

**Baltimore Chapter CSI
Professional Development and Certification Seminars
Winter 2010
Registration Form**

Location: KANN Partners, 33 South Gay Street (at Water Street), Baltimore, MD (go to the 3rd floor). Parking is available across the street in the Water Street Parking Garage (entrances on Gay Street and Custom House Avenue).

Contact: Scott Sider, Education Committee Winter Seminar Chair, Kann Partners; 410-234-0900. Best way to contact: swsider@kannpartners.com

Class Dates: Tuesdays from January 5, 2010 through March 16, 2010.

Class Time: 6PM to 8PM.

Seminar Series Fee: \$40.00 (for the entire series). Please make checks payable to *Baltimore Chapter CSI* and bring to first class with completed registration form. Registration for this class does *not* register you for taking the certification exams. To register for exams, contact CSI at www.csinet.org or call 800-689-2900. Registration deadline is at the end of February 2010.

Instructional Materials You Must Obtain:

- *Project Resource Manual*, which includes MasterFormat™ 2004, SectionFormat™ 2008, and PageFormat™ 2008. Order the PRM from the Institute at 800-689-2900; www.csinet.org.
- 2007 (not the old 1997) edition of AIA A101, *Standard Form of Agreement between Owner and Contractor Where the Basis of Payment is a Stipulated Sum*. Order from the Building Congress and Exchange at 410-823-7200 or Baltimore Chapter AIA at 410-625-2585; www.aia.org. Find additional information at http://www.aiacontractdocuments.org/resource_tools.cfm
- 2007 (not the old 1997) edition of AIA A201, *General Conditions of the Contract for Construction*. Order from the Building Congress and Exchange at 410-823-7200 or Baltimore Chapter AIA at 410-625-2585; www.aia.org. Find additional information at http://www.aiacontractdocuments.org/resource_tools.cfm

Credits: 2 AIA CES credits (including Health, Safety, and Welfare) per session attended, typically.

Please provide the following information:

Name: _____

Firm: _____

Mailing address: _____

Telephone: _____

Fax: _____

Email: _____

Are you planning on sitting for a CSI exam in Late March / Early April 2010? Yes No.

If yes, which? _____

If you need continuing education units or learning units, please furnish the name of your professional organization and your membership number _____
so we can submit your credits.

Are you a CSI member? Yes No. Baltimore Chapter member? Yes No. If not, would you like more information about joining CSI? Yes No.

To obtain study materials, or to register for exams, contact CSI at www.csinet.org or call 800-689-2900.

Reserve your seat as soon as possible. Space is limited and fills up fast.

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Syllabus

Number under the column "PRM Sections" refers to the paragraph numbering the Project Resource Manual's Table of Contents. When a number is listed as "x.0," it is referring to the entire module.

