



presents a series of

COMMERCIAL AND CONTRACT MANAGEMENT TRAINING SEMINARS

for

Construction Professionals

Spring 2019

**Delay to Completion and Extensions of Time,
Bills of Quantities and Valuation/Assessment of Cost
of Changes in Quantities and Itemisation,
Valuation/Assessment of Cost of Variations and
Claims for Delay and Disruption**



ISO 9001: 2015
Certificate No.: CC 437

Commercial and Contract Management Training Seminars for Construction Professionals

This series of Commercial and Contract Management Training Seminars for Construction Professionals is focused on Time and Additional Payment issues which often arise on building and civil engineering projects in Hong Kong that are administered under the most commonly used standard forms of contract, namely:

- Conditions of Building Contract for use in the Hong Kong SAR published by The Hong Kong Institute of Architects (“HKIA”), The Hong Kong Institute of Construction Managers (“HKICM”) and The Hong Kong Institute of Surveyors (“HKIS”);
- The Government of Hong Kong SAR’s General Conditions of Contract for Building and Civil Engineering Works; and
- The NEC4 Engineering and Construction Contract (“ECC”).

This is a unique opportunity provided by BK SURCO Training for Construction Professionals involved in the commercial management and administration of Building and Civil Engineering Contracts to hear first hand the views of an expert of many years experience who has given expert evidence in arbitration and litigation on the matters covered by these seminars on the following topics:

- **Seminar 1 – Delay to Completion and Extensions of Time**
- **Seminar 2 – Bills of Quantities and Valuation/Assessment of Cost of Changes in Quantities and Itemisation**
- **Seminar 3 – Valuation/Assessment of Cost of Variations**
- **Seminar 4 – Delay and Disruption Claims and Valuation/Assessment of Prolongation of and Disruption to Contractor’s Resources**

BK SURCO Training is an incorporated joint venture between BKAsiaPacific (Hong Kong) Limited (“BK”), the Hong Kong based Consultancy, providing Commercial and Contract Management; Dispute Resolution; Project Management; Planning, Programming & Scheduling and Quantity Surveying Services to the Hong Kong and International Construction Industries, and SURCO Ltd, the information business of the Chartered Institution of Civil Engineering Surveyors (“CICES”). **BK SURCO Training** was founded as the International Training Company of CICES to provide commercial training resources, advice and help for employers of construction personnel, especially those working in civil engineering, and for individuals engaged in commercial activities within the construction industry. **BK SURCO Training** combines the experience of SURCO Training’s experience of providing training advice and structured training programmes for many leading construction companies and employers of engineering services and public seminars in the United Kingdom over many years and the experience of BK in providing commercial and contract management training in Hong Kong and internationally in China, France, India, Japan, Malaysia, Philippines, Singapore, Thailand and Vietnam. **BK SURCO Training** also provides an advisory and mentoring service to all Affiliate Members of CICES, advising on training needs and work experience required, helping them through the professional training courses, advising on any necessary further work experience to implement the knowledge gained through the training modules and assisting them with their preparation of membership application documents and endorsing same.

Training from Expert - Tutor

John Battersby is a Registered Professional Quantity Surveyor (Hong Kong) and Chartered Construction Manager having



worked in the construction industry for 51 years, 35 years of which have been spent working on projects in Hong Kong, China and South East Asia. He is a Fellow of the Chartered Institution of Civil Engineering Surveyors, Chartered Institute of Building, Hong Kong Institute of Construction Managers, Chartered Institute of Arbitrators and Hong Kong Institute of Arbitrators and a

Member of the Royal Institution of Chartered Surveyors and Hong Kong Institute of Surveyors. John has acted as an expert witness many times, both in arbitration and litigation, in respect of additional cost/loss and expense/damages claims, measurement issues, adjustment of rates, valuation of variations and causes and effects of delays to construction works. He has acted both as party appointed expert and “single joint expert” (or “tribunal expert”). He is a Practising Member of the Academy of Experts and accredited by the Academy as an Expert. He has also been appointed as Arbitrator, Assessor, Adjudicator, Mediator and Dispute Resolution Advisor several times.

