



**Course Location:**  
**AGC San Diego Training Center**

6212 Ferris Square  
San Diego, CA 92121  
858-558-7444 | 858-731-8155 (Education Department)  
www.agcsd.org

Contact: Becca Schaffer Education Marketing Manager - bschaffer@agcsd.org

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## **Construction Contract Administration**

### One 7-hour session

Construction projects revolve around contracts. Caring for the requirements of your own contract between you and your customer or administering the requirements of contracts with your subs and suppliers can be a monumental task. This one-day overview of the contracting life cycle and critical associated tasks will help you learn how to identify essential requirements, set up effective systems, and manage within them. From negotiations to final closeout, every important step is considered.

This workshop will help you:

- define and understand roles, responsibilities, and authority levels under the contract
- create tools to assist in the administration of contracts
- avoid project problems and issues by using the contract as an effective management tool
- understand and manage the contract modification process
- understand inspection, acceptance and payment aspects of the contract
- know how to apply and enforce flowdown provisions
- learn to close out projects more efficiently
- build healthy relationships through prudent contract administration

Target Audience:

- Contract Administrators
- Contract Managers / Specialists
- Construction Managers
- Project Managers
- Assistant Project Managers

**DATE: September 25, 2018**

**Time: 8:00am - 4:00 pm each day**

**Course Tuition: AGC Members \$225 | AGC JUP \$0 using eligible funds | Non Members \$325**

**Registration:** Online Registration Must be completed [WWW.AGCSD.ORG](http://WWW.AGCSD.ORG)



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**Cancellations and/or Changes Policy:** Cancellation notification must be received in writing no later than three business days prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego three business days prior to the course start date. If a cancellation is received within the three business day time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancellation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.

**Payment:** Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. [inna@agcsd.org](mailto:inna@agcsd.org)