

For further information and/or additional registration forms, contact:

Michael Sanders, CSI, CCS, CCCA, MAI; at 501-514-2791, 336-0559 (fax),
S2KMichael@conwaycorp.net

Doyle Phillips, CSI, CCCA, CPC, CPE, at 501-374-8677, 375-7649 (fax), dphillips@baldwinshell.com

Jonathan Lowrey, LRCSI Education / Certification Chair at 501-374-8677, jlowrey@baldwinshell.com

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THE CONSTRUCTION PRACTICE SERIES:

SEMINAR 4

"CONSTRUCTION CONTRACT ADMINISTRATION"

REGISTRATION FORM – SPRING 2012

Name: _____ Company : _____

Address: _____ Telephone: _____

_____ Fax: _____

_____ E-mail: _____

1. Choose Complete Seminar:

"Construction Contract Administration" Seminar, CA-1100 \$200.00

(includes all 4 sessions and in-class study materials)

Little Rock CSI Member Discount

*****LRCSI Member Number _____, take discount (less \$45.00) _____

Or Individual Sessions: (Member Discount not available for Individual Sessions)

Session CA-1101 (2/04/2012) \$75.00 _____

Session CA-1102 (2/18/2012) \$75.00 _____

Session CA-1103 (3/03/2012) \$75.00 _____

Session CA-1104 (3/17/2012) \$75.00 _____

(IMPORTANT NOTICE: Handouts and Study Outlines for Individual Sessions will only be provided if 72-hour advance notice and payment received. Registrants for CE credit, not providing 72-hour notice, will still receive full CE credit.)

_____ **Number of Sessions x \$75.00/session** _____

2. Course Background Materials: (Materials must be ordered in advance, and are highly recommended. Prices listed include special seminar discounts only available from the Little Rock Chapter during this promotion.)**

Construction Contract Administration Practice Guide (Price: \$85.00 total) _____

(Includes tax & shipping)

CSI MasterFormat (2011 Edition) (SPECIAL Price: \$140.00 total) _____

(Includes tax & shipping)

** (Other CSI documents, as well as AIA and EJCDC Documents discussed during the

sessions, are available from CSI, AIA, EJCDC, and local authorized retail outlets. These documents are used as references but are not distributed by LRCSI as a part of the seminar.)

Total Enclosed \$ _____

You can visit www.csilittlerock.org to both register and pay online using a credit card or

Return Seminar/Session registration and check payable to "CSI-Little Rock Chapter"

MAIL: LRCSI Seminars, c/o Doyle Phillips, CSI, CCCA, CPC, CPE, PO Box 1750, Little Rock, AR 72203

SEMINAR 4

“CONSTRUCTION CONTRACT ADMINISTRATION”

2012 Syllabus / Seminar Schedule (Tentative)

| <u>Saturday, February 4, 2012</u> | <u>Roles & Relationships</u> | <u>SESSION CA-1101 (6.00 CE hours)</u> |
|---|---|---|
| Section 1.1 8:00 am - 9:40 am | Documents Used During Construction and Project Delivery Methods | Michael L. Sanders, CSI, CCS, CCCA |
| Section 1.2 9:50 am - 11:30 am | Documents Used During Construction and Project Delivery Methods | J. Michael Tramel, CSI, CCCA |
| 11:30 am - 12:30 pm | LUNCH BREAK (on your own!!!) | |
| Section 2 12:30 am - 1:50 pm | Roles and Responsibilities | Doyle T. Phillips, CSI, CCCA, CPE |
| Section 3 2:00 pm - 3:30 pm | Preconstruction | S. Porter Brownlee, CSI, CCCA |
| <u>Saturday, February 18, 2012</u> | <u>Meetings & Procedures</u> | <u>SESSION CA-1102 (6.00 CE hours)</u> |
| Section 4 8:00 am - 9:55 am | Procurement | Doyle T. Phillips, CSI, CCCA, CPE |
| Section 5 10:05 am - 11:50 am | Meetings | J. Michael Tramel, CSI, CCCA |
| 11:50 am - 12:50 pm | LUNCH BREAK (on your own!!!) | |
| Section 6 12:40 pm - 2:25 pm | Submittals | S. Porter Brownlee, CSI, CCCA |
| MF2004 2:30 pm - 3:30 pm | MasterFormat 2004/Div.1 | Michael L. Sanders, CSI, CCS, CCCA |
| <u>Saturday, March 3, 2012</u> | <u>Performance & Payment</u> | <u>SESSION CA-1103 (6.00 CE hours)</u> |
| Section 7 8:00 am - 10:00 am | Site Visits, Observations and Inspections | Michael L. Sanders, CSI, CCS, CCCA |
| Section 8 10:05 am - 11:40 am | Quality Assurance and Quality Control | J. Michael Tramel, CSI, CCCA |
| 11:40 am - 12:40 pm | LUNCH BREAK (on your own!!!) | |
| Section 9 12:40 pm - 2:20 pm | Interpretations and Modifications | S. Porter Brownlee, CSI, CCCA |
| Section 10 2:30 pm - 3:30 pm | Executing the Work | Doyle T. Phillips, CSI, CCCA, CPE |

Saturday, March 17, 2012

Problems & Completion SESSION CA-1104 (6.00 CE hours)

Section 11 8:00 am - 9:40 am

Claims and Disputes

S. Porter Brownlee, CSI, CCCA

Section 12 9:45 am - 11:45 am

Measurement and Payment

J. Michael Tramel, CSI, CCCA

11:45 am - 12:45 pm

LUNCH BREAK (on your own!!!)

Section 13 12:40 pm - 1:55 pm

Project Closeout

Doyle T. Phillips, CSI, CCCA, CPE

Section 14 2:00 pm - 3:30 pm

Facility Management

Michael L. Sanders, CSI, CCS, CCCA

Section X 3:30 pm - ???

Test/Evaluation/Questions

M. Sanders / D. Phillips