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Get the must-have reference on construction contract administration -- and the essential study aid for the Certified Construction Contract Administrator (CCCA) Exam. The CSI Construction Contract Administration Practice Guide: Takes an in-depth look at standard contract documents and their successful use in construction projects. Provides expert commentary on various standard forms and their use in documenting design decisions made during project construction and providing for clear project communications. Discusses the roles and responsibilities of all parties to construction agreements and their effective management. Packaged with the book is an access code which provides access to a password-protected Web site with bonus content, including a PDF of the printed book and copies of CSI format documents, such as UniFormat and SectionFormat/PageFormat. This easy-to-follow guide offers invaluable tips all construction professionals can immediately put to use for improving the overall skill and efficiency of document preparation that accurately conveys stated goals, ensuring that all interested individuals receive fair representation throughout the entire construction process. Part of the CSI Practice Guides, a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the building process.

CD-ROM contains: Samples of all AIA contract documents.

Construction Specifications Writing Principles and Procedures John Wiley & Sons The Managing Progress Module is to introduce tools, techniques and methodologies associated with Earned Value Management, that have been identified as being "best tested and proven" practices and which have been found to work on "most projects, most of the time"; provide a logical or rational sequence showing when those tools or techniques would normally and customarily be used and in selected instances, show how to use those tools/techniques and/or where to find additional information on how to use or apply them.

QuickBooks for Contractors is a must have reference tool for construction professionals who want to get the most out of QuickBooks. Beyond the basic manuals and how to guides, this book answers "How do I get QuickBooks to ...?" This unique guidebook presents numerous workarounds and examples of practical applications designed to increase user skill level. Improve the quality of accounting information your company depends on for financial decision making and increasing profits! Some of the topics covered include: Review of functionality available for contractors Generating detailed estimate versus actual job cost reports Job costing all elements of payroll - wages, taxes, and workers comp Getting around payroll taxes being charged to only one expense account Progress and retention billing Multi-state payrolls and charging jobs for worker's comp premium costs with different rates for each class of work and state

Tracking and job costing equipment How to use vendor bills to record journal entries at the item code level Using the inventory module to track materials and charge jobs for usage Tracking subcontractor insurance expirations Overview of percentage completion accounting with formulas and sample journal entries Get QuickBooks to deliver the right information you need to run a successful, profitable construction company with this first book in the series of QuickBooks How to Guides for Professionals. *** The author, Craig Kershaw, CPA, MBA, is a construction industry CFO and Controller with years of experience using accounting systems. He is the managing partner of The CFO Source, a consulting firm that provides senior level financial expertise to small and medium size businesses. A QuickBooks Pro Advisor, the author developed the book as a training tool for construction clients. The author presents continuing education courses on QuickBooks to members of the Maryland Association of CPA's. Offers advice on selecting contractors and home builders, as well as discussing mortgages, site selection, environmental concerns, consumer rights, and contracts, and identifies unethical practices.

This on-the-job- reference tool provides concise engineering, technological and practical guidelines to ensure that every phase in the construction of a building or facility conforms exactly with the design intent. The handbook covers heavy and specialty construction as well as general building. It features full chapters on surveying, excavation, foundations, structural concrete, structural steel, pavements, electrical construction and more.

This book offers comprehensive, authoritative coverage of best practices for effective construction product representation. Readers will find complete guidance on how to prepare and use documents, how to choose the appropriate products for a given project, and what role to play in the construction process and in an Integrated Product Delivery (IPD) workflow. A must-have resource for anyone studying for the Certified Construction Product Representative (CCPR) Exam, the book also features a companion website with a PDF file of the book as well as CSI format documents, such as Unifomat and Sectionformat/Pageformat.

With new features such as expanded design guidelines and new information on international building standards, this tenth edition will keep architects and design professionals up to date with over 50 percent new material from the previous edition. Illustrations.

