



"The Basics" Registration
Operating a Small, Minority, Woman or Disadvantaged Construction
Business for Contractors, Subcontractors and Suppliers



"The Basics" Program

This program is designed to assist small contractors in understanding the basic elements of running a commercial construction business. The program focuses on both technical and administrative skills, with a special emphasis on how to do business with **Bexar County**. It is presented at the AGC office, 10806 Gulfdale on consecutive Tuesdays, 6:00 – 8:00 p.m. Registration Fee: \$150. Full reimbursement if participants attend eight of ten sessions.

SESSION ONE (MARCH 29)

Elements of Running a Successful Construction Business with *Rene Garcia*

(An overview of the next nine sessions)

- Characteristics
- Management
- Leadership
- Developing a Business Plan
- Understanding the Planning Process
- Hot Topics and Future Trends

SESSION TWO (APRIL 5)

Liens: How to Get Paid with *Jonathan Schlueter*

- The Property Code Chapter 53
- The Government Code Chapter 2253
- The Miller Act

SESSION THREE (APRIL 12)

Understanding Contracts with *Adam Richie*

- Contract Formation & Use of Standard Form Documents
- Payment Clauses
- Changes Clauses
- "No damage for delay" Clauses
- Indemnification Provisions
- Dispute Resolution Clauses

SESSION FOUR (APRIL 19)

Bidding & Estimating with *Andrew Chaudoir*

- Information sources of projects to be bid
- Project tracking
- Decision to bid project
- Estimating the project

SESSION FIVE (APRIL 26)

Project Scheduling with *Albert Gutierrez*

- Why schedule?
- Key requirements common to schedules
- Building the schedule
- Updating the schedule
- Modifying the schedule
- Record Keeping

SESSION SIX (MAY 3)

Project Management with *Doug Dorsey*

- What is Project Management?
- What are the advantages of Project Management?
- Steps of Project Management

SESSION SEVEN (MAY 10)

Financial Management and Job Costing with *Chris Thiel*

- Accounting & Cost Control
- Financial Statements
- Cash Flow
- Working Capital
- Job Costing (a case study)

SESSION EIGHT (MAY 17)

Safety & Health with *Sean Moran*

- Management Commitment and Leadership
- Assignment of Responsibility
- Identification and Control of Hazards
- Training and Education
- Record Keeping and Hazard Analysis
- First Aid and Medical Assistance

SESSION NINE (MAY 24)

Insurance & Bonds with *Maryanna Christensen and Paul Poettgen*

- Meeting Insurance Requirements
- Workers Compensation
- Understanding the Basic Concept of Bonding
- Steps to Securing a Bond

SESSION TEN (MAY 31)

Marketing/Business Development with *Joe Irizarry*

- Understanding the Marketing and Planning Process
- Developing and Implementing Your Marketing Strategy
- Marketing Tools, Tips and Techniques
- Networking

Graduation

Successful participants will receive a certificate and reimbursement.