

**CONS 105 Course Outline as of Fall 2022****CATALOG INFORMATION**

Dept and Nbr: CONS 105 Title: CONTRACT DOCS

Full Title: Construction Contract Documents

Last Reviewed: 9/25/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	6	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

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:**

In this course, students will gain experience working with and understanding the relationship between all the components that constitute typical contract documents for a construction project. Such components include the working drawings, project manual, specifications, contracting requirements, procurement requirements, modifications and addenda, and resource drawings.

**Prerequisites/Corequisites:**

Course Completion of CONS 103

**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: In this course, students will gain experience working with and understanding the relationship between all the components that constitute typical contract documents for a construction project. Such components include the working drawings, project manual, specifications, contracting requirements, procurement requirements, modifications and addenda, and resource drawings. (Grade Only)

Prerequisites/Corequisites: Course Completion of CONS 103

Recommended:

Limits on Enrollment:

Transfer Credit:

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

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

**AS Degree:**      **Area**      Effective:      Inactive:

**CSU GE:**      **Transfer Area**      Effective:      Inactive:

**IGETC:**      **Transfer Area**      Effective:      Inactive:

**CSU Transfer:**      Effective:      Inactive:

**UC Transfer:**      Effective:      Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Describe the component requirements needed to compile a complete set of contract documents.
2. Place a material or method specification under its proper place in the proper division.
3. Write a complete specification section for simple operation and material selection.
4. Describe General Conditions of the contract, contractual relationships, public agency, and corporate General Conditions.

**Objectives:**

At the conclusion of this course, the student should be able to:

1. Assemble and modify specifications including descriptive and performance types.
2. Research the organization of specifications according to the MasterFormat system.
3. Relate specification requirements to relevant code requirements.
4. Research, write, and modify existing contract components as typically used in construction.

**Topics and Scope:**

- I. The Contract Document Process Overview
- II. Working Drawings
  - A. Quantity unit survey review
  - B. Drawing graphics, symbols, annotation, and drawing/detail scales
  - C. Drawing types, organization, and outline specifications
- III. Specifications
  - A. General specification references (e.g. Cal-Trans or jurisdictional)
  - B. Construction Specifications Institute (CSI) MasterFormat standard
    1. CSI divisions

- C. Specification types
  - 1. The typical parts of a specification
  - 2. Descriptive specifications
  - 3. Performance specifications
- D. The project manual
  - 1. Project manual overview
  - 2. Invitation and instructions to bidders
  - 3. Template of agreement and contracts
  - 4. General requirements
  - 5. Scheduling
  - 6. Submittals
  - 7. Quality control
  - 8. Close-out process
  - 9. Field office requirements
  - 10. Temporary construction requirements
  - 11. Project close-out
  - 12. Record documents
  - 13. Warranties

#### IV. Contracts

- A. The typical parts of a contract
  - 1. Full names, addresses, and signatures of both parties
  - 2. Scope and schedule of work
  - 3. Project costs, retention, and payment terms
  - 4. Authority
- B. Types of contracts
  - 1. Lump sum contract
  - 2. Not-to-exceed
  - 3. Industry accepted contract documents
    - a. American Institute of Architects (AIA)
    - b. Associated General Contractors (AGC)
  - 4. Time and materials contract
  - 5. Unit costs contract
- C. Significant contract clauses
  - 1. Liquidated damages
  - 2. Stop project
  - 3. Withhold payment
  - 4. Insurance requirements
  - 5. Requirements for proper licensure, bonding, permitting and insurance
  - 6. Unforeseen circumstances and acts-of-God
  - 7. Change orders
  - 8. Warranties and guarantees
  - 9. Mechanic's lien laws
  - 10. Testing and inspections
  - 11. Dispute resolution: mediation, arbitration, and litigation
  - 12. Subcontract documents list
  - 13. Exhibits
  - 14. Right to cancel

#### V. Construction Industry Laws

- A. Construction contract law fundamentals
- B. Contractor licensing laws
- C. Mechanic's lien laws
- D. Labor laws

## E. Technical specifications

All topics will be covered in the lecture and lab portions of the course.

### Assignment:

Lecture:

1. Reading assignments (20-50 pages per week)
2. Study question sets (6-12)
3. Quiz(zes) (1-4)
4. Midterm exam
5. Final exam

Lab:

1. Specification assignments (2-10)
2. Contract assignments (2-10)

### 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.

Specifications and contracts

Writing  
5 - 10%

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

Study question sets

Problem solving  
30 - 60%

**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.

Quiz(zes) and exams

Exams  
30 - 50%

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

Class participation

Other Category  
5 - 10%

### Representative Textbooks and Materials:

Instructor prepared materials