## Construction Claims & Responses

effective writing & presentation

**ANDY HEWITT** 



## **Contents**

About the Auth	or	VII
Foreword by Roger Knowles		ix
Acknowledgem	nents	xi
Chapter 1:	Introduction	1
	Why is it Necessary to Produce a Fully Detailed and Professionally Presented Claim or Response?	1
	The Purpose of the Book	3
	Things to be Considered Before Writing the Claim	4
	The Form of Contract Used in the Examples	7
	Definitions	8
	The Example Projects	9
Chapter 2:	Types of Claim	11
	Claims for Variations	11
	Claims for Extensions of Time	16
	Claims for Additional Payment Due to Prolongation	19
	Acceleration and Disruption Claims	22
	Claims for Damages Under Law	25
	The Requirement to Submit Notices of Claims	27
	Interim and Final Claims	28
	Contract Administration and Project Records	29
	Dispute Adjudication Boards and the Like	32
Chapter 3:	Presentation	35
	Presentation of the Submission or Review Document Writing Style	35 36

	Making the Document User-Friendly	40
	Making the Submission or Review a Stand-Alone Document	40
	Do Not Assume that the Reviewer has Knowledge of the Project or Circumstances	41
	The Importance of Leading the Reviewer to a Logical Conclusion	42
	Use of the Narrative to Explain Other Documents	42
	Substantiation by the Use of Exhibits and Additional Documents	43
	Compilation of the Document	45
	Summary of the Principles Covered in this Chapter	46
Chapter 4:	The Essential Elements of a Successful Claim	49
	Introduction	49
	Summary of the Principles Covered in this Chapter	75
Chapter 5:	The Preliminaries to the Claim	77
	Introduction	77
Chapter 6:	The Extension-of-Time Claim	101
	The Method of Delay Analysis	102
Chapter 7:	The Claim for Additional Payment	123
	Calculations	134
Chapter 8:	The Appendices and Editing	139
	Arrangement of the Appendices	139
	Editing and Review	144
Chapter 9:	Claim Responses and Determinations	147
Chapter 10:	A Note on Dispute Boards	175
Appendix:	Useful Information Sources	183
Index		185

188

FIDIC Clause References