The authoritative resource for the organization, preparation, use, and interpretation of construction documents encompassing the entire life cycle of a facility. This new edition considers the need for interdependent processes of design, construction and facility use. The Fifth Edition expands the scope of the manual to meet the requirements of all participants involved in a construction project in a stage-by-stage progression, including owners, A/Es, design-builders, contractors, construction managers, product representatives, financial institutions, regulatory authorities, attorneys, and facility managers. It promotes a team model for successful implementation.

"This updated resource covers all aspects of architectural practice, featuring: new material of sustainable design, managing multiple offices, lifelong learning, mentoring, and team building; revised content on programming, project management, construction contract administration, risk management, and ethics; and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery."--Jacket.

Updated edition of the comprehensive rulebook to the specifier's craft With this latest update, Construction Specifications Writing, Sixth Edition continues to claim distinction as the foremost text on construction specifications. This mainstay in the field offers comprehensive, practical,

and professional guidance to understanding the purposes and processes for preparation of construction specifications. This new edition uses real-world document examples that reflect current writing practices shaped by the well-established principles and requirements of major professional associations, including the American Institute of Architects (AIA), the Engineers Joint Contract Documents Committee (EJCDC), and the Construction Specifications Institute (CSI). Also included are guidelines for correct terminology, product selection, organization of specifications according to recognized CSI formats, and practical techniques for document production. Fully revised throughout, this Sixth Edition includes: Updates to MasterFormat 2004, as well as SectionFormat/PageFormat 2007 and Unifomat End-of-chapter questions and specification-writing exercises Samples of the newly updated construction documents from the AIA New chapter on sustainable design and specifications for LEED projects Updated information on the role of specifications in Building Information Modeling (BIM)

Learn the Tips, Become One of Those Who Know Building Construction and Architectural Practice, and Thrive! For architectural practice and building design and construction industry, there are two kinds of people: those who know, and those who don't. The tips of building design and construction and project management have been undercover-until now. Most of the existing books on building construction and architectural practice are too expensive, too complicated, and too long to be practical and helpful. This book simplifies the process to make it easier to understand and uncovers the tips of building design and construction and project management. It sets up a solid foundation and fundamental framework for this field. It covers every aspect of building construction and architectural practice in plain and concise language and introduces it to all people. Through practical case studies, it demonstrates the efficient and proper ways to handle various issues and problems in architectural practice and building design and construction industry. It is for ordinary people and aspiring young architects as well as seasoned professionals in the construction industry. For ordinary people, it uncovers the tips of building construction; for aspiring architects, it works as a construction industry survival guide and a guidebook to shorten the process in mastering architectural practice and climbing up the professional ladder; for seasoned architects, it has many checklists to refresh their memory. It is an indispensable reference book for ordinary people, architectural students, interns, drafters, designers, seasoned architects, engineers, construction administrators, superintendents, construction managers, contractors, and developers. You will learn: 1.How to develop your business and work with your client. 2.The entire process of building design and construction, including programming, entitlement, schematic design, design development, construction documents, bidding, and construction administration. 3.How to coordinate with governing agencies, including a county's health department and a city's planning, building, fire, public works departments, etc. 4.How to coordinate with your consultants, including soils, civil, structural, electrical, mechanical, plumbing engineers, landscape architects, etc. 5.How to create and use your own checklists to do quality control of your construction documents. 6.How to use various logs (i.e., RFI log, submittal log, field visit log, etc.) and lists (contact list, document control list, distribution list, etc.) to organize and simplify your work. 7.How to respond to RFI, issue CCDs, review change orders, submittals, etc. 8.How to make your architectural practice a profitable and successful business. About the author Gang Chen holds a master's degree from the School of Architecture, University of Southern California (USC), Los Angeles, and a bachelor's degree from the School of Architecture, South China University of Technology. He has over 20 years of professional experience. Many of the projects he was in charge of or participated in have been published extensively in Architecture, Architectural Record, The Los Angeles Times, The Orange County Register, etc. He has worked on a variety of unusual projects, including well-known, large-scale healthcare and hospitality projects with over one billion dollars in construction costs, award-winning school designs, highly-acclaimed urban design and streetscape projects, multifamily housing, high-end custom

homes, and regional and neighborhood shopping centers. Gang Chen is a LEED AP and a licensed architect in California. He is also the internationally acclaimed author for other fascinating books, including *Planting Design Illustrated* and *LEED Exam Guides Series*, which include one guidebook for each of the LEED exams.

