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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Construction Contract Administration From Start to Completion - Certified Program

الادارة التنفيذية الشاملة لعقود التشييد من البدء حتى  
التسليم - معتمد عالميا

24 – 28 November 2019

Kuwait

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

Both the quality and economy of construction projects depends on the efficiency and skills of contractors and consultants. Following the proper procedures in the preparation of tendering documents and risk management is a very important step for the evaluation and selection of consultants to achieve high quality and keep projects within budget. Moreover, project delivery systems require a different method to ensure construction on time, within budget, and according to specifications. This five-day workshop presents tested procedures involved in the preparation of tendering documents, managing risks, evaluating and selecting construction contractors and consultants, as well as different project delivery systems for construction projects.

## Objectives

By the end of this course practitioners shall learn to:

The aim of this course is to familiarize participants with the procedures to prepare tendering documents and manage risks, and evaluate and select the most suitable construction contractors and consultants to help ensure project completion on time, within budget and according to specifications.

## Who Should Attend?

Buyers of construction in Public Works Departments of municipal governments, as well as buyers of construction in the private sector. Project managers and construction managers representing owners, engineering consultants and contractors who want to gain a better understanding of the process.

## Course Outline

### DAY 1:

#### 1. Importance of Tendering During the Project Life Cycle

- Project Life Cycle and Essentials of Project Delivery
- Project Phases
- Design Phase
- Procurement

- Construction Phase
- Closing Out and Commissioning

## 2. Contractual Risk Management

- Reviewing the Fundamentals of Project Risk
- Risk Definition
- Elements of Risk Assessment
- Elements of Risk Control
- Planning a Risk Assessment
- Risk Mitigation and Management

### WORKSHOP I

- **Case Study:** Risk management and allocation of risk between parties for effective project management
- Discussion of lessons learned

### DAY 2:

#### 3. Selecting Contracting Strategies and Procurement Methods, and the Impact of Disputes during the Project

- Contract Types
- General Contracts
- Lump Sum / Fixed Price Contracts
- Unit Price Contracts
- Cost-Plus-A-Fee Contracts

#### Design-Build Delivery System

- Design-Build Contracts

#### Alternative Dispute Resolution (ADR)

- The Four 'A'tions
- Conflict Management Systems Design

### DAY 3:

#### 4. Project Management Delivery System

- Standard Form of Agreement
- Sample Contract
- Reducing Risk When Selecting Construction Projects
- Factors Influencing Selection Process

- Other Factors Affecting Selection
- Major Factors of Success

## 5. Project Organization – The Role of the Parties – Responsibility Matrix

- Employer's Responsibilities
- Financing the Project
- Engaging Competent Consultants
- Providing Project Information
- Providing a Usable Site
- Obtaining Applicable Permits
- Engaging Contractors
- Approving / Rejecting Changes
- Being Involved with the Project

### WORKSHOP II

- **Case Study:** Establishing a responsibility matrix and a line of communication for effective project control
- Discussion of lessons learned

### DAY 4:

## 6. Design Management Process

- Project Design Management
- Design Management Plan
- Design Team
- Building Quality into the Design Team
- Improving Design Quality
- Quality Review Checklists
- Flowcharts
- Forms

## 7. Preparing Tendering Documents

- Project Manual Concept
- Forms of Agreement
- Conditions of Contract
- Introduction to Specifications Organization
- Methods of Specification
- Substitutions
- Submittals

## DAY 5:

### WORKSHOP III

- **Case Study:** Establish the most effective project delivery system to meet the project targets
- Discussion of lessons learned

## 8. General Aspects of Tendering, Bidding and Award

- Advertisements for Bids on Public Works
- Advertisements for Bids in the Private Sector
- Pre-Qualification
- Value Engineering
- Constructability Review
- The Decision to Bid
- The Bidding (Estimating ) Period
- Accuracy of Bidding Information
- Instructions to Bidders
- Addenda
- Alternates
- The Bid Form
- Modifications and Withdrawal of Bids
- The Award
- Conclusion

## Discussion on Workshop Findings

## Case Studies/Discussion

## Concluding Remarks and Final Adjournment

## OUTCOMES:

### After participating in this course, you will be able to:

- **prepare** better tendering documents to reflect the stakeholders' objectives, assess the potential risks, and devise the tendering strategy to manage such risks
- **conduct** the contract preparation and bidding to the contract award process with the knowledge of the relative responsibilities of each party involved
- **pre-qualify** bidders using the qualifications suited to your project

- **distinguish** among the types of bid calls and types of contracts
- **employ** bonds and insurance more knowledgeably
- **make** productive use of the bidding period while the contractor is putting together a bid
- **reduce** surprises with the knowledge of how contractors approach the preparation of their bid, what their criteria for mark-up are, and what procedures they use to assemble and finalize their bid
- **use** new methods of project delivery being contemplated by the industry
- **deal** appropriately with the low bid when it exceeds the owner's available financing
- **select** a contractor and get construction underway without delay

### Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

### Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

### Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |

- Course Ends 02.30 pm

### Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

كل من الجودة و الاقتصاد من مشاريع البناء تعتمد على كفاءة ومهارات المقاولين و الاستشاريين. واتباع الإجراءات السليمة في إعداد وثائق المناقصة وإدارة المخاطر هو خطوة هامة جدا لتقييم و اختيار الاستشاريين لتحقيق جودة عالية والحفاظ على جودة المشاريع في حدود الميزانية . وعلاوة على ذلك ، تتطلب أنظمة تسليم المشروع أسلوبا مختلفا لضمان البناء في الوقت المحدد وفي حدود الميزانية ، و وفقا للمواصفات. وتقدم هذه الورشة لمدة خمسة أيام إجراءات اختبار المشاركين في إعداد وثائق المناقصة ، وإدارة المخاطر ، و تقييم واختيار مقاولي التشييد و الاستشاريين، وكذلك مختلف نظم تسليم المشروع لمشاريع البناء.

## أهداف البرنامج

الهدف من هذه الدورة هو تعريف المشاركين بالإجراءات اللازمة لإعداد وثائق المناقصات و إدارة المخاطر ، و تقييم واختيار المقاولين والمستشارين للمساعدة على ضمان إنجاز المشروع في الوقت المحدد وفي حدود الميزانية ووفقا للمواصفات.

## الحضور

المشترين من البناء في الأشغال العامة وإدارات الحكومات البلدية ، وكذلك المشترين من البناء في القطاع الخاص . مديري المشاريع و مديري البناء ، الاستشارات الهندسية والمقاولين الذين يرغبون في الحصول على فهم أفضل لعملية البناء.