| Date | CDT Preparation | PRM Sections | CCS, CCPR, CCCA Preparation | PRM Sections |
|--|---|---|--|--|
| Tuesday January 5, 2010 | Registration. Construction Process Overview: Measure knowledge of building team members and their relationships, construction process, project phases, and Construction Documents. Review Construction Contract Types. Identify organization and intent of Project Manual and relationship to Specifications. Identify organization and intent of Drawings. Coordination between Drawings and Specifications. | 1.0 — Introduction 2.0 — Project Conception 3.0 — Project Delivery 4.2 — Design Process and Phases 4.3 — Design Considerations 4.8 — Schematic Design Documentation 4.9 — Design Development Documentation 5.1 — Construction Documents Introduction 5.10 — Drawings 5.11 — Coordinating Drawings and Specifications | CCS: Specification Types: Long Form Specifications; Short Form Specifications; Outline Specifications; Preliminary Project Descriptions | 4.8.1 — Use of Preliminary Project Descriptions 4.9.1 — Use of Outline Specifications 5.14 — Short Form Specifications |
| Tuesday January 12, 2010 | Organization of Construction Documents, Part 1: Omniclass, MasterFormat, and UniFormat. | 5.5 — Formats MasterFormat UniFormat OmniClass | CCS: Project Manual and Specifications Practices | 5.9 — Project Manual and Specifications Practices |
| Tuesday January 19, 2010 | Organization of Construction Documents, Part 2 – SectionFormat, PageFormat, Spec Dat, and GreenFormat | SectionFormat PageFormat Spec-Data GreenFormat | CCS: Performance Specifying; Procurement Specifying; Specifying for Government Agencies | 5.7 — Methods of Specifying 5.15 — Performance Specifying 5.16 — Specifying for the Purchase of Goods 5.17 — Specifying for Federal Agencies |
| Tuesday January 26, 2010 | AIA A201 – Contract Provisions: Understand definitions and provisions of AIA General Conditions of the Contract for Construction. Please bring a copy of AIA A201. | 5.4 — Conditions of the Contract AIA A201 — Conditions of the Contract | CCS: Specifications and Contract Forms: The Agreement; Construction Bonds; Construction Insurance; Division 01 Specifications | 5.6 — Division 01 - General Requirements 5.18 — Warranties 5.19 — Construction Bonds 5.20 — Construction Insurance |
| Tuesday February 2, 2010 | AIA A201 – Rights, Duties, and Responsibilities: Understand Owner, Contractor, and A/E roles as defined in General Conditions of the Contract for Construction. | 5.4 — Conditions of the Contract AIA A201 — Conditions of the Contract | CCS: Master Guide Specifications and Specification Production: Master Guide Specifications; Producing a Project Manual; Specification Writing with Computers | 4.4 — Product Evaluation and Selection 5.9.4 — Developing Specifications 5.13 — Master Guide Specifications |
| Tuesday February 9, 2010 | AIA A101 – Owner-Contractor Agreement; Warranty Terminology; Construction Bonds Terminology; Construction Insurance Terminology | AIA A101 – Owner-Contractor Agreement 5.3 — Construction Agreements 5.18.1 — Warranty Terminology 5.19.1 — Construction Bonds Terminology 5.20.1 — Construction Insurance Terminology | CCCA: Construction Administration; Roles and Responsibilities; Preconstruction; Meetings; Construction Observation and Inspection | 7.1 — Construction - Introduction 7.2 — Roles and Responsibilities 7.3 — Preconstruction 7.4 — Meetings 7.6 — Site Visits, Observation, and Inspection |
| Tuesday February 16, 2010 | Modifications and Measurement: Includes Addenda, Architect's Supplemental Instructions, Construction Change Directives, Change Orders, and the myth about bulletins. Review of Allowances, Alternates, and Unit Prices; Cost Estimating and Value Analysis. | 4.6 — Controlling the Variables 4.7 — Cost Estimating and Value Analysis 5.12 — Procurement and Contract Modifications 7.0 — Construction (Definitions Only) | CCCA: Submittals; Quality Assurance and Quality Control; Executing the Work | 4.5 — Quality 7.5 — Submittals 7.7 — Quality Assurance and Quality Control 7.9 — Executing the Work |
| Tuesday February 23, 2010 | Specifications Language and Methods: Review MOP modules on Specification Language, Writing Specifications and Methods of Specifying. | 5.8 — Specification Language | CCCA: Contract Document Interpretations and Modifications; Claims and Disputes | 7.8 — Interpretations and Modifications 7.10 — Claims and Disputes |
| Tuesday March 2, 2010 | Use of Construction Documents: Understanding Procurement Requirements vs. Contracting Requirements. Review of Division 01 and the concept of GENERAL, General, general. | 5.2 — Procurement Requirements 5.6.1 — Organization Basis for Division 01 5.6.2 — Division 01 Relation to Other Documents | CCCA: Measurement and Payment; Project Closeout; Construction Administration Guides | 7.11 — Measurement and Payment 7.12 — Project Closeout 7.13 — Construction Administration Guides |
| Tuesday March 9, 2010 | Procurement / Negotiating / Purchasing; Integrated Project Delivery and Building Information Modeling; | 6.0 — Procurement / Negotiating / Purchasing | CCPR: Services of Product Representatives; Forms of Representation; Working with the Project Team; Product Information | 4.4.5 — Services that Product Representatives Provide to the Design Team 4.10.1 — Forms of Representation 4.10.2 — Working with the Project Team 4.10.3 — Product Information |
| Tuesday March 16, 2010 | Facility Management; Exam preparation | 8.0 — Facility Management | CCPR: Filing Product Information; Distributing Product Information; Forms of Presentation; The Sales Process | 4.10.4 — Filing Product Information 4.10.5 — Distributing Product Information 4.10.6 — Forms of Presentation 4.10.7 — The Sales Process |

Tuesday March 23, 2009 will be held as an open date should weather conditions prevent sessions from being held on their scheduled date.