

OFFICE OF THE INSPECTOR GENERAL

GREGORY W. SULLIVAN, INSPECTOR GENERAL

Excellence in Public Procurement through Professional Certification

Massachusetts Certified Public Purchasing Official
(MCPPO) program

www.mass.gov/ig



Design and Construction Contracting

"Overall I am more than pleased with the content and the presentation of these materials. This is excellent material that is ideally suited for Massachusetts public officials who are responsible in some way for contracting design and construction services."

"I am always impressed with the quality, pace and overall effectiveness of your programs...the manuals get well-worn as I look for and generally find the answers to questions as they come up in my work."

DCC Seminar Participants

Prerequisite: *Public Contracting Overview or Charter School Procurement*
Course Level: *Intermediate* **Instructional Method:** *Group-Live*
Advanced Prep.: *None*

This three-day course is tailored to public officials who are involved in contracting for design, public works construction, and public building construction. You will learn practical applications and effective strategies for procuring and administering these contracts. The course concludes with a written examination. Participants must have successfully completed the Public Contracting Overview or Charter School Procurement seminar prior to enrollment.

Topics covered include:

- overview of public construction in Massachusetts
- procuring construction contracts under M.G.L. c. 149 and M.G.L. c. 30, §39M
- the major stages of a public construction project
- prequalification highlights
- the contractor and sub-contractor certification process
- filed sub-bidding
- the roles of the owner, contractor, designer, and construction manager
- keys to effective communication on construction projects
- the objectives and importance of contract administration
- alternative construction methods under M.G.L. c. 149A
- qualifications-based selection of designers
- feasibility studies and project planning
- design and construction contract terms that help protect the owner
- baselines for performance in a design contract
- strategies for avoiding disputes with contractors
- evaluating and selecting architects and engineers

**One Ashburton Place, Rm. 1306
Boston, MA 02108**

The Commonwealth of Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417.
Web site: www.nasba.org

This course qualifies for 20 continuing professional education (CPE) credits and 20 professional development points (PDP), which may be used towards MCPPO recertification.

To register, please visit our website www.mass.gov/ig. If you need additional information, please call or e-mail the Director, Joyce McEntee Emmett, at 617.722.8835 or MCPPO@maoig.net.