



THE SAN FRANCISCO-OAKLAND  
**BAY BRIDGE**  
SEISMIC SAFETY PROJECTS

**THE TOLL BRIDGE SMALL BUSINESS PROGRAM  
ANNOUNCES A SERIES OF  
SMALL BUSINESS TECHNICAL ASSISTANCE COURSES**

**COURSE 1: SUBCONTRACTOR ESSENTIALS, PART 1**

**May 28, 2009**

This course provides an in-depth review of all essential documents and tools needed to successfully complete a project and receive reimbursement in a timely manner. This course is being co-taught by Caltrans representatives and an active toll bridge construction contractor. Areas to be covered include Caltrans Standard Reporting Forms, Subcontractor Agreements, Notice-to-Proceed, Insurance forms, Schedule of Values, Payment invoices, including payment for materials on hand, RFIs, including Submittals and Transmittals (what they are, when to use them), Labor Compliance and Contractor Certified Payroll Reporting.

**COURSE 2: SUBCONTRACTOR ESSENTIALS, PART 2**

**June 11, 2009**

This course provides hands-on exposure to Construction Site Safety, Construction Worksite Set-up, Safety Plan, Project Scheduling, Construction Inspection, Quality Control/Quality Assurance, Extra Work Bills and Change Order Processing including an additional review of Materials Cost Reimbursement. This course also includes breakout exercises to review the do's and don'ts in completing the required forms to ensure success with project engineering and administration.

**COURSE 3: BIDDING AND COST CONTROL**

**Summer 2009 (date TBD)**

Public works construction contracting is a highly competitive environment. Although the lowest successful bid determines the winning contractor on a bid, the most successful contractors are those that can accurately estimate project costs and effectively control the project and its budget. This course discusses tools and methodology to help develop accurate bids and control project costs. The course is designed to provide direct examples recent and actual project costs including detailed bid items reviews relative to costs and quantities. It will also discuss strategies in weighting project costs vis-à-vis early work items and project cash flow.

For more information, please visit the Toll Bridge Program Small Business website at:  
[baybridgeinfo.org/smallbusiness/education](http://baybridgeinfo.org/smallbusiness/education) or call (510) 410-2243