

How to Win the Fight! Change Orders & Claims

Agenda

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

08:00 a.m. – 08:30 a.m.

I. Overview

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

08:30 a.m. – 10:15 a.m.

II. Documentation Needed for Change Orders/Claims

- A. The Pyramid of Success - Successful Building Blocks
- B. Double Duty Documents – Using Cost Codes
- C. Keys to Building a Successful Project
- D. Case Study No. 1 - Submittals & Addendums

10:15 a.m. – 10:30 a.m. - Break

10:30 a.m. – 11:15 a.m.

III. Documentation Needed for Change Orders/Claims (Cont'd)

- A. The 5 Logs that You Must Keep
- B. A Winning RFI System
- C. How to Write a Great Daily Report - Case Study No. 2

11:15 a.m. – 11:30 a.m.

IV. Change Orders and Claims

- A. Different Types of Change Orders & Claims Part I
 - a. Owner Directed Change Orders
 - b. Time & Material Change Orders

11:30 a.m. – 12:30 p.m. - Lunch Break

12:30 p.m. – 02:30 p.m.

V. Change Orders and Claims

- A. The Spearin Doctrine – Defective Plans & Specs.
- B. Different Types of Change Orders & Claims Part II
 - a. How to Win Conflict & Omissions Every Time
 - b. Order of Precedence in Documents - Case Study No. 3
 - c. Ambiguities – Latent and Patent
 - d. Value Engineering
 - e. Differing Site Conditions
- C. The Definition of a Claim
- D. Delay Change Orders

02:30 p.m. – 02:45 p.m. - Break

02:45 p.m. – 04:00 p.m.

VI. Change Orders and Claims

- A. Different Types of Change Orders & Claims Part III
 - a. Acceleration Change Orders
 - b. Suspension and Stop Orders
 - c. Cardinal Changes
 - d. How to Prepare Winning Change Orders & Claims
 - e. How to Calculate Delay Costs
 - f. Loss of Profit Claims
 - g. Change in Character
 - h. Superior Knowledge
- 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