



Claims Prevention Training Services

Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls and Project Management

Seminar Reference Manual



LONG INTERNATIONAL

Long International's senior personnel have extensive claims analysis and dispute resolution experience encompassing over 400 projects worldwide. This experience has taught us many lessons to avoid the costly problems created by claims. We believe that the essential elements of a Claims Prevention Program include the following:

- Understanding the contract
- Knowing the basic claim entitlements and avoiding them
- Reviewing and approving of as-planned schedules and understanding schedule administration
- Utilizing independent biddability/constructibility reviews
- Preparing of quality contract documents
- Implementing timely contract administration
- Integrating cost and schedule control
- Adhering to the contractual change management system
- Requiring proper and thorough documentation
- Documenting cause/effect of delays and increased costs
- Mitigating claims during engineering and construction
- Implementing periodic project reviews by senior management
- Analyzing risks before signing contracts
- Implementing an effective dispute resolution process

Long International has significant experience in providing Claims Prevention Training Seminars to address and implement the program components listed above for our clients' management, engineering and construction staff. We have developed the basic framework of a training seminar entitled "Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls and Project Management." This seminar will be tailored to each client's organizational structure, project execution styles, and level of experience, and can be provided in one- or two-day formats, depending on the level of detail that suits our client's availability and needs.

In addition to training, we have developed detailed checklists for the following:

- Bid Preparation Issues
- Reviews and Approvals of As-Planned Schedules and Schedule Updates
- Site Inspections Prior to Bidding
- Project Documentation
- Problem Identification and Analysis
- Contractor's Risk Analysis

These checklists can be utilized during project execution to better enable our client's management teams to manage and control their projects.



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Training Seminar Manual – Table of Contents

I. WHY CLAIMS OCCUR – THE RED FLAGS

- Characteristics of a Highly Impacted Project
- Situations Causing Costly Claims
- Practices that Cause Claims

II. CLAIM TYPES

- Acceleration
- Acts of God/Weather
- Cardinal Change
- Constructive Change
- Defective and Deficient Contract Documents
- Delays
- Differing Site Conditions
- Directed Change
- Disruption
- Implied Warranty
- Impossibility of Performance
- Maladministration
- Owner Furnished Items
- Strikes
- Superior Knowledge
- Suspensions
- Termination
- Unjust Enrichment
- Variations in Quantities

III. CONTRACT CLAUSES

- The Basic Rules of Contract Interpretation
- Specific Contract Clauses
- Problem Contract Clauses

IV. DOCUMENTATION

- How to Document
- What to Document
- Records Management Checklist
- Configuration Management
- Notice Letters

V. SCHEDULING AND DELAY ANALYSIS

- Planning Tool vs. Retrospective Analysis
- Contract Provisions Affecting Schedule Preparation and Updates
- Scheduling Provisions Affecting Change Orders and Claims
- Case Law Affecting Claim Preparation
- Delay Claims, Time Extension Requests, and Liquidated Damages
- Common Methodologies for CPM Schedule Delay Analysis

VI. QUANTIFICATION OF DAMAGES

- Alternative Methods of Presenting Damages
- Types of Damages
- Liquidated/Actual Damages

VII. CLAIMS PREVENTION

- Quality Contract Documents
- Management of Outside Design Professionals
- Constructibility and Biddability Reviews of the Contract Documents
- Site Investigation
- Review and Approval of Detailed As-Planned Schedules
- Claims Mitigation during Engineering and Construction

VIII. DISPUTE RESOLUTION

IX. CASE STUDY