A Practical Exam Guide for the ARE 5.0 Construction & Evaluation (CE) Division! To become a licensed architect, you need to have a proper combination of education and/or experience, meet your Board of Architecture's special requirements, and pass the ARE exams. This book provides an ARE 5.0 exam overview, suggested reference and resource links, exam prep and exam taking techniques, tips and guides, and critical content for the ARE 5.0 Construction & Evaluation (CE) Division. More specifically this book covers the following subjects: · ARE 5.0, AXP, and education requirements · ARE 5.0 exam content, format, and prep strategies · ARE 5.0 credit model and the easiest way to pass ARE exams · Allocation of your time and scheduling · Timing of review: the 3016 rule; memorization methods, tips, suggestions, and mnemonics · Preconstruction Activities · Construction Observation · Administrative Procedures & Protocols · Project Closeout & Evaluation This book will help you pass the CE division of the ARE 5.0 and become a licensed architect! Can you study and pass the ARE 5.0 Construction & Evaluation (CE) in 2 weeks? The answer is yes: If you study the right materials, you can pass with 2 weeks of prep. If you study our book, "Construction and Evaluation (CE) ARE 5 Exam Guide (Architect Registration Exam)," and "Construction & Evaluation (CE) ARE 5.0 Mock Exam," you have an excellent chance of studying and passing the ARE 5.0 Construction & Evaluation (CE) in 2 weeks. We have added many tips and tricks that WILL help you pass the exam on your first try. Our goal is to take a very complicated subject and make it simple. "Construction and Evaluation (CE) ARE 5 Exam Guide (Architect Registration Exam)," and "Construction & Evaluation (CE) ARE 5.0 Mock Exam," will save you time and money and help you pass the exam on the first try! ArchiteG®, Green Associate Exam Guide®, GA Study®, and GreenExamEducation® are registered trademarks owned by Gang Chen. ARE®, Architect Registration Examination® are registered trademarks owned by NCARB. About the author Gang Chen holds a master's degree from the School of Architecture, University of Southern California (USC), Los Angeles, and a bachelor's degree from the School of Architecture, South China University of Technology. He has more than 20 years of professional experience. Many of the projects he was in charge of or participated in have been published extensively in *Architecture*, *Architectural Record*, *The Los Angeles Times*, *The Orange County Register*, and more. He has worked on a variety of unusual projects, including well-known, large-scale healthcare and hospitality projects with over one billion dollars in construction costs, award-winning school designs, highly-acclaimed urban design and streetscape projects, multifamily housing, high-end custom homes, and regional and neighborhood shopping centers. Gang Chen is a LEED AP BD+C and a licensed architect in California. He is also the internationally acclaimed author of other fascinating books, including *Building Construction*, *Planting Design Illustrated*, the *ARE Exam Guide series*, the *ARE Mock Exam series*, the *LEED Mock Exam series*, and the *LEED Exam Guides series*, which includes one guidebook for each of the LEED exams. For more information, visit www.GreenExamEducation.com

Green Construction is a specialized and skilled profession, and the author has extensive experience in this field. With this in mind, the reference is designed to provide practical guidelines and essential insights in preparing competent and professional looking ?Project Analysis Reports? and ?Project Status Reports?. The book also provides numerous tips on how to phrase the language of reports in a manner that is articulate and clearly understood by Real Estate Lenders and investors, as well as being an indispensable companion for both information and stimulus. Written in a conversational manner, this book will clarify the nuts and bolts of green construction, finance, and cost monitoring? as a profession, and will outline the many attributes required to being successful in this field. Moreover, it will scrutinize the

