

# Pricing & Negotiation Change Orders like A Pro Agenda

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

**08:00 a.m. – 08:30 a.m.**

**I. Overview**

- A. Definitions of Change Orders & Claims
- B. How to Recognize Change Orders
- C. Do Not Sign this Change Order Language

**08:30 a.m. – 10:15 a.m.**

**II. Documentation of the Change Orders**

- A. Places to Look for Change Orders
- B. Types of Change Orders
- C. Putting the Parties on Notice
- D. Making the Rules Work for You
- E. Documentation – Protect Your Own Interest
- F. Cost Coding Made Easy

**10:15 a.m. – 10:30 a.m. - Break**

**10:30 a.m. – 11:30 a.m.**

**III. Pricing the Change Orders Like a Pro**

- A. Don't Fall for Time & Material Not-to-Exceed Trap
- B. Correct Follow-Up Procedures
- C. Components of a Change Order
- D. Cost Pricing Like a Pro
  - a. How to Overcome Unfair Mark-Ups
  - b. More Details – Not Less
  - c. How to Add in Indirect Costs
- E. Dwg & Spec Conflicts – Interactive Pricing (Case Study No. 1)
- F. Detail and Install Rebar (Case Study No. 2)

**11:30 a.m. – 12:30 p.m. - Lunch Break**

**12:30 p.m. – 01:00 p.m.**

**IV. Learn to Calculate Delay Costs**

- A. Extended Field Overhead Costs
- B. Extended Home Office Overhead Costs
- C. Escalation – Labor/Material/Equipment

**01:00 p.m. – 01:30 p.m.\**

**V. Negotiations Dos and Don'ts**

- A. 12 Traits of a Great Negotiator

**01:30 p.m. – 02:30 p.m.**

**VI. Learn to Calculate Disruption Costs**

- A. Measuring Labor Productivity
- B. Excessive Change Order Inefficiency
- C. Measured Mile Inefficiency
  - a. Actual Problem Solving

**02:30 p.m. – 02:45 p.m. - Break**

**02:45 p.m. – 04:00 p.m.**

**VII. Learn to Calculate Disruption Costs (Cont'd)**

- A. Overtime Inefficiency
  - a. Weekly and Spot Overtime
  - b. Actual Problem Solving
  - c. Case Law
- B. Interactive Case Study No. 3
  - a. Piping Installation Changed Conditions
  - b. Class Evaluation of Negotiations