

CATALOG INFORMATION

Dept and Nbr: CONS 84                      Title: INTRO CONST CONTRCT ADMN  
Full Title: Introduction to Construction Contract Administration  
Last Reviewed: 3/24/2003

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 3.00 | 17.5         | Lecture Scheduled  | 52.50 |
| Minimum | 3.00 | Lab Scheduled         | 0    | 13           | Lab Scheduled      | 0     |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 3.00 |              | Contact Total      | 52.50 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable  
Grading:                      Grade Only  
Repeatability:            00 - Two Repeats if Grade was D, F, NC, or NP  
Also Listed As:  
Formerly:

**Catalog Description:**  
This course will introduce the student to principles of construction contract administration. Responsibility for acquiring and communicating written and graphic information will be examined in several contexts including: requests for information; project schedules; changes and extra work; payments; and work with subcontractors.

**Prerequisites/Corequisites:**  
Course Completion of CONS 70B

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Introduction to the movement of documents handled by the contractor during a project. Responsibility for acquiring and communicating written and graphic information will be examined in several contexts. (Grade Only)  
Prerequisites/Corequisites: Course Completion of CONS 70B  
Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                   |                      |            |           |
|-------------------|----------------------|------------|-----------|
| <b>AS Degree:</b> | <b>Area</b>          | Effective: | Inactive: |
| <b>CSU GE:</b>    | <b>Transfer Area</b> | Effective: | Inactive: |

|               |                      |            |           |
|---------------|----------------------|------------|-----------|
| <b>IGETC:</b> | <b>Transfer Area</b> | Effective: | Inactive: |
|---------------|----------------------|------------|-----------|

|                      |            |           |
|----------------------|------------|-----------|
| <b>CSU Transfer:</b> | Effective: | Inactive: |
|----------------------|------------|-----------|

|                     |            |           |
|---------------------|------------|-----------|
| <b>UC Transfer:</b> | Effective: | Inactive: |
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon successful completion of this course the student will:

1. Document requirements of contractor from the "General Conditions of the Contract" to project owner, architect, contractor, sub-contractors, regulatory agencies, and others.
2. Identify information sources, conduct research and synthesize in written or graphic form information required for effective project management.
3. Design a project record keeping system.
4. Document pre-construction activities, including meetings.
4. Evaluate elements of an effective quality assurance and control program.
5. Research, evaluate and respond to a: "Submittal" request; "Request for Information"; "Change Order"; Schedule Change; "Claim" or "Dispute; and a "Request for Payment".
6. Evaluate project closeout elements, including what is required to demonstrate "Substantial Completion".

### **Topics and Scope:**

1. Documents and communication for a construction project
2. "General Conditions of the Contract"
  - a. Roles
  - b. Responsibilities
3. Elements of a project record keeping system
  - a. File
  - b. Project manual
4. Construction meetings and record keeping
  - a. Pre-construction

- b. Construction observation
- c. Inspection
- 5. Quality assurance and control system and its distribution
- 6. Elements of a submittal and its distribution
- 7. Elements of a "Request for Information" and its distribution
- 8. Contract document interpretation and modification and communication to affected parties
  - a. Change orders
  - b. Change of scope of services, etc.
- 9. Elements of project schedule revision and its distribution
- 10. Elements of a measurement and payment system and its distribution
- 11. Elements of a claim or dispute documentation and its distribution
- 12. Elements of "Project Closeout" documentation and its distribution

### Assignment:

- 1. Identify specific responsibilities of Contractor from "General Conditions of the Contract".
- 2. Refine/Modify/Expand an existing project record keeping system.
- 3. Record the minutes of a meeting.
- 4. Outline aspects of an effective quality assurance and control program
- 5. Explain the role of all participants in the origination and processing of a submittal.
- 6. Prepare a response to a "Request for Information" for appropriate parties.
- 7. Prepare a "Change Order" for appropriate parties.
- 8. Develop and document a schedule change for appropriate parties.
- 9. Prepare a "Request for Payment" and document the work covered in the request.
- 10. Identify and organize documents needed to pursue, or respond to, a claim or dispute.
- 11. Prepare documentation for a "Project Closeout".
- 12. Prepare a 5-10 page term paper related to contract administration.
- 13. Objective exams.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

|   |
|---|
| Written homework, Term papers, Documentation. |
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|                     |
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| Writing<br>40 - 60% |
|---------------------|

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

|                                   |
|-----------------------------------|
| Synthesize information and apply. |
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|                             |
|-----------------------------|
| Problem solving<br>10 - 15% |
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
20 - 40%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation.

Other Category  
5 - 10%

**Representative Textbooks and Materials:**

Levy, Sidney. Project Management in Construction. McGraw Hill, 2002.  
Instructor prepared materials.