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mechanics of organizing monthly meetings, contractor payment certifications, budgets, change orders, construction schedules, code compliance, waivers of lien, and much more. Drawing on over 30 years of personal experience across the world - both as an employee and as an employer, the reader will learn how to plan and implement sound business strategies and form alliances in a global context. The book also offers important information and penetrating insights into the process of setting up and working as a due-diligence consultant. In a clear, practical style, it will be explained how to identify opportunities for business development and how to maximize return. It will also articulate how to meet new challenges as well as avoid many of the pitfalls along the way. For the individual professional, this guide provides useful information and tips to help secure a high paying professional position. The book will include amongst other things, up-to-date information on hundreds of useful contacts. Topics covered in this guide include: types of services offered, the consultant's role on the construction loan team, what the lender needs to know, and marketing techniques. The guide will also include a comprehensive appendix that will contain numerous sample letters (e.g. for marketing and certification), building loan agreements, AIA forms, lender/consultant agreement, closeout documents and much more. Likewise included will be an extensive list of useful references from a variety of resources, and much more. Indeed, this handbook will be the most detailed & comprehensive program on the market. It meets all the criteria of a major work and will provide vital and absorbing reading. Provides a detailed blueprint of how to conduct monthly meetings, investigations, understand typical client/consultant agreements, analyze contractor requisitions Includes sample letters, reports, forms and agreements for easy reference. Practical guidelines for preparing Property Analysis and Property Status Reports Includes a glossary of important terms, abbreviations and acronyms

By their very nature, construction projects can create seemingly endless opportunities for conflict. Written by a best selling author with over 40 years of experiences in the construction and general contracting business, Construction Process Planning and Management provides you with the necessary tools to save time and money on your construction project. In this book, Sid Levy provides valuable advice for avoiding or working through the common problems that are a result of the long-term nature of construction projects, failure to select a ?project delivery system? appropriate to the project, incomplete drawing and specifications, unrealistic scheduling, poor communication and coordination among participants, and inadequate contract administration. From project genesis, through design development to contractor and contract selection, on to construction oversight, punch list and successful project close-out, this book will point out those pitfalls to avoid and offer practical advice at every step along the way. Administer the general construction process including solicitation of contractor's qualifications (pre-qualify bidders), comparative analysis of bid packages, recommendation for contract award, contract document negotiation and documentation of job change orders Provide Project Planning and on-site management and coordination of all construction projects Ensure compliance of building construction rules and regulations and collaborate with chief engineers to monitor quality of construction Conduct technical/plan review of construction documents and submit written responses identifying required corrections or changes Design, implement and oversee Company standards for construction policies, practices and processes

A Practical Guide & Mock Exam for the Programming, Planning & Practice (PPP) Division of the ARE Every July, NCARB begins to recreate the Architect Registration Examination (ARE) questions based on a new guide and scope. We always incorporate this latest information into our books. To become a licensed architect, you need to have a proper combination of education and/or experience, meet your Board of Architecture's special requirements, and pass all seven divisions of ARE. This book provides an ARE exam overview, suggested reference and resource links, exam prep and exam taking techniques, tips and guides, and a realistic and complete mock exam with solutions and explanations for the Programming,

