Contents

1. The Construction Industry 1
2. Business Ownership 48
3. Company Organization 63
4. Project Design and Contract and Bid Documents for a Project 80
5. Cost Estimating and Bidding 104
7. Contract Surety Bonds 192
8. Construction Insurance 213
9. Business Methods 253
10. Project Management and Administration 302
11. Project Time Management 335
12. Project Cost Management 361
13. Labor Law 391
14. Labor Relations 420
15. Project Safety 444

Appendix A. Instructions to Bidders 465
Appendix B. AIA Document B101-2007 Standard Form of Agreement between Owner and Architect 468
Appendix C. Construction Specification Institute MasterFormat 2014 490
Appendix D. AIA Document A201-2007 General Conditions of the Contract for Construction 491
Appendix E. Supplementary Conditions 530
Appendix F. Sample Lump-Sum Proposal Form, with Reference to Addenda, and Alternates 536
Appendix G. AIA Document A101-2007 Standard Form of Agreement between Owner and Contractor Where the Basis of Payment is a Stipulated Sum 538
Contents

Appendix H. AIA Document A102-2007, Standard Form of Agreement between Owner and Contractor Where the Basis of Payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price 546

Appendix I. AIA Document A310-2010 Bid Bond 560

Appendix J. AIA Document A312-2010 Performance Bond 562

Appendix K. AIA Document A312-2010 Payment Bond 567

Appendix L. AGC Document 655 Standard Form of Agreement between Contractor and Subcontractor 572

Appendix M. AIA A401-2007 Standard Form of Agreement between Contractor and Subcontractor 592

Appendix N. Construction Industry Arbitration Rules and Mediation Procedures of the American Arbitration Association 607

Appendix O. Typical Construction Company General Ledger Accounts 668

Index 673