

# Winning Cash Flow Strategies on 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