Course: Front End Documents – The Keystone for Success

Who Should Attend: Principals, Project Managers, Project Team Captains, Specification Writers, Licensed Practitioners, Emerging Professionals

CEU’s: 4 AIA/HSW; 4 PDHs

Dates/Times: September 21, 2016; 7:30-11:30 a.m.

Location: McGill Smith Punshon – Training Room
3700 Park 42 Drive, Suite 190B, Cincinnati, Ohio 45241

Instructors: Eric A. Teske, Assoc. AIA; Vice President – Oswald Companies
Eric O. Pempus, AIA, LEED GA; Risk Manager – Oswald Companies

Cost: $149 AIA Member; $169 AIA Sponsored Staff or Allied Organization(s) Member; $199 Non-Member (includes Continental Breakfast)

Class Size: 30 Max.

On-Line Registration: Workshop

Front End Documents – The Keystone for Success Workshop Description:

Front End Documents form the legal requirements from the bidding stage to project closeout and payment of retainage. However, often form documents are used without much thought, even though these documents are prepared for a specific project and for specific owner needs. In reality, the Front End Documents are just as important as all of the Contract Documents. It is especially important that the project team members refer back to all of the documents to confirm that they are following the contract as written for the specific project that they are building before a dispute may arise. Typical Front End Documents in a project manual (other than the specifications) are:

- Notice to Bidders
- Instructions to Bidders
- Bid Form
- Contractor’s Qualification Statement
- Contract for Construction
- Bid Guarantee & Bonds
- General Conditions of the Contract for Construction
- Supplementary Conditions
- Special Conditions

Learning Objectives:

- Understand and review what typical Front End Documents are and how they impact the practice of individual architects and their firms. In particular, two AIA documents will be discussed and analyzed that are the A201-General Conditions of the Contract for Construction and the A503-Guide for Supplementary Conditions. Learning from this discussion will allow architects to apply their knowledge gained to improve the project delivery.

- Understand the types of contracts for construction (owner-contractor) that are part of the Front End Documents, taking into consideration the scope and the terms & conditions of the contracts involved. This understanding can be applied by an architect to their projects for the benefit to the project owner.

- Understand the types of conditions for construction (general, supplementary and special) used in Front End Documents, and how these can assist an architect managing their risks in their practice.

- Attendees of the program will gain an understanding that large percentage of issues result from communication breakdown on project documents and this includes the Front End Documents. This will include risk management strategies to enhance better communication in an architect’s practice, involving also consultants to an architect, contractors and the project owner.

Note: Attendees will be assigned to read and have a copy of the following Front End Document references at the program: 1) CSI Master Format whitepaper (2004); 2) CSI Master Format List for Division 0 (and Division 1 for reference only); 3) AIA A201 (2007)-General Conditions of the Contract for Construction (Single Prime); 4) AIA A305 (1986)-Contractor’s Qualification Statement; 5) AIA A503 (2007)-Guide for Supplementary Condition. This information will be provided in electronic form upon registration with clear instructions of what will be expected prior to the workshop – to establish a baseline for intelligent discourse during the four hour session.

Front End Documents - The Keystone for Success serves as the platform for a follow-up workshop addressing construction phase services.