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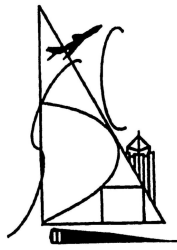
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Or Contact Donna Koepf at:  
775-355-8500  
dkoepf@clarksullivan.com



# Pricing & Negotiating Change Orders & Claims Like a Pro

- Establishing the Foundation: Cost Codes
- What are Direct & Indirect Costs
- Actual Case Studies
- What is "Overhead"?
- How to Price Change Orders & Claims Like an Expert
- How to Negotiate Change Orders
- Insider Tips On Developing Good Negotiating Skills
- How to Price Inefficiency Claims
- How to Price Overtime Inefficiency Costs
- How to Price Delay Claims
- Expert Pricing & Negotiation = More Profits & Cash Flow

### WHO SHOULD ATTEND:

Public Agencies, General Contractors, Subcontractors, Engineers, CEO's, CFO's, VP's, PM's, Superintendents

### DATES & LOCATIONS:

**Wednesday, August 4, 2010**  
Harrah's Reno  
219 North Center Street  
Reno, NV 89501

### TIME:

8:00 a.m. to 4:00 p.m.  
7:30 a.m. Registration  
(Includes Lunch & Course book)

**The Instructor:** Anwar Hafeez is the president and owner of SDC & Associates, Inc. He has over 35 years of hands-on construction experience working as a Contractor/Construction Manager. He has personally supervised over \$1.4 Billion in such landmark projects as the San Diego Convention Center, LA Central Library, LA International Airport, and Washington DC Subway. He has also successfully settled over \$200 Million in claims/change orders. Mr. Hafeez along with SDC has trained construction personnel by seminars and workshops all over the USA.

**FEE FOR ASPE MEMBERS: \$99**

**Fee for Non-Members: \$299**  
(Includes Lunch & Course Book)

### Register by Phone, Fax, Internet or Mail:

Phone: 800-732-3996 Fax: 800-732-3997

www.sdcassociates.com or info@sdassociates.com

9619 Chesapeake Drive, Suite 202 San Diego, CA 92123

Name: _____	Please List All Seminar Attendees: _____
Company: _____	_____
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Please Make Checks Payable to: SDC & Associates, Inc.

# Pricing & Negotiating Change Orders like A Pro Agenda

**07:30 a.m. – 08:00 a.m. - Registration**

**08:00 a.m. – 08:30 a.m.**

**I. Overview**

- A. Definitions of Change Orders & Claims
- B. How to Recognize Change Orders
- C. Do Not Sign this Change Order Language

**08:30 a.m. – 10:15 a.m.**

**II. Documentation of the Change Orders**

- A. Places to Look for Change Orders
- B. Types of Change Orders
- C. Putting the Parties on Notice
- D. Making the Rules Work for You
- E. Documentation – Protect Your Own Interest
- F. Cost Coding Made Easy

**10:15 a.m. – 10:30 a.m. - Break**

**10:30 a.m. – 11:30 a.m.**

**III. Pricing the Change Orders Like a Pro**

- A. Don't Fall for Time & Material Not-to-Exceed Trap
- B. Correct Follow-Up Procedures
- C. Components of a Change Order
- D. Cost Pricing Like a Pro
  - a. How to Overcome Unfair Mark-Ups
  - b. More Details – Not Less
  - c. How to Add in Indirect Costs
- E. Dwg & Spec Conflicts – Interactive Pricing (Case Study No. 1)
- F. Detail and Install Rebar (Case Study No. 2)

**11:30 a.m. – 12:30 p.m. - Lunch Break**

**12:30 p.m. – 01:00 p.m.**

**IV. Learn to Calculate Delay Costs**

- A. Extended Field Overhead Costs
- B. Extended Home Office Overhead Costs
- C. Escalation – Labor/Material/Equipment

**01:00 p.m. – 01:30 p.m.\**

**V. Negotiations Dos and Don'ts**

- A. 12 Traits of a Great Negotiator

**01:30 p.m. – 02:30 p.m.**

**VI. Learn to Calculate Disruption Costs**

- A. Measuring Labor Productivity
- B. Excessive Change Order Inefficiency
- C. Measured Mile Inefficiency
  - a. Actual Problem Solving

**02:30 p.m. – 02:45 p.m. - Break**

**02:45 p.m. – 04:00 p.m.**

**VII. Learn to Calculate Disruption Costs (Cont'd)**

- A. Overtime Inefficiency
  - a. Weekly and Spot Overtime
  - b. Actual Problem Solving
  - c. Case Law
- B. Interactive Case Study No. 3
  - a. Piping Installation Changed Conditions
  - b. Class Evaluation of Negotiations