Planning & Practice (PPP) Division of the ARE. More specifically this book covers the following subjects: ARE, IDP, and Education Requirements ARE Exam Content, Format, and Prep Strategies Codes and Regulations Environmental, Social & Economic Issues Programming & Analysis Project Budget & Financing Project & Practice Management Site Zoning Two Graphic Vignettes with Step-By-Step Solutions Using the NCARB Practice Program Software Instructions on Installing Alternate DWG Files for Use with NCARB Software The mock exam includes 85 challenging questions of the same difficulty level and format as the real exam (multiple-choice, check-all-that-apply, and fill-in-the-blank), and two graphic vignettes. This book will help you pass the PPP division of the ARE and become a licensed architect! Can you study and pass the ARE Programming, Planning & Practice (PPP) Exam in 2 weeks? The answer is yes IF you study the right materials: If you have ZERO experience but read the right materials, you can pass with 2 weeks of prep. If you study our book, "Programming, Planning & Practice ARE Mock Exam," you have an excellent chance of studying and passing the ARE Programming, Planning & Practice (PPP) Exam in 2 weeks. We have added many tips and tricks that WILL help you pass the exam on your first try. Our goal is to take a very complicated subject and make it simple. "Programming, Planning & Practice ARE Mock Exam" will save you time and money and help you pass the exam on the first try! About the author Gang Chen holds a master's degree from the School of Architecture, University of Southern California (USC), Los Angeles, and a bachelor's degree from the School of Architecture, South China University of Technology. He has more than 20 years of professional experience. Many of the projects he was in charge of or participated in have been published extensively in Architecture, Architectural Record, The Los Angeles Times, The Orange County Register, and more. He has worked on a variety of unusual projects, including well-known, large-scale healthcare and hospitality projects with over one billion dollars in construction costs, award-winning school designs, highly-acclaimed urban design and streetscape projects, multifamily housing, high-end custom homes, and regional and neighborhood shopping centers. Gang Chen is a LEED AP BD+C and a licensed architect in California. He is also the internationally acclaimed author of other fascinating books, including Building Construction, Planting Design Illustrated, the ARE Mock Exam series, and the LEED Exam Guide series, which includes one guidebook for each of the LEED exams. For more information, visit www.GreenExamEducation.com

Become an Expert on the Work Breakdown Structure! The basic concept and use of the work breakdown structure (WBS) are fundamental in project management. In Work Breakdown Structures for Projects, Programs, and Enterprises, author Gregory T. Haugan, originator of the widely accepted 100 percent rule, offers an expanded understanding of the WBS concept, illustrating its principles and applications for planning programs as well as its use as an organizing framework at the enterprise level. Through specific examples, this book will help you understand how the WBS aids in the planning and management of all functional areas of project management. With this valuable resource you will be able to:

- Tailor WBSs to your organization's unique requirements using provided checklists and principles
- Develop and use several types of WBS
- Use WBS software to gain a competitive edge
- Apply the 100 percent rule when developing a WBS for a project or program
- Establish a WBS for a major construction project using included templates
- Understand portfolio management and establish an enterprise-standard WBS

By the year 2000, an estimated \$180 billion will be spent annually on residential renovations. Here, architect Greg Gibson guides homeowners through the renovation process, showing them how they can manage the process as informed participants. For everything from a small add-on to a complete home renovation, this is the homeowner's guide to staying in control of the project from beginning to end. Photos.

This book contains large collection of sample construction and development

agreements covering residential projects, industrial buildings, office complexes, condominiums, planned unit developments, public works, shopping centers, and other development projects.

The procedures in this manual distill six years of learning about the most efficient acquisition and construction methods in this country for high volume production of housing affordable to low-income people. The people in the Rehab Work Group at The Enterprise Foundation have gathered this information first-hand and conveyed it in training workshops on production management throughout the country. Over 2000 participants in the workshops have included rehab specialists from city housing departments, construction managers of single and multifamily rehab projects, program managers from both nonprofit housing development organizations and city rehab departments, as well as students in colleges and universities. They are becoming the backbone of a new cadre of effective producers of affordable housing. In the 30 cities and several rural areas where we have both learned and applied these production management techniques, they have resulted in savings of 5, 10, even 25 percent of the cost of housing development. The Enterprise Foundation is a national, nonprofit organization that my wife Patty and I launched in 1982. The Foundation's mission is to see that all very low-income Americans have the opportunity for fit and affordable housing within a generation, and work their way up and out of poverty into the main stream of American life.

