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
   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