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**WEEK 6**  
**Saturday**  
**Nov 20, 2021**  
**9:00AM–1:00PM**

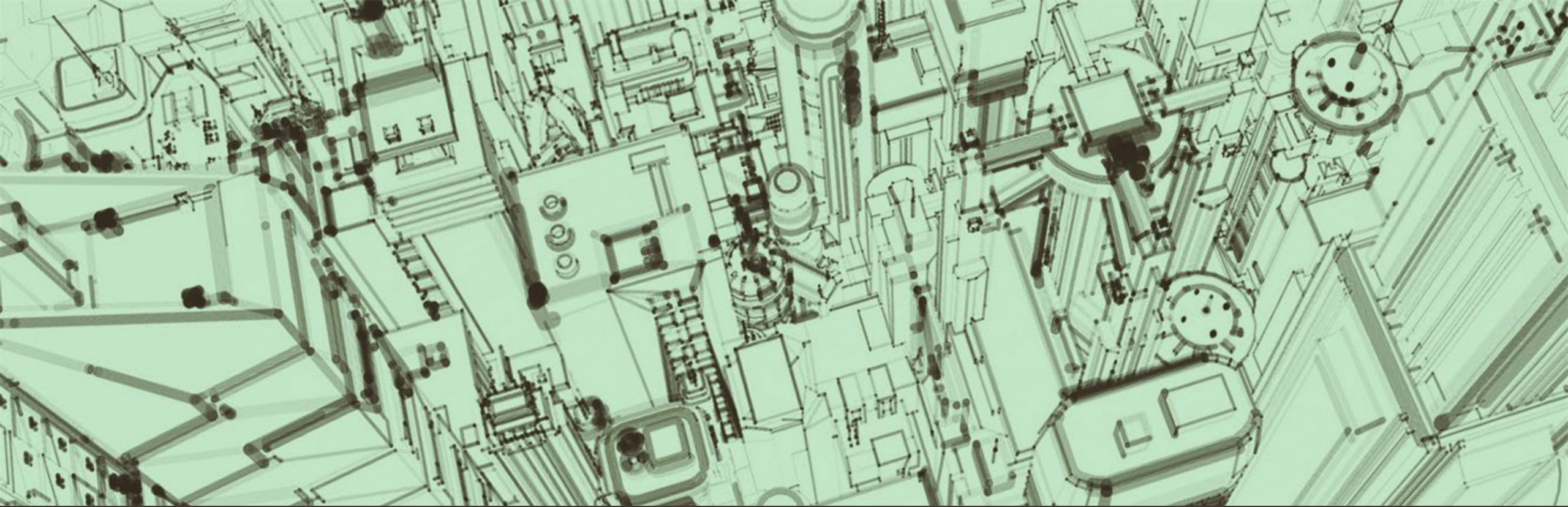
**6<sup>TH</sup> CREATING  
SUSTAINABLE  
NEIGHBORHOOD  
DEVELOPERS'  
PROGRAM: *Virtual***

- 9:00 am: ***Welcome!***  
Dr. Donald Andrews- Dean, College of Business, Southern University and A&M College
- 9:05 am: ***Course Objectives***  
Eric L. Porter, ComNet LLC
- 9:10 am: ***Curriculum Direction***  
Dr. Sung No, Co-Director, SU EDA University Center
- 9:20 am: ***“Where are they Now (Program Graduate)?”***  
Lester Pourciau, “The Pourciau Companies”
- 9:35 am: ***Construction Beyond the Housing Development Award: Xactimate Down Matthews, “Concept Blue”***
- 10:50 am: *Break***
- 11:00 am: ***Construction Cont’d***  
Down Matthews, “Concept Blue”
- 11:45 am: ***Project Management – Best Practices***  
*Eric L. Porter, Sr. Co-Creator of CSNDP*
- 12:45 pm: ***Course Ending Review and Exam Preparation***  
Dr. Sung No
- 1:00 pm: ***Closing***  
Dr. Donald Andrews  
Dr. Ghirmay Ghebreyesus, Director, SU EDA University Center



ComNet, LLC

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# Rehab, Rebuild, and Sustain the Community

Lester Pourciau



# Determining your ability to flip real estate.

- Determine availability and commitment.
- Seek financial advice:
  - Find a Bank or other lending institution that will allow for real estate investments.
  - Develop a relationship with a Banker at the lending institution.
- Determined how much you will have to work with.
  - Consider: the purchase price, closing cost, taxes, repairs, debt servicing, utility cost and agent cost, etc.
  - Create a budget and stay in it.

