



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

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A Training Seminar



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Long International's experts have extensive claims analysis and dispute resolution experience encompassing over 450 projects worldwide. This experience has taught us many lessons to prevent the costly problems that claims create. We believe that essential elements of a claims prevention program include the following:

- Understanding contracts
- Analyzing risks before signing contracts
- Knowing the basic claim entitlements and avoiding them
- Reviewing and approving as-planned schedules
- Understanding schedule administration
- Utilizing independent biddability and constructability reviews
- Preparing 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 and effect of delays and increased costs
- Mitigating potential claims during engineering and construction
- Implementing periodic project reviews by senior management
- Implementing an effective dispute resolution process

Long International has significant experience providing claims prevention training seminars to address and implement these elements for our clients' management, engineering, and construction staff. We tailor our training seminar "Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls and Project Management" to each client's organizational structure, project execution styles, and level of experience. Depending on the level of detail that suits our client's availability and needs, we can provide our training seminar in one- or two-day formats.

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

Using these checklists during project execution can help our clients' management teams manage and control their projects.



“Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls, and Project Management” Training Seminar Manual – Table of Contents

Section I: Why Claims Occur – The Red Flags

- 1.1 Characteristics of a Highly Impacted Project
- 1.2 Effect on Project Costs
- 1.3 Situations Causing Costly Claims
- 1.4 The Court’s View of Contract Interpretation
- 1.5 Assessment of Problems Associated with Poor Project Management Performance
- 1.6 Why Construction Disputes Occur and How to Promote Early and Amicable Settlements
- 1.7 Typical Problems Leading to Delays, Cost Overruns, and Claims on Process Plant and Offshore Oil and Gas Projects

Section II: Claim Types

- 2.1 Acceleration
- 2.2 Acts of God/Weather
- 2.3 Cardinal Change
- 2.4 Constructive Change
- 2.5 Defective and Deficient Contract Documents
- 2.6 Delays
- 2.7 Differing Site Conditions
- 2.8 Directed Change
- 2.9 Disruption
- 2.10 Implied Warranty
- 2.11 Impossibility of Performance
- 2.12 Maladministration
- 2.13 Owner-Furnished Items
- 2.14 Strikes
- 2.15 Superior Knowledge
- 2.16 Suspensions
- 2.17 Termination
- 2.18 Unjust Enrichment
- 2.19 Variation in Quantities



Section III: Construction Contract Clauses

- 3.1 Know Your Contract
- 3.2 Specific Contract Clauses
- 3.3 EPC Contract Risk Analysis Associated with Onshore Projects in Developing Countries

Section IV: Documentation

- 4.1 How to Document
- 4.2 What to Document
- 4.3 Records Management Checklist
- 4.4 The Impact of Poor Contemporaneous Project Records on Claims Preparation and Expert Analyses for Loss of Labor Productivity on Complex Industrial Construction Projects
- 4.5 Configuration Management
- 4.6 The Importance and Value of “Notice” Provisions in Construction Contracts
- 4.7 Sample Construction Notice Letters
- 4.8 Developing Subcontract Pricing as Applied to Building Construction
- 4.9 The Importance of Project Handover Documentation

Section V: Scheduling and Delay Analysis

- 5.1 Evolution of Scheduling Methods
- 5.2 Schedule Mechanics – The Foundation of a Quality Schedule
- 5.3 Key Elements for Successful Schedule Management
- 5.4 The Schedule Basis Memorandum
- 5.5 Planning Tool vs. Retrospective Analysis
- 5.6 Contract Provisions Affecting Schedule Preparation and Updates
- 5.7 Contract Scheduling Provisions Affecting Change Orders and Claims
- 5.8 Case Law Affecting Schedule Delay Claim Preparation
- 5.9 Initial Assessments for Performing CPM Schedule Delay Analyses
- 5.10 Retrospective Delay Analysis Methods
- 5.11 Forensic Schedule Quality Assurance Reviews
- 5.12 Schedule Quality Assurance Procedures

Section VI: Quantification Of Damages

- 6.1 Alternate Methods to Present Damages
- 6.2 Types of Damages
- 6.3 Applications of Monte Carlo Simulations in Dispute Resolution and Claims Work

Section VII: Construction Claims Prevention

- 7.1 Quality Contract Documents
- 7.2 Avoiding Project Failure by Defining Requirements
- 7.3 Management of Outside Design Professionals
- 7.4 Constructability and Biddability Reviews
- 7.5 Site Investigation
- 7.6 Review and Approval of Detailed As-Planned Schedules
- 7.7 Claims Mitigation During Construction
- 7.8 Project Reviews
- 7.9 Cost Control for the Project Manager
- 7.10 Keys to Successful Major Project Execution
- 7.11 Effective Change Order Management
- 7.12 Project Team Motivators and Demotivators
- 7.13 Claims Can Be Mitigated If the Owner Coordinates and Cooperates on Multi-Prime Construction Projects
- 7.14 Commercial Awareness Training for EPC Projects
- 7.15 Contractor’s Risk Analysis
- 7.16 Owner Guidelines
- 7.17 Contractor Guidelines
- 7.18 Construction Claims Analysis Checklist

Section VIII: Dispute Resolution

- 8.1 Negotiation
- 8.2 Arbitration
- 8.3 Litigation
- 8.4 Alternative Dispute Resolution
- 8.5 Conclusion

Appendix – Glossary of Terminology

Case Citations

Index

