Course: Front End Documents – The Keystone for Success

Who Should Attend: Principals, Licensed Practitioners, Emerging Professionals, Project Managers, Specification Writers,

CEU’s: 4 LU/HSW

Dates/Times: Sept 21, 2016 (7:30-11:30 a.m.)

Location: McGill Smith Punshon – Training Room
3700 Park 42 Drive, Suite 190B, Cincinnati, Ohio 45241

Presenters: Eric O. Pempus, AIA, Esq., NCARB, LEED GA
Risk Manager, Design and Construction - Oswald Companies

Eric Teske, Associate AIA
Vice President, Design and Construction - Oswald Companies

Cost: $129 AIA Member; $140 AIA Member Staff; $189 Non-Member
(Continental Breakfast Included)

Registration: Save the Date – Registration Link to Follow - visit Oswald or AIA Cincinnati

Front End Documents – The Keystone for Success Workshop Description:

Front End Documents form the legal requirements from the bidding stage to project closeout and payment of retainage. However, often form documents are used without much thought, even though these documents are prepared for a specific project and for specific owner needs. In reality, the Front End Documents are just as important as all of the Contract Documents. It is especially important that the project team members refer back to all of the documents to confirm that they are following the contract as written for the specific project that they are building before a dispute may arise. Typical Front End Documents in a project manual (other than the specifications) are:

- Notice to Bidders
- Instructions to Bidders
- Bid Form
- Contractor’s Qualification Statement
- Contract for Construction
- Bid Guarantee & Bonds
- General Conditions of the Contract for Construction
- Supplementary Conditions
- Special Conditions