# The Market

- The real estate market is not always conducive to investments like house flipping.
- Keep a close eye on market trends.
  - Sites like Realtor.com will give you a good idea of what's going on in the market.
    - Determine if there are increases or decreases in the number of available houses.
- Watch the interest rates. High rates slow market, low rates fast market.



# Now you are ready to find a property

- There are several places to find properties. The following are examples:
- East Baton Rouge Sheriff Office
  - Go to the EBRSO
  - Select Foreclosure
  - Select Real Estate Sales List
  - Select Sales Data (EBRSO typo should be Date)
  - Select Case #
  - Select General Inquiry
  - Go through the pages listed at the bottom.
  - Determine the address, copy it and place it on Google
  - Go through all the sites list and get an average of the value of the property
  - Select the properties that you are interest in, and make a list.
  - Go to the Lobby of the EBR Court House on Wednesday at 9:00 and place your bid.

# Other examples for acquiring properties:

- Other examples of auction sites:
  - Free sites:
    - Auction.com
    - Hubzu.com
    - [https://www.hud.gov/topics/homes\\_for\\_sale](https://www.hud.gov/topics/homes_for_sale)
  - Commercial Properties
    - Ten-X
    - Loop-net

I have not been successful at all with either the sites that cost or any direct contact with banks.

# Now you have selected and won the bid

## Immediately After Closing

- Security Issues
  - Builder's, Flood and Liability insurance
  - Intrusion Prevention
- Safety Issues
  - Foundation Issues
  - Pest control
  - Mold Remediation
  - Asbestos Remediation
  - Tree Removal
- Demolition
- Materials Ordering

# Exterior Structural Elements

- Foundation
- Rough Carpentry
- Roof
- Moisture Control
- Windows and Doors
- Siding and Trim
- Masonry
- Sewer
- Landscaping



# Interior Structural Elements

- HVAC
- Plumbing
- Electrical
- Insulation
- Drywall

# Finishing

- Trim
- Painting
- Cabinets and counters
- Flooring
- Tilework
- Baseboards
- Fixtures (Electrical and Plumbing)
- Appliances

# Finally

- Planning and project management are the most important parts of the process:
- Failing to plan is planning to fail.
- The research is vital, it is a constant task.
- Make contact with every trade, and have them on the ready, as you will probably need all of them.
- Determine what you will do to save money. What skills do you bring to the project? Everyone is not a trades person, so do what you can.
- Sweat equity is generally required; Cleaning, touch up painting, landscaping, etc.
- You have to have some skin in the game if you plan to optimize your ROI.

3564 Coolidge ST., Baker











# HOUSING CONSTRUCTION TYPES

## CONCEPT BLUE

By: Dwon Matthews



# MAJOR CONSTRUCTION TYPES

Most homes stand out because of their exterior styling; however, internal construction is limited to a few building techniques that use different materials and processes to provide the basis for any sort of home.

- Timber Frame
- Wood Panels
- Manufacturing
- Concrete
- Steel Stud



- ▶ Straightforward and the most common construction type that relies on large wooden beams for its basic construction, with more narrow timber beams in between them.
- ▶ The quality varies depending on the level of technical skilled labor used.

## TIMBER FRAME





## WOOD PANELS

Unlike timber frame homes, wood panel homes use prefabricated panels that sandwich rigid foam insulation between thinner pieces of wood.

Like timber frame house construction, wood panel homes are susceptible to warping and rot from water, or damage from termites and other insects.



- Manufactured, or prefab, homes use components that have been constructed elsewhere in large numbers.
- While some wood panel homes may be considered partially prefabricated, other homes make much heavier use of manufactured components using plastics, fiberboard and fiberglass.
- Mobile homes are one example of house construction that uses entirely prefabricated parts.

## MANUFACTURING





# STEEL STUD



- ▶ Steel stud construction is popular with commercial buildings, but some home builders also use it in construction residences.
- ▶ It uses many of the same building techniques as wood frame construction but replaces the wood beams with steel. Screws, rather than nails, hold the components together and help form the basic structure, which may be indistinguishable from wood frame construction when the building is complete.
- ▶ Steel stud construction is resistant to fire and insects, which is why some people choose it over a wood frame method.

There are 5 popular types of concrete used for building houses.

1. Concrete Blocks
2. Precast Panels
3. Insulating Concrete Forms
4. Removable Forms
5. 3D Printed

# CONCRETE





## CONCRETE BLOCK

Concrete blocks are fairly self-explanatory.

They are very popular, due to their inexpensive price, and they can be manufactured easily and quickly.



Precast panels are often built at a plant, and then transported to the site of where your home is being constructed.