Commercial and Contract Management Training Seminars

Delay to Completion and Extensions of Time

Half Day 19 Feb 2019 (Tue) 0900-1230

Aims

To give participants the opportunity of:

- furthering their knowledge of contractual and commercial matters relating to time for completion and extensions of time
- familiarizing themselves with the contrasting requirements of the HKIA/HKICM/HKIS Building Contract, the Government General Conditions of Contract for Building and Civil Engineering Works and NEC4 ECC in relation to such matters
- receiving advice on real life contractual and commercial problems and how to avoid them
- receiving advice on how to minimize the risk of improper deductions of liquidated damages
- understanding the importance of the extension of time clause to the Employer as well as the Contractor

Coverage

- Lectures:
 - contract completion requirements
 - importance of planning and programming
 - delays to progress and completion
 - concurrent delays
 - who owns the float?
 - how to avoid arguments on concurrent delay
 - non-completion certificate
 - notices of delay
 - delay recovery/acceleration
- Questions and Advice

Who should attend

All architects, engineers, quantity surveyors, project managers, commercial managers and others who are involved in the notification, processing and granting of extensions of time on behalf of:

- architectural and engineering consultants
- QS and cost management consultants
- employers and developers
- contractors and sub-contractors

and

- lawyers who are involved in advising clients on such issues

Bills of Quantities and Valuation/Assessment of Cost of Changes in Quantities and Itemisation

Half Day 26 Feb 2019 (Tue) 0900-1230

Aims

To give participants the opportunity of:

- furthering their knowledge of the purpose and importance of the BQ, its status under the Contract, problems that can arise from its poor preparation and the contractual provisions for resolving such problems and compensation for changes in quantities and itemisation
- familiarising themselves with the contrasting requirements of HKIA/HKICM/HKIS Building Contract, the Government General Conditions of Contract for Building and Civil Engineering Works and NEC4 ECC in relation to such matters
- receiving advice on how problems associated with the BQ can be avoided
- actively participating in questioning and discussion, by reference to real life case studies, how such problems could have been avoided or, if not avoided, should be resolved

Coverage

- Lectures:
 - introduction to BQ
 - purpose of BQ and its importance
 - status of BQ under the Contract
 - ambiguities and discrepancies
 - errors in descriptions
 - omitted items
 - errors and changes in quantities
 - pricing strategies in relation to “on-costs”
 - re-rating for changes in method, productivity and under or over recovery of fixed costs
 - Standard Methods of Measurement (“SMM”)
 - best practice for preparing BQ to avoid problems
 - best practice for overcoming time constraints, lack of design information and lack of site investigation information

Who should attend

Contractors’

- commercial managers / quantity surveyors

and those involved in contract administration on behalf of consulting engineers and government departments and

- lawyers who are involved in advising clients on claims in respect of errors in BQs and omissions therefrom.

Commercial and Contract Management Training Seminars

Valuation/Assessment of Cost of Variations

Half Day 5 Mar 2019 (Tue) 0900-1230

Aims

To give participants the opportunity of:

- furthering their knowledge of contractual and commercial matters relating to what is deemed to be included in the scope of the Contract Works and what is a variation and how such variations should be valued and/or their cost assessed
- familiarising themselves with the contrasting requirements of the HKIA/HKICM/HKIS Building Contract, the Government General Conditions of Contract for Building and Civil Engineering Works and NEC4 ECC in relation to such matters
- receiving advice on real life contractual and commercial problems and how to avoid them
- receiving advice on how to maximize revenue from variations and avoid unnecessary arguments about claims and notification procedures

Coverage

- Lectures:
 - introduction – what is a variation?
 - ordered variations
 - valuation of variations and re-rating
 - impact of variations on time for completion
 - impact of variations on other work
 - “deemed variations”
 - provisional sums
 - notice relating to variations
- Questions and Advice

Who should attend

All architects, engineers, quantity surveyors, project managers, commercial managers and others who are involved in the valuation and assessment of cost from variations and recovery of additional payment from variations on behalf of:

- architectural and engineering consultants
 - QS and cost management consultants
 - employers and developers
 - contractors and sub-contractors
- and
- lawyers who are involved in advising clients on such issues

Delay and Disruption Claims and Valuation/Assessment of Prolongation of and Disruption to Contractor’s Resources

