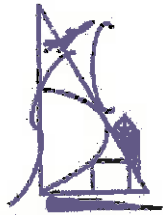


Certified Project Management Series

PRESENTED BY THE SDC INSTITUTE

Basics of Change Orders and Claims - 3rd in 4 part series



SDC & Associates, Inc.

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Instructor: Anwar Hafeez is a nationally recognized and respected Civil Engineer and construction industry consultant who has personally supervised over \$1.4 billion in major construction projects. Mr. Hafeez has also successfully negotiated and settled over \$350 million in construction claims and change orders for SDC clients nationwide. His most notable projects include the San Diego Convention Center, Los Angeles Central Library, Los Angeles International Airport Expansion and Washington DC Subway System. To learn more about Mr. Hafeez please visit sdccassociates.com.



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Basics of Change Orders and Claims

- The importance of understanding the Change Order process
- Sources and types of Change Orders and Claims
- Difference between Bilateral and Unilateral Change Orders
- When NOT to sign a Change Order
- How you should prepare an REA?
- The Five Elements of an REA or a Claim
- Proving Entitlement (merit)
- Proving Quantum (costs)
- How to avoid the False Claims pitfalls?
- How to win conflicts and omissions in plans and specs every time
- And much more!

Upcoming seminars:

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Seating is limited.

Check www.sdccassociates.com for dates and locations

SEMINAR TIME:

8:00 am to 4:00 pm
7:30 am Registration
(Includes Lunch & Course Book)

DATES & LOCATIONS:

Wednesday, April 19, 2017
Embassy Suites LAX
1440 E. Imperial Ave.
El Segundo, CA 90245
(Sessions - 3)

Thursday, April 20, 2017
Courtyard by Marriott
John Wayne Airport
2701 Main Street
Irvine, CA 92614
(Sessions - 3, 4)

Friday, April 21, 2017
Doubletree by Hilton
San Diego Hotel Circle
1515 Hotel Circle South
San Diego, CA 92108
(Sessions - 1-4)

Only \$299.00 with Earlybird Special - Must register by 4/7/17

Register by Mail, Fax, Phone or Internet

Name:	Please List All Seminar Attendees:
Company:	
Address:	
Email:	Method of Payment:
Phone:	<input type="checkbox"/> Check <i>Please Make Checks Payable to SDC & Associates Inc.</i>
Fax:	<input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
CVV:	Credit Card #:
Authorization Signature:	CC Billing Address:
<input type="checkbox"/> San Diego <input type="checkbox"/> Los Angeles <input type="checkbox"/> Irvine	Exp. Date: Total:

Can't Attend? Buy a Course Book for \$125 Or, Buy the Entire Webinar on Thumb Drive for \$249

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BASICS OF CHANGE ORDERS & CLAIMS

07:30 a.m. – 08:00 a.m. - Registration and Coffee

08:00 a.m. – 08:30 a.m.

I. OVERVIEW

- A. Explanation on why Claims have escalated since 1979
- B. What will covered in the seminar today

08:30 a.m. – 10:15 a.m.

DAILY REPORTS THAT MAKES MONEY

II. COMMUNICATION

- A. Construction Projects Are Built on Communication
- B. What is Communication?
- C. Why Good Communications = Project Success

III. DAILY REPORTS THAT MAKE YOUR COMPANY MONEY

- A. Why do we prepare them? How to prepare them well?
- B. Why are the most important pieces of documentation?
- C. What's in it for me? / What's in it for my company?
- D. DO's and DON'T's
- E. How do the Daily Reports Make the Company Money?

09:45 a.m. – 10:00 a.m. Break

10:00 a.m. - 11:45 a.m.

IV. Different Types of Change Orders & Claims

- A. Owner Directed Change Orders
- B. Time & Material Change Orders
- C. How to Win Defective Plans & Specs. Every Time
- D. How to Win Conflict & Omissions Every Time - Case Study
- E. Ambiguities – Latent and Patent

11:30 a.m. – 12:30 p.m. - Lunch Break

12:30 p.m. – 02:30 p.m.

VI. Change Orders and Claims (Cont'd)

- F. Value Engineering
- G. Differing Site Conditions
- H. The Definition of a Claim
- I. Delay Change Orders

02:30 p.m. – 02:45 p.m. - Break

02:45 p.m. – 04:00 a.m.

VII. Change Orders and Claims (Cont'd)

- J. Acceleration Change Orders
- K. Suspension and Stop Orders
- L. Cardinal Changes
- M. How to Prepare Winning Change Orders/Claims
- N. Loss of Profit Claims
- O. Change in Character
- P. Superior Knowledge

VIII. Change Orders and Claims – Pricing & Negotiating

- A. How to Calculate Delay Costs
- B. How to Calculate Inefficiency Costs
- C. Litigation Process
- D. False Claims Act
- E. What Language Not to Sign on Change Orders
- F. Negotiation Tips