Generally, they look good, but they can be a bit more expensive.

## PRECAST PANELS





## INSULATING CONCRETE FORMS

ICFs are foam blocks that are hollow and filled with reinforced concrete.

Even when the concrete has been poured in, the foam stays in so that it can provide insulation.

This particular type of concrete is generally not very pretty to look at.



- ▶ Removable forms are very conventional concrete forms.
- ▶ They are usually used to build basement walls, due to the many options for insulation that they offer.

## REMOVABLE FORMS





## 3D PRINTED HOMES

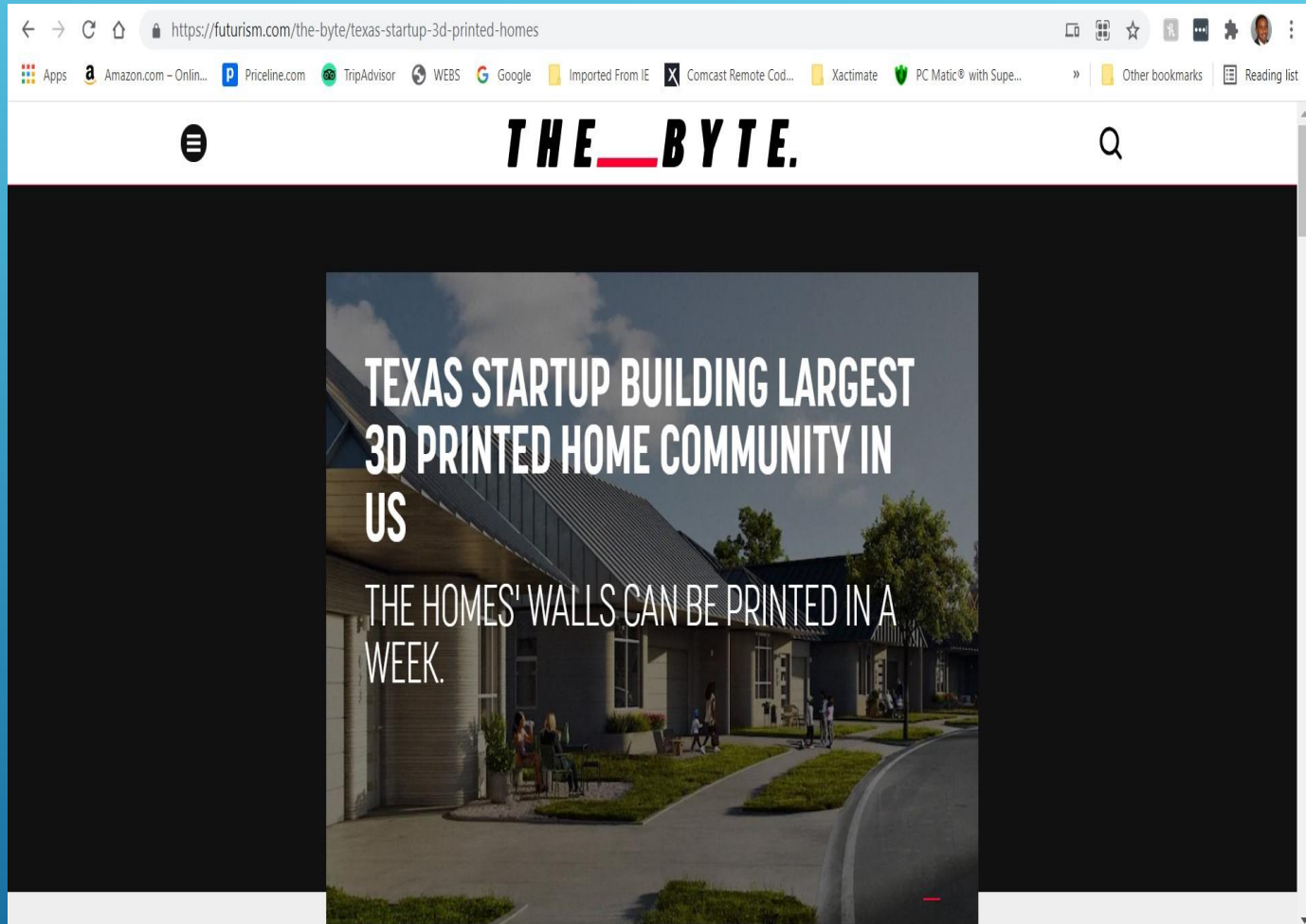
3D printed homes are printed layer by **layer using concrete “ink”**.