The Managing Contracts Module is to introduce those tools, techniques and methodologies for managing contracts that have been identified as being "best tested and proven" practices which have been found to work on "most projects, most of the time"; provide a logical or rational sequence showing when those tools or techniques would normally and customarily be used and in selected instances, show how to use those tools/techniques and/or where to find additional information on how to use or apply them.

A Practical Guide & Mock Exam for the Site Planning & Design (SPD) Division of the ARE Every July, NCARB begins to recreate the Architect Registration Examination (ARE) questions based on a new guide and scope. We always incorporate this latest information into our books. To become a licensed architect, you need to have a proper combination of education and/or experience, meet your Board of Architecture's special requirements, and pass all seven divisions of ARE. This book provides an ARE exam overview, suggested reference and resource links, exam prep and exam taking techniques, tips and guides, and a realistic and complete mock exam with solutions and explanations for the Site Planning & Design (SPD) Division of the ARE. More specifically this book covers the following subjects: ARE, IDP, and Education Requirements ARE Exam Content, Format, and Prep Strategies Principles Codes and Regulations Environmental, Social & Economic Issues Materials & Technology Project & Practice Management Site Grading Site Design Four Graphic Vignettes with Step-By-Step Solutions Using the NCARB Practice Program Software Instructions on Installing Alternate dwg Files for Use with NCARB Software Instructions on Saving and Installing Various Solution Files for Use with NCARB Software The mock exam includes 65 challenging questions of the same difficulty level and format as the real exam (multiple-choice, check-all-that-apply, and fill-in-the-blank), and four graphic vignettes solutions. This book will help you pass the SPD division of the ARE and become a licensed

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architect Can you study and pass the ARE Site Planning & Design Exam (SPD) in 2 weeks? The answer is yes IF you study the right materials: If you have ZERO experience but read the right materials, you can pass with 2 weeks of prep. If you study our book, "Site Planning & Design ARE Mock Exam," you have an excellent chance of studying and passing the ARE Site Planning & Design (SPD) Exam in 2 weeks. We have added many tips and tricks that WILL help you pass the exam on your first try. Our goal is to take a very complicated subject and make it simple. "Site Planning & Design ARE Mock Exam" will save you time and money and help you pass the exam on the first try About the author Gang Chen holds a master's degree from the School of Architecture, University of Southern California (USC), Los Angeles, and a bachelor's degree from the School of Architecture, South China University of Technology. He has more than 20 years of professional experience. Many of the projects he was in charge of or participated in have been published extensively in Architecture, Architectural Record, The Los Angeles Times, The Orange County Register, and more. He has worked on a variety of unusual projects, including well-known, large-scale healthcare and hospitality projects with over one billion dollars in construction costs, award-winning school designs, highly-acclaimed urban design and streetscape projects, multifamily housing, high-end custom homes, and regional and neighborhood shopping centers. Gang Chen is a LEED AP BD+C and a licensed architect in California. He is also the internationally acclaimed author of other fascinating books, including Building Construction, Planting Design Illustrated, the ARE Mock Exam series, and the LEED Exam Guides series, which includes one guidebook for each of the LEED exams. For more information, visit www.GreenExamEducation.com

A practical guide for architects working at the construction site, showing them how to avoid lawsuits and other problems by explaining exactly what their role is during the construction phase of a project--as well as the responsibilities of owners, contractors, developers, and construction attorneys. Annotation copyrighted by Book News, Inc., Portland, OR

Handbook of Green Building Design and Construction: LEED, BREEAM, and Green Globes, Second Edition directly addresses the needs of building professionals interested in the evolving principles, strategies, and concepts of green/sustainable design. Written in an easy to understand style, the book is updated to reflect new standards to LEED. In addition, readers will find sections that cover the new standards to BREEAM that involve new construction Infrastructure, data centers, warehouses, and existing buildings. Provides vital information and penetrating insights into three of the top Green Building Codes and Standards applied Internationally Includes the latest updates for complying with LEED v4 Practices and BREEAM Presents case studies that draws on over 35 years of personal experience from across the world "This book is specifically written for architecture students about to begin their careers"--

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