



Broward Community College

Course Outline

STATUS: A

COMMON COURSE NUMBER: BCT 1706

COURSE TITLE: Building Construction Documents

CREDIT HOURS: 2

CONTACT HOURS BREAKDOWN:

Lecture/Discussion 32

Lab

Other

Contact Hours/Week 2

CATALOG COURSE DESCRIPTION: This course is designed to familiarize students with documents used in construction industry, facets of the construction process, contractual relationships, the relationship of documents to each phase of construction and an overview of the CSI's sixteen divisions [Construction S Industry]. At the conclusion of the course students will have gained the proficiency necessary to pass the CDT certification exam given by CSI.

Prerequisite:

Co requisite:

UNIT TITLES:

1. Construction Process, Contract Types
2. Construction Relationships, Provisions, Rights, Duties, Responsibilities
3. Use and Interpretation of Construction Documents
4. Construction Contract Administration
5. Project Delivery Systems
6. Contract Modification Procedure
7. Payments
8. Claims and Disputes
9. Project Closeout

I. Course Overview:

Upon successful completion of this course, the students should be able to understand each of the construction documents, the administration of a construction contract from contract award through completion including claims and disputes, and the sixteen CSI divisions. This course will provide the student the necessary information to pass the CSI sponsored certification exams for Certified Construction Contract Administrator [CCCA] and the CDT [Construction Document Technology].

II. Units:

Unit 1. 1. Construction Process, Contract Types

General Outcome:

1.0 The students should be able to differentiate between the various construction contracts and the overall construction process.

Specific Learning Outcomes:

Upon successful completion of this course, the students should be able to:

- 1.1 Identify different construction contracts.
- 1.2 Identify modifications and substitution procedures in contracts.
- 1.3 Identify what constitutes contract documents.
- 1.4 Identify and Understand the standard construction process: Design, Bid, and Build.
- 1.5 Identify the relationship bidding documents, plans and specifications and contract documents have to each other.

Unit 2. Construction Relationships, Provisions, Rights, Duties, Responsibilities

General Outcome:

2.0 The students should be able to identify by contract the different contractual relationships, duties and responsibilities of each.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

2.1 Understand the rights, duties, and responsibilities of each party to a construction contract.

2.2 Understand the contract provisions and what they mean

2.3 Understand the relationship and organization of construction documents.

2.4 Explain what constitutes construction documents.

Unit 3. Use and Interpretation of Construction Documents

General Outcome:

3.0 The students should be able to understand each of the construction documents.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

3.2 Identify and describe understand the CSI's[Construction Industry] 16 Divisions.

3.3 Understand the different formats of organization for specifications and other documents.

3.4 Interpret the construction documents.

3.5 Describe the process of modification to contract and substitution procedures.

Unit 4. Construction Contract Administration

General Outcome:

4.0 The students should be able to demonstrate how to administer a construction contract.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

4.1 Describe the documents used during the construction process.

4.2 Understand the roles and relationships of the documents.

4.3 Understand the basic administration of a traditional design bid - build construction contract.

Unit 5. Project Delivery Systems

General Outcome:

5.0 The students should be able to understand the different kinds of project delivery systems, design-bid-build, design-bid, construction management at risk.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Recognize and understand the different methods of project delivery.
- 5.2 Become proficient in understanding the traditional design-bid-build project delivery system.
- 5.3 Understand what guaranteed maximum price [GMP] means in contract at risk.

Unit 6. Contract Modification Procedure

General Outcome:

6.0 The students should be able to understand how contracts are modified prior to bidding and during the actual construction process.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 6.1 Describe the role of Addenda during bidding to modify a project.
- 6.2 Understand and describe the role of a contract modification during construction.
- 6.3 Understand and describe the role that the change order has in modifying the contract.
- 6.4 Understand a construction change directive and when it is used during construction.
- 6.5 Understand what happens when the parties to a contract cannot agree on the cost of a change and the possible means to resolve.

Unit 7. Payments

General Outcome:

7.0 The students should be able to understand how a contractor is paid for the work in the construction contract.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 7.1 Identify and describe what a schedule of values is and how it is used to evaluate the payment a contractor gets.
- 7.2 Understand the parties who may have to approve a contractor's application for payment.
- 7.3 Understand how to fill out a contractor's application for payment and what each line means.
- 7.4 Understand the concept of retainage until the project is complete and how retainage is used.

Unit 8. Claims and Disputes

General Outcome:

8.0 The students should be able to understand how claims and disputes arise and how they are resolved.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 8.1 Understand what constitutes a claim and how they arise.
- 8.2 Understand how contractors use RFI's and other means to build claims.
- 8.3 Understand the means to counter claims and offenses.
- 8.4 Understand the role of good documentation on every parties part.
- 8.5 Understand how to resolve disputes as they occur.
- 8.6 Understand litigation, arbitration, and alternative dispute resolution as means to resolve construction disputes.
- 8.7 Understand the risks and benefits of litigation, arbitration and alternative dispute resolutions.

Unit 9. Project Closeout

General Outcome:

9.0 The students should be able to understand the documents and procedures employed to closeout a project.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

9.1 Understand the documents that must be supplied by contractor to close out a project, including warranties, operations and maintenance manuals.

9.2 Understand procuring releases of lien to procure final payment.

9.3 Understand the importance and distinction between substantial completion and final completion, and the subsequent inspections to bring project to a close.