There are a variety of 3D printing methods used at construction scale, with the main ones being extrusion (concrete/cement, wax, foam, polymers), powder bonding (polymer bond, reactive bond, sintering), and additive welding.

3D printing has a wide variety of applications within the private, commercial, industrial and public sectors.

Potential advantages of these automation technologies include faster construction, lower costs, ease of construction, enabling DIY construction, increased complexity and/or accuracy, greater integration of function, and less waste produced.





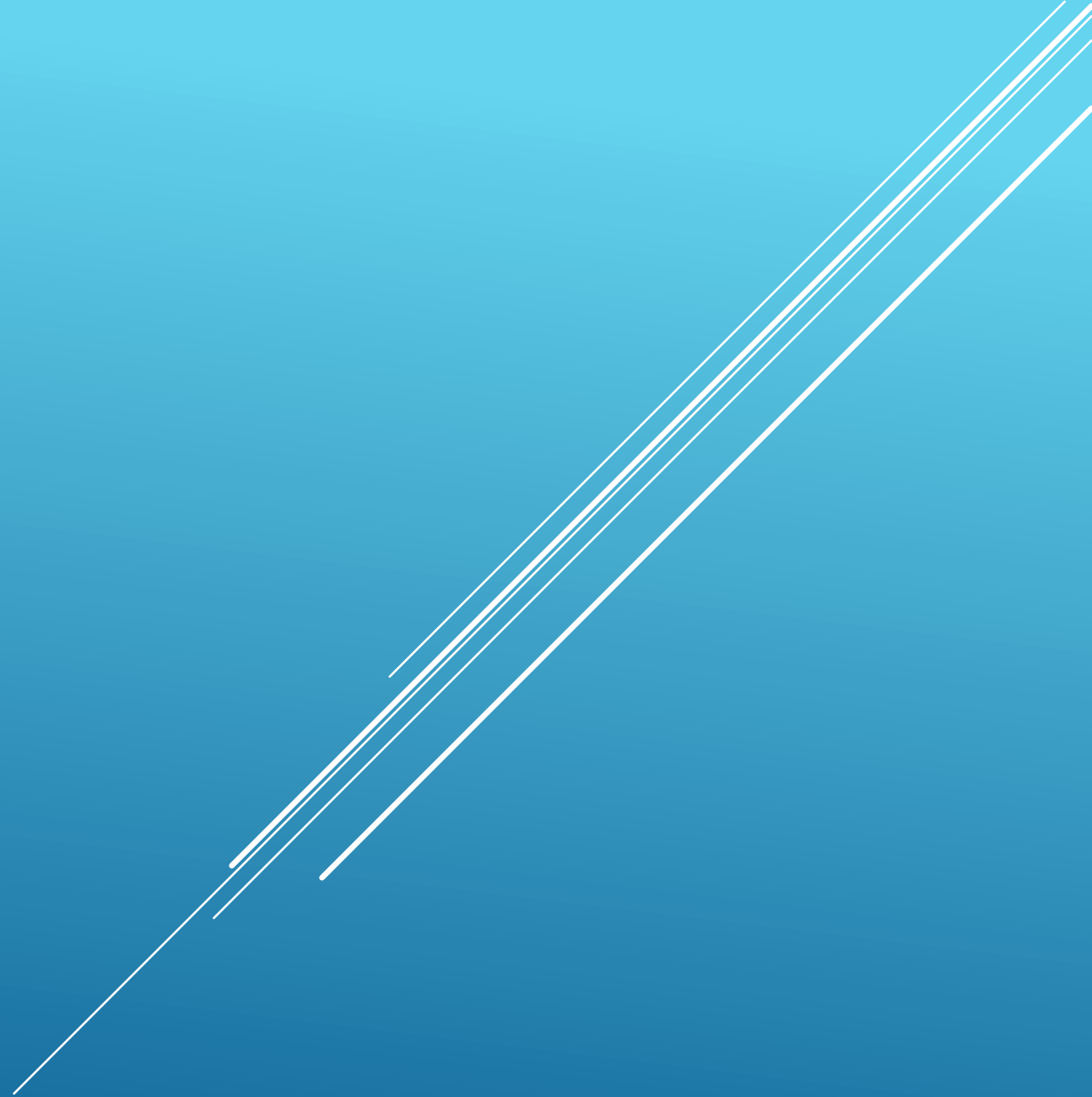
## BENEFITS TO 3D PRINTING

- ✓ 3D printing technology sidesteps the supply chain issues and labor shortages.
- ✓ Easier to keep project on schedule by having fewer trades to manage.
- ✓ Better cost control measures.
- ✓ Better and more consistent final product.

