



**SPECIAL PROGRAM BY THE
C & C OF HONOLULU & HOSTED BY ACECH**

**CONSTRUCTION ADMINISTRATION WORKSHOP FOR THE CITY AND COUNTY OF HONOLULU,
DEPARTMENT OF DESIGN AND CONSTRUCTION, FACILITIES DIVISION CONTRACTS**

**THURSDAY, FEBRUARY 13, 2003 8:30 A.M. – 12:00 NOON
PIKAKE ROOM – NEIL BLAISDELL CENTER
COST - \$30 PER PERSON**

As the City and County of Honolulu endeavors to expand professional services provided by the private sector to include construction administration, the need to establish each other's role and responsibilities, develop a framework of cooperation and uniformity in executing the division's Construction Administration Operating Procedures, are becoming more apparent.

The goal of this workshop is to provide participants information and guidelines necessary to successfully administer a construction contract for the Department of Design and Construction, Facilities Division.

Agenda

- 8:00 - 8:30 A.M. Registration
- 8:30 - 8:45 A.M. Introduction - Goal and Objectives
- 8:45 - 9:15 A.M. Consultant Contract Language - Stage V - Services During Construction
- 9:15 - 9:45 A.M. General Conditions of Construction Contract, City and County of Honolulu, 7/99
- 9:45 - 10:00 A.M. Break
- 10:00 - 11:30 A.M. Construction Management Standard Operating Procedures
 - * Handoff Meeting
 - * Processing of Documents
 - * Certification of Work, Documentation
 - * Cost Proposals/Change Orders
 - * Labor Standards Monitoring
- 11:30 - 12:00 P.M. Questions and Closing Remarks

Membership Meeting February 13, 2003 – Pikake Room – Blaisdell Center

Registration deadline is February 10, 2003. To reserve a space, mail or fax a copy of this form to:
ACECH, P.O. Box 88840, Honolulu, HI 96830 Phone: (808) 234-0821 Fax: (808) 234-1721

Firm _____

List Attendees below:

Total # of reservations: _____ Total Amount Due: _____

Check one: _____ Check enclosed _____ Check to be mailed under separate cover _____ Pay at door

Make checks payable to American Council of Engineering Companies of Hawaii (ACECH)