



“The Construction Educators”

A Chapter of the North Central Region of CSI

## Introduction to Construction Documents

This one-day course is for those who want to increase their knowledge of construction industry practices.

The course format provides a good foundation for individuals who plan to take the Construction Documents Technologist Exam (CDT), and is based on CSI’s ***Project Delivery Practice Guide (3<sup>rd</sup> edition)***.



### ***Project Delivery Practice Guide***

is an optional reference material for this course and is available for purchase from the [CSI website](http://www.csi.org)

### **Date and Time**

**Thursday, December 2, 2021**

**8:30 AM – 12:30 PM**

**&**

**Thursday, December 9, 2021**

**8:30 AM -12:30 PM**

Sign-in starts at 8:25 am

### **Who Should Attend**

Architects, Engineers, Product Representatives, Contractors, Building Managers, and others in the building industry will benefit from this course.

### **Location**

Zoom

Meeting Invite will be sent after registration

### **Method of Enrollment**

**For easy on-line registration, please refer to the Minneapolis – St. Paul Chapter of CSI website at:**

[www.csi-msp.org](http://www.csi-msp.org)

Construction Specifications Institute  
c/o Jaffe Management  
5353 Wayzata Blvd., Suite 350  
St. Louis Park, MN 55416  
Phone: 952-564-3044

### **Cost**

<b>Students</b>	<b>FREE</b>
<b>CSI Members</b>	<b>FREE</b>
<b>Non-Members</b>	<b>\$50.00</b>
<b>Multiple Attendee Discount:</b>	

*Program cost includes instruction & course handouts.*

Registration deadline is  
**December 1, 2021**

## December 2<sup>nd</sup>

### Session 1 – Introduction/ Project Conception

Event No. 012016A  
8:30 AM – 10:30 AM

Understand the purpose of the Project Delivery Practice Guide.

Understand the composition and responsibilities of four Project Teams who come together as a single Team.

Gain an insight into:

- the definitions of the various stages of the Life Cycle of a facility
- activities and documents produced during each stage
- team member responsibilities

Understand the activities and documents produced during the first project stage, Project Conception.

### Session 2 – Project Delivery

Event No. 012016B  
10:30 AM – 11:30 AM

Moves a project from Concept to Completion.

Contractual relationships for Design and Construction of a project.

Six Project Delivery methods.

Management services used for Design and Construction.

Variations in contract payments, scheduling and the number of contracts.

### Session 3 – Design

Event No. 012016C  
11:30 AM – 12:30 PM

Understand the process of converting an Owner's program into written and graphic documents for Schematic Design and Design Development.

Gain an insight into how quality is established for a Project.

Identify the considerations that influence the design of a Project.

Introduce the basic concepts of Life Cycle costs and value analysis.

Identify the attributes that should be included in the evaluation and selection of products.

## December 9<sup>th</sup>

### Session 4 – Construction Documents

Event No. 012016D  
8:30 AM – 11:30 PM

Understand how Contract Documents (contract requirements, drawings, specifications, modifications, etc.) define the rights of, responsibilities of, and relationships between the parties.

Gain an insight of the benefits of using standard documents created by professional associations.

Introduce the definitions, purposes, and content of each of the Procurement and Contract Documents.

Understand the distinctions between Procurement and contracting requirements.

Become familiar with the procedures for soliciting pricing for the Work.

### Session 5 – Bidding/Negotiating/Purchasing

Event No. 012016E  
11:30 AM – 12:30 PM

Understand the transition from design to construction through the procurement process.

Understand the basic concepts of pricing.

Identify the pricing considerations for the various Project Delivery Methods.

Explore the various components of Owner-Contractor Contracts.

Become familiar with the procedures for handling substitutions during bidding.

Gain an insight into the distribution and control of Project information.