3D PRINT a foundation and finished walls of a 7000 sqft home in 10 days

# XACTIMATE

ESTIMATE WRITING



# INTRODUCTION TO XACTIMATE

- ▶ Background
- ▶ Project Setup
  - ▶ Project
  - ▶ Claim Info
  - ▶ Sketch
  - ▶ Estimate Items
  - ▶ Complete



# BACKGROUND

Xactimate

# XACTIMATE

- ✓ Leading replacement cost estimating software
- ✓ Seamless integration with XactAnalysis or XactContents
- ✓ Streamline estimating claims
- ✓ Deliver professional estimates
- ✓ Provide a single platform for mobile, laptop or desktop
- ✓ Works best with Windows operating systems



# XACTIMATE

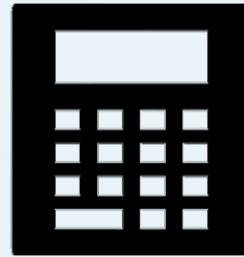
Makes estimating a property simple.



Compile  
Repair  
Information



Sketch the  
Structure



Determine  
Cost



Verify  
Accuracy of  
Estimate



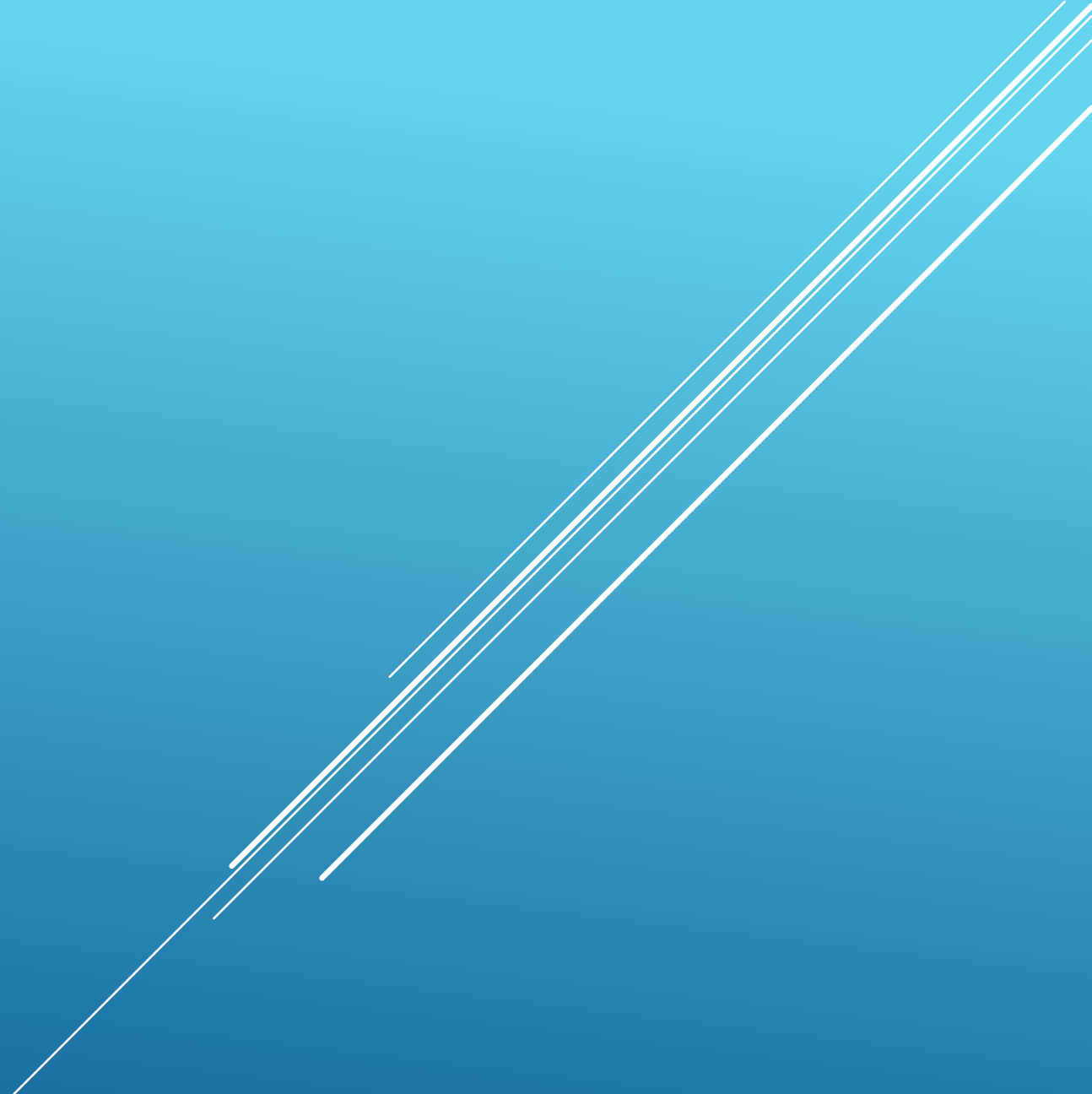
# Used by the following professionals:

