



"The Basics" Program

Sponsored by Bexar County and The Associated General Contractors- San Antonio Chapter

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 within **Bexar County**.

This is a ten week class that is designed to be informative, educational and above all, provide an opportunity to interact with your industry peers.

Classes Include:	
◆ Elements of Running a Successful Construction Business	◆ Safety & Health
◆ Project Scheduling	◆ Financial Management
◆ Bidding & Estimating	◆ Understanding Contracts
◆ Project Management	◆ Insurance & Bonds
	◆ Liens
	◆ Marketing

The material and presenters will be provided by the San Antonio Chapter of AGC.

Classes: Every Tuesday from 6:00—8:00 p.m. at the AGG Offices, March 30 – June 1, 2010

For more information or to request an application send an email to rwatson@bexar.org or call 210-335-0671.

Deadline for applications: March 5, 2010

The tuition is \$150 per student. *(Reimbursed, if graduation standards are met)*

Renee Watson, Manager
Bexar County SMWBE Program/DBE Program Liaison
Economic Development Department
Heritage Plaza, 400 S. Main, San Antonio, TX 78204
(210) 335-2478 Phone (210) 288-7571 Cell (210) 335-0673 Fax e-mail: rwatson@bexar.org

"Linking Your Business to Opportunity"



“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**.

Session One (March 30)

Elements of Running a Successful Construction Business

(An overview of the next nine sessions)

- Company Organization
- Management
- Leadership
- Developing a Business Plan
- Understanding the Planning Process
- Components of a Plan
- How to Make Your Plan Compelling
- Putting Your Plan to Work

Session Two (April 6)

Project Scheduling

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

Session Three (April 13)

Bidding & Estimating

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

Session Four (April 20)

Project Management

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

Session Five (April 27)

Safety & Health

- 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 Six (May 4)

Financial Management

- Accounting & Cost Control
- Financial Statements
- Cash Flow
- Working Capital

Session Seven (May 11)

Understanding Contracts

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

Session Eight (May 18)

Insurance & Bonds

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

Session Nine (May 25)

Liens

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

Session Ten (June 1)

Marketing

- Construction Marketing and Its Importance to Your Business Success
- Understanding the Marketing Planning Process
- Developing and Implementing Your Marketing Strategy
- Secrets to Building Long-lasting Customer Relationships
- Delivering Quality Customer Service to Differentiate from Competitors
- Marketing Tools, Tips and Techniques

All regular session times: 6:00 - 8:00 p.m.
Pricing: \$150.00 tuition per person

REGISTRATION

Please make my reservation for the “**Basics**” Course

Business Description: (check all that apply)

General Contractor Specialty Contractor AGC Member*

* Membership is not required for participation

Years in business: _____

Industry Trade: _____

Number of employees: _____ Annual Revenues: _____

Describe each business that you have owned and length of time in operation:

SMWDBE – Certifying Entity (check all that apply)

South Central Texas Regional Certification Agency
 Texas Building & Procurement Commission
 US Small Business Administration
 Central & South Texas Minority Business Council

Year Expire	_____
Year Expire	_____
Year Expire	_____
Year Expire	_____

Certification Type (check all that apply)

Minority Business Enterprise (MBE)
 Disadvantaged Business Enterprise (DBE)
 Small Business Enterprise (SBE)

Woman Business Enterprise (WBE)
 Historically Underutilized Business (HUB)
 8 (A) Contractor

If your business is not currently certified. (check all the above that apply)

Certification is a requirement for participation in this program:

Date submitted application for certification _____ Agency: _____

Company:

Name: (must be owner to participate)

Title:

Telephone Numbers:

Home: _____

Office: _____

Cell: _____

Pager: _____

Fax: _____

E-mail: _____

Business Address:

City: _____ State: _____ Zip Code: _____

Briefly describe your three most recent projects (indicate commercial or residential) Include also your company's role and responsibilities:

1.

2.

3.

List the contact information for each project described above:

1.

2.

3.

Briefly describe any performance issues or obstacles you have experienced in doing business with a governmental entity:

What benefits do you expect to receive from participating in this program?

Are you willing to commit to attend all ten seminar sessions of this program? Yes No

Upon completion, are you interested in participating in a Mentor-Protégé Program? Yes No

Please email, mail or fax completed application to:

Renee Watson, Manager
Bexar County SMWBE Program
Economic Development Department
Heritage Plaza, 400 S. Main San Antonio, TX 78204
Phone (210) 335-2478 Fax (210) 335-0673 e-mail: rwatson@bexar.org

Deadline for applications: March 5, 2010

Successful applicants will be notified no later than March 12th. Upon acceptance to the class, companies will be required to submit payment of the registration fee.