



**California  
Construction  
Contracting  
Program**

[www.buildcalifornia.org](http://www.buildcalifornia.org)



## MODULE DESCRIPTIONS FOR YEAR TWO OF THE CALIFORNIA CONSTRUCTION CONTRACTING PROGRAM MODULE TRAINING SERIES

### **MODULE 1: Construction Contracting Do's and Don'ts**

Known as the "Construction Module" and **geared towards Construction Contractors**, Module 1 provides Small Businesses with key insight into the contracting process, including information on Pre-bid conferences, How to find Bid Opportunities and Planholders, understanding the subcontractor agreement, General Contractor relations, preparing scope letters, project management tools, as well as "real life" examples and spreadsheets regarding construction methods, including a pre-construction checklist and review of Construction Change Orders, Claims & Disputes and Project Closeout requirements.

Made up of three key courses, Module 1 Courses include:

1. *Course 1: Prime & Subcontractor Relations*
2. *Course 2: Project Management & Construction Methods*
3. *Course 3: Change Orders, Extra Work, Claims & Disputes and Project Closeout*

Who Should Attend: Small Business Construction Contractors Interested in Learning The Caltrans Bidding Process and Locating Opportunities.

### **MODULE 2: Construction Law and Federal & State Prevailing Wage**

Module 2 provides attendees with a general understanding of construction law and practices as well as cost control and labor compliance issues relevant to the public works projects they are planning to bid and work on. This information plays a vital role in a contractor's ability to successfully bid and execute public works contracts.

Made up of three key courses, Module 2 Courses include:

1. *Course 1: Construction Law I*
2. *Course 2: Construction Law II*
3. *Course 3: State of California and Federal Prevailing Wage Requirements*

Who Should Attend: Small Business Construction Contractors and Professional Service Firms Interested in Understanding Construction Law, Cost Control and Prevailing Wage Requirements

**MODULE 3:**

**Professional Services Including Architectural & Engineering**

A comprehensive look at the complete Request for Qualifications (RFQ)/Request for Proposals (RFP) process and evaluation criteria, Module 3 breaks down proposal development as well as other important factors in the RFQ/RFP process. This Module includes networking strategy as well as the importance, benefits, and value of post award debriefings.

Made up of three key courses, Module 1 Courses include:

1. *Course 1: Proposal Development- Part 1*
2. *Course 2: Proposal Development- Part 2*
3. *Course 3: Proposal Development- Part 3*

Who Should Attend: Professional Service Firms, Including Consulting Firms and Architects & Engineers (A & E Firms)

**MODULE 4:**

**Accounting and Cash Flow**

Description pending.

Made up of three key courses, Module 1 Courses include:

1. *Understanding Financial Statements*
2. *QuickBooks: Understanding Cash Flow Management*
3. *Growing Capital*

Who Should Attend: Small Business Construction Contractors Interested in Learning Basic Business Financial Management Principles and How to Grow Capital.

**MODULE 5:**

**Project Management for Contractors from A to Z**

Providing important project management tips and other vital resources, Module 5 instructs attendees on the tools that will allow them to effectively plan and manage projects as well as important information on how to navigate the Caltrans Website and obtain the most out of this vital information tool.

1. *Project Management for Contractors*
2. *Navigating the Caltrans Website*
3. *Bid Estimating*

Who Should Attend: Small Business Contractors Interested in Learning How to Effectively Manage Projects, Navigate the Caltrans Procurement Website and Estimate Projects

**MODULE 6:**  
**Combined Safety and Bonding**

Providing key information on Construction Safety including Cal/OSHA regulations, Module 6 reviews effective Construction Safety Program development and implementation. Additionally, Module 6 touches on the importance of bonding and the types of bonding required for the job, providing a wealth of resources that will enable the attendee to find the resources and information to allow them to bid on Caltrans and other Public Works Projects.

Made up of three key courses, Module 1 Courses include:

1. *Safety Part 1*
2. *Safety Part 2*
3. *Bonding*

Who Should Attend: Small Business Construction Contractors Interested in Learning Safety Requirements and The Types of Bonding Available.

**MODULE 7:**  
**Business Connections, Marketing & Networking**

This Module provides attendees the invaluable opportunity to gain insight and tips from Prime contractors who have successfully bid and performed on Caltrans and other Public Works Projects, as well as talk to various Resource Partners in your area. Offering instruction on strategic marketing & networking, Module 7 provides attendees with the perfect opportunity to connect and market their firms to Primes.

Made up of three key courses, Module 1 Courses include:

1. *Prime Panel*
2. *Resource Partners Panel*
3. *Strategic Marketing & Networking*

Who Should Attend: Small Business Construction Contractors Interested in Learning the Caltrans Bidding Process and Tips on Strategic Marketing & Networking