- ✓ Insurance Companies
- ✓ Property Adjusters
- ✓ Contractors
- ✓ Remodelers
- ✓ Mitigation Companies



# PROJECT SETUP

Xactimate





Xactimate®  
Version: 1.21.1004

Local Projects **+ New Project**

Search Local Projects

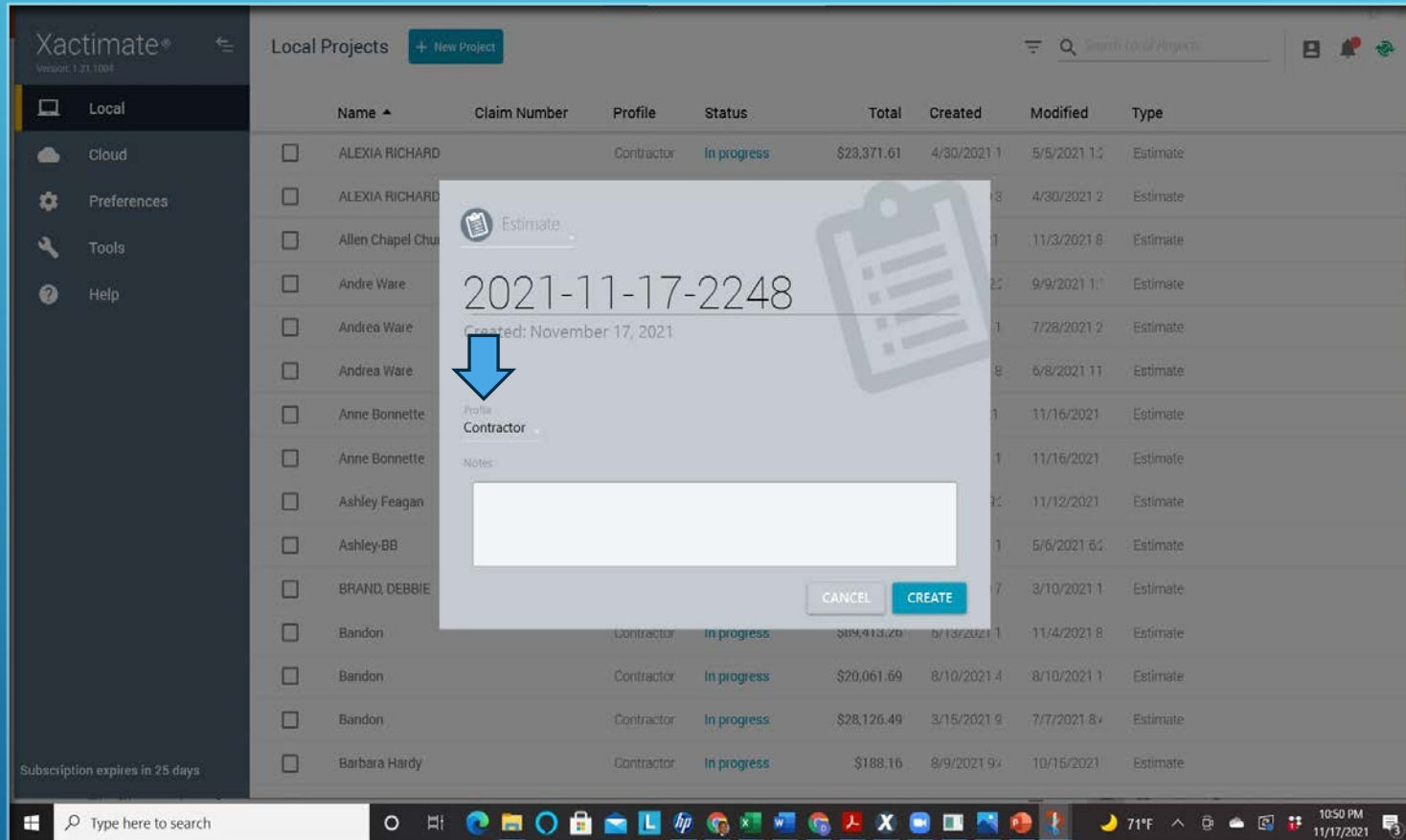
	Name ▲	Claim Number	Profile	Status	Total	Created	Modified	Type
<input type="checkbox"/>	ALEXIA RICHARD		Contractor	In progress	\$23,371.61	4/30/2021 1	5/5/2021 1:2	Estimate
<input type="checkbox"/>	ALEXIA RICHARD		Carrier	In progress	\$23,371.61	9/19/2020 3	4/30/2021 2	Estimate
<input type="checkbox"/>	Allen Chapel Churc		Contractor	In progress	\$47,112.03	10/25/2021	11/3/2021 8	Estimate
<input type="checkbox"/>	Andre Ware	53-G717-2J0	Contractor	In progress	\$78,859.95	5/1/2021 2:2	9/9/2021 1:1	Estimate
<input type="checkbox"/>	Andrea Ware	BB53-g717-2j0	Contractor	In progress	\$20,191.64	3/21/2021 1	7/28/2021 2	Estimate
<input type="checkbox"/>	Andrea Ware	53-g717-2j0	Contractor	In progress	\$53,335.09	4/26/2021 8	6/8/2021 11	Estimate
<input type="checkbox"/>	Anne Bonnette	BB 1810T457P	Carrier	Upload Pending	\$113,756.61	11/16/2021	11/16/2021	Estimate
<input type="checkbox"/>	Anne Bonnette	BB 1810T457P	Contractor	In progress	\$113,756.61	5/19/2021 1	11/16/2021	Estimate
<input type="checkbox"/>	Ashley Feagan		Contractor	In progress	\$5,575.85	3/9/2021 9:3	11/12/2021	Estimate
<input type="checkbox"/>	Ashley-BB		Contractor	In progress	\$14,601.18	3/10/2021 1	5/6/2021 6:2	Estimate
<input type="checkbox"/>	BRAND, DEBBIE	42033165	Carrier	In progress	\$443,906.96	4/22/2019 7	3/10/2021 1	Estimate
<input type="checkbox"/>	Bandon		Contractor	In progress	\$89,413.26	5/13/2021 1	11/4/2021 8	Estimate
<input type="checkbox"/>	Bandon		Contractor	In progress	\$20,061.69	8/10/2021 4	8/10/2021 1	Estimate
<input type="checkbox"/>	Bandon		Contractor	In progress	\$28,126.49	3/15/2021 9	7/7/2021 8:4	Estimate
<input type="checkbox"/>	Barbara Hardy		Contractor	In progress	\$188.16	8/9/2021 9:4	10/15/2021	Estimate

