

## Syllabus

Faculty Faculty of Architecture and Design  
Specialization Architecture Engineering  
Semester Second  
Academic Year 2019 - 2020

Course Name **Contracts, Specifications and Quantity Surveying**  
Course Number **1101573**

A Copy of the Study Plan Shall be given to Each Registered Student in this Course. The Study Plan Shall be preserved for Future Use.

## 1. Lecturer Information

- Lecturer Name: **Dr. Niran AL Shaikhli**
- Office Number: **B 348**
- Phone Number: **06-4790222/367**
- Email Address: **nalshikali@meu.edu.jo**
- Office Hours: Sat (8:00 – 12:00), Mon & Wed. (11:30 -12:30), Sun. & Tues. (12:00 – 14:00)

## 2. Course Details

- Meeting Times: **Sun. & Tues. (12:30-14:00)**
- Place: **B029**
- Course Laboratory (if any): **n/a**

## 3. Sources and References

- Text Book:
  - **Khalaf, D., (2011) “Contracts, Specifications and Quantity Surveying”. Amman**
- Other References:
  - Peterson, S.J., and Dagostino, F.R. (2018) "Estimating in Building Construction". 9th edition. Pearson.
  - Russell,R. (2011) "Print and Specifications Reading for Construction". 1st edition.Wiley.
  - Baker,E., Mellors,B.,Chalmers, S., and Lavers,A. (2009) "FIDIC Contracts: Law and Practice (Construction Practice Series)". 1st edition. Informa Law from Routledge. London

- Lecture Notes: The student is responsible for taking notes during the lecture in a special notebook or folder. The student's notebook may be collected at any time without prior notice for the purpose of follow-up and evaluation

#### **4. Course Description:**

##### **1. The Description:**

This course is designed to prepare students to handle the practical tasks the engineer is exposed to in the real life. The topics, discussed in readings and course lectures, are selected to give the student a comprehensive understanding of the process of generating, bidding, and performing construction contracts, components of direct and indirect construction costs, work breakdown, contingency and risk. This course teaches the methodology, procedures and organizational techniques involved in preparing a competitive bid. Detailed estimates for each major construction discipline are prepared, based upon real construction project documents. Ethical considerations in budgeting and estimating are discussed. A study of methods and operations in managing projects from both the perspective of the constructor and designer. Topics include elements of the construction process, project delivery types and types of construction contracts.

##### **2. Objectives:**

The principal objectives of the course are to:

1. Provide an overview of the construction contracts and bidding process and introduce various construction contracts
2. Outline the contents and relationship between the documents which make up the Construction Documents.

3. Describe the different types of contracts, the number of contracts, the method of contractor selection and the basis for contractor payment
4. Explain the bidding process, including the documents included in the bidding requirements
5. Describe the Conditions of the Contract, their purpose, content, and relationship to other parts of the Project Manual.
6. Explain the distinct roles of Drawings and Specifications

### **5. Course Learning Outcomes (CLOs):**

Upon successful completion of this course, the learner should be able to:

1. Understand the tasks, a quantity surveyor usually perform while working either with engineering consultant office or with a contractor during both the design stage and construction phase.
2. Calculate the quantities of several civil and architectural works and prepare a bill of quantity for a given construction project
3. Understand the importance of contracts for a construction project and their main elements and how to prepare contract documents.
4. Identify the types of construction contracts according to project delivery method and payment method
5. Understand the selected aspects of bidding process and procedure identify how consultants, contractors and subcontractors are qualified and how tenders are evaluated for a particular construction project.

6. Understand the technical specifications for a construction project, the methods of writing, formulating and phrasing professional construction specifications and the conditions that must be taken into account when developing them.
7. Recognize the technical specifications of some civil and architectural works and the way of calculating the amounts of work and comprehensive prices

**6. Programme Learning Outcomes (PLOs):** This program is designed to graduate students who are able to:

1. Apply engineering knowledge practically and with high professionalism.
2. Work in teams on several scientific trends and backgrounds.
3. Solve problems in several engineering fields.
4. Conduct research in a way that serves the environment and society.
5. Commit themselves to ethical and professional responsibilities.
6. Optimally utilize methods, skills, and engineering tools.
7. Keep pace with modern structuring methods and building material professionally and efficiency.

## 7. Teaching methods

To improve students' teamwork communication and professional speaking mainly in interviews and technical presentation skills the following learning methods were enhanced:

1. For all sessions the class seats and tables are positioned as an opened box to create an open class discussion and interactive learning environment

2. Case studies from instructor professional experience bring in the subject to life and motivated students participation
3. Working in small groups to encourage everyone involvement
4. Towards the end of the course students shall be able to submit a technical proposal and conduct PPT on it in front of their colleagues.

### 8. Evaluation Methods and their Percentage Value %

#	Evaluation	Value	Description
1.	Exams	30	Multiple choice questions
2.	Final Exam	50	Multiple choice questions
3.	Group Project	10	Feasibility study project/ Writing architectural specifications
4.	Participation	10	Class Attendance ,Case Studies, Quizzes
<b>Total</b>		<b>100</b>	

### 9. Course Schedule:

Week	Subject	Number of Educational Output of the Material	Output Number of the Programme
1	Introduction to Course goal & objective		
2	Engineering Contracts and Tendering	3,4,5	1,5,6,7
3			
4	Technical Specifications	6,7	1,5,6,7
5	Dialogue session by a guest from the Jordanian Engineers Association		
6			
7			

8	Midterm Exam Site Visits		
9	Dialogue session by a guest		
10	Quantity takeoff	2	1,2,3,6
11			
12			
13			
14	Presentation of Project		
15	Final Exam	1,7	1,7

## 10. Course Policies

- Course policies are determined by Undergraduate and Postgraduate Degree Regulations and Student Guide
- Policies should be announced during the first meeting.

### 1. Attendance:

- Students must attend all classes of this course.
- Any student with absence of 15% of the classes of any course, will be illegible to sit for the final exam and will be given the university zero (35%) in this course.
- In the case (b) above, if a student submits an official sick report authenticated by university clinic or an accepted excuse by the Dean of his/her faculty, the student will be considered as withdrawn from the course, and a "W" will be shown in the transcript for this course.

### 2. Delays:

Students are not allowed to come late to classes. Any student coming late will not be allowed to attend the class and he/she will be marked absent.

### 3. Exams:

- Failure in attending a course exam other than the final exam, will result in zero mark unless the student provides an official acceptable excuse to the instructor who approves a make-up exam.

- Failure in attending the final exam will result in zero mark unless the student presents an official acceptable excuse to the Dean of his/her faculty who approves an incomplete exam, normally scheduled to be conducted during the first two weeks of the successive semester.

#### 4. Assignments and Projects:

Assignments and projects should be submitted to the instructor on the due date. Zero mark will be given for late submissions unless the student has an acceptable excuse approved by the instructor of the course.

#### 5. Attending Exams and Meeting Deadlines:

- A student who is late more than 10 minutes will not be permitted to sit the exam (first, second or mid exams).
- A student who is late more than 30 minutes will not be permitted to sit to final exam, and no student will be permitted to leave the exam center before the elapse of 30 minutes.

#### 6. Penalties for Cheating

Cheating is an attempt to gain marks dishonestly and includes; but not limited to:

- Copying from another student's work.
- Using materials not authorized by the institute.
- Collaborating with another student during a test, without permission.
- Knowingly using, buying, selling, or stealing the contents of a test.
- Plagiarism which means presenting another person's work or ideas as one's own, without attribution.
- Using any media (including mobiles) during the exam.