Half Day 12 March 2019 (Tue) 0900-1230

Aims

To give participants the opportunity of:

- furthering their knowledge of contractual and commercial matters relating to valuation and assessment of prolongation and disruption claims
- familiarising themselves with the contrasting requirements of the HKIA/HKICM/HKIS Building Contract, the Government General Conditions of Contract for Building and Civil Engineering Works and NEC4 ECC in relation to such matters
- receiving advice on real life contractual and commercial problems and how to avoid them
- receiving advice on how to maximize revenue from prolongation and disruption claims resulting from variations and avoid unnecessary arguments about claims and notification procedures

Coverage

- Lectures:
 - damages for breach of contract
 - claims under the Contract
 - importance of proving “cause and effect”
 - difference between valuation and assessment of cost
 - idling and loss of productivity
 - claimable elements of prolongation
 - notices of claim
 - concurrent delays
 - importance of planning and programming
- Questions and Advice

Who should attend

All architects, engineers, quantity surveyors, project managers, commercial managers and others who are involved in the valuation and assessment of prolongation and disruption and recovery of additional payment arising from delays and disruption to progress and completion of the Works on behalf of:

- architectural and engineering consultants
 - QS and cost management consultants
 - employers and developers
 - contractors and sub-contractors
- and
- lawyers who are involved in advising clients on such issues

For enquiries, please contact BK SURCO Training on (852) 2687 2267 or bksurcotraining@bkasiapacific.com

Commercial and Contract Management Training Seminars

Registration Form

I wish to register for the BK SURCO Training Seminar(s) as follows:

Mr / Mrs / Ms / Dr Surname:		First name:	
Company:			
Position:		Email:	
Tel:	Fax:	Mobile:	
Address:			
<i>Contact Person</i>			
Name:		Email:	

Date, Time and Fee (Please select and tick the appropriate boxes)

Workshop	Date (Day)	Time	Fee
<input type="checkbox"/> Seminar 1 – Delay to Completion and Extensions of Time	19 February 2019 (Tue)	0900-1230	HK\$1,300.00
<input type="checkbox"/> Seminar 2 – Bills of Quantities and Valuation/Assessment of Cost of Changes in Quantities and Itemisation	26 February 2019 (Tue)	0900-1230	HK\$1,300.00
<input type="checkbox"/> Seminar 3 – Valuation/Assessment of Cost of Variations	5 March 2019 (Tue)	0900-1230	HK\$1,300.00
<input type="checkbox"/> Seminar 4 – Delay and Disruption Claims and Valuation/Assessment of Prolongation of and Disruption to Contractor's Resources	12 March 2019 (Tue)	0900-1230	HK\$1,300.00
<input type="checkbox"/> Discounted Registration Fee for booking Seminars 1, 2, 3 and 4 at the same time:			HK\$4,600.00

Fee includes light refreshments and workshop materials.

Total Fee: HK\$ _____

Venue: BK SURCO Training Centre, Suite 1908, 19th Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong

Payment and Enrolment Methods

- By **cheque** made payable to: **"BK SURCO Limited"**.
- By **Bank Transfer**:
Please quote booking reference BKCM1902
Bank Name: Hong Kong and Shanghai Banking Corporation Limited
Address: 1 Queen's Road Central, Hong Kong
Account Name: BK SURCO Limited
Account Number: 004-053-067617-001
Swift Code: HSBCHKHKKH
Bank charges to be borne by the payee. Please ensure that BK SURCO Limited receives the full registration fees.

Please return the registration form with the payment (cheque or a copy of bank transfer) to **BK SURCO Limited** by:

Email: bksurcotraining@bkasiapacific.com

Fax: (852) 2687 2252

Post: BK SURCO Limited
Suite 1901-2, 19th Floor, Hopewell Centre,
183 Queen's Road East,
Wan Chai, Hong Kong

For further enquiries, please contact Ms. Phoebe Lai on (852) 3911 0011.

Note: The seminar/workshop programme is subject to change at any time without any liability.

Cancellation: A replacement is always welcome with prior notice to the organiser at no extra charge should the registered delegate be unable to attend. Refunds (less 20% administration charge) will be made for all cancellations received in writing by the organisers not later than 10 working days prior to the date of the seminar.