Subscription expires in 25 days

# CONTROL CENTER

- Home Page
- Create new projects
- Import projects
- Export projects
- Search projects in pipeline

# NEW PROJECT SETUP



- Name project
- Select Contractor or Carrier
- Input Notes (Type of job)
- Click Create

Complete each tab below to input all required information for the Final Report.

Some tabs have subcategories within the tab i.e. Estimate

TESTPROJECT

Grand Total  
\$0.00

Coverage Limits >

Summary >

**Claim Info**

**Estimate**

Sketch

Estimate Items

**Photos**

**Documents**

**Tools**

**Complete**

## A NEW PROJECT

Tabs to Complete:

### Claim Info

- Input basic claim information using the Loss Notice and Homeowner's Policy

### Sketch

- Create a visual diagram of the property

### Estimate Item

- Determine estimated replacement cost

### Documents

- Finalize the report





# CLAIM INFO

## Insured Info (Customer)

- Name
- Email

TESTPROJECT

Grand Total  
\$0.00

Coverage Limits

Summary

Claim Info

Estimate

Photos

Documents

Tools

Complete

Save and Exit

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Claim Info ✓ Saved

Insured Info

Parameters

Insured Info

Name Email

Address Type  
Property

Street City State Zip Code  
Select option

Country Latitude Longitude  
USA 0.000000 0.000000 ☒ Primary Address

Phone Type Phone # Ext.  
Home ( ) - ☒ Primary Phone

Dates (Central Standard Time)

Date Entered Date Assigned Est. Completed Job Completed  
11/18/2021 8:18 AM M/D/YYYY H:MM AM/PM M/D/YYYY H:MM AM/PM M/D/YYYY H:MM AM/PM

Personnel

Estimator Reference

# CLAIM INFO

## Parameters

- Pricelist

Request price list by...

Location or Name

Country: United States State: Louisiana

City: **Baton Rouge**

Date: 11/17/2021

Language: English

Profile: No specific profile

CANCEL DOWNLOAD

MALOLOA

Grand Total  
\$2,451,088.66

Coverage Limits

Summary

Claim Info

Estimate

Photos

Documents

Tools

Complete

Save and Exit

Claim Info

Insured InfoParameters

Select a price list

Location / Name	Date	Language	Type
None			
Hawaii Outer Island, HI	2021 May 01	English (US)	Xactware
Houma, LA	2021 Oct 01	English (US)	Xactware
Lake Charles, LA	2021 Aug 01	English (US)	Xactware
Lake Charles, LA	2021 Feb 01	English (US)	Xactware
Lake Charles, LA	2021 Jun 01	English (US)	Xactware
Lake Charles, LA	2021 May 01	English (US)	Xactware
Lake Charles, LA	2020 Nov 01	English (US)	Xactware
Lake Charles, LA	2020 Oct 01	English (US)	Xactware

REQUEST PRICE LISTDELETE

Max Depreciation  
100%

Depreciation (Default)  
Recoverable

Depreciate  
Percent

# CLAIM INFO

- Parameters
- Pricelist

# CLAIM INFO

- Parameters
- Overhead & Profit - 10/10

1914CR130

Grand Total  
\$102,222.07

Coverage Limits

Summary

Claim Info

Estimate

Photos

Documents

Tools

Complete

Save and Exit

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Claim Info

Unsaved changes

Insured Info

Parameters

Add Ons

☒ Show Tags

Default Tags

☐ Distribute Market Conditions

Salvage/Restored

Labor Burden

Sales Tax

Additional Charges

Depreciation Options

☒ Depreciate Material

☒ Depreciate Non-Material

☐ Depreciate Removal

☐ Depreciate Overhead and Profit

☒ Depreciate Sales Tax

Max Depreciation  
100%

Depreciation (Default)  
Recoverable

Depreciate by  
Percent

Overhead and Profit (O&P)

Overhead  
10.0%

Profit  
10.0%

☐ Cumulative Overhead and Profit

Report Text

Company Header  
T4D

# BUILDING THE ESTIMATE

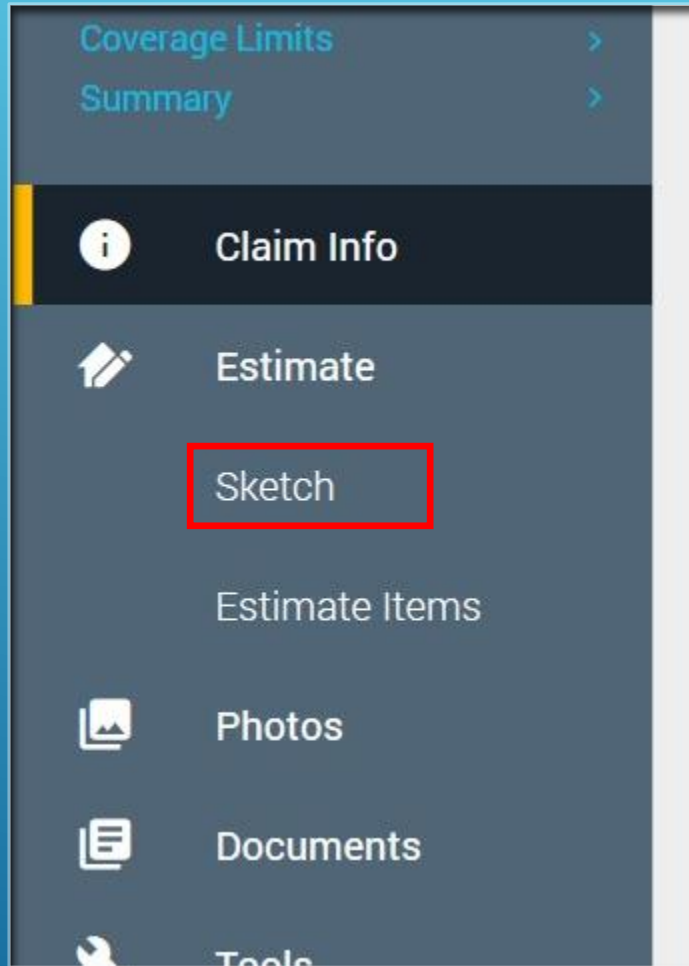
Xactimate



# ESTIMATE

Sketch – To build Estimate tree

- Sketch Roof
- Sketch Rooms



# Roof Sketch

Select type of roof  
(hip or gable)

TESTPROJECT

Grand Total  
\$0.00

Coverage Limits  
Summary

Claim Info

Estimate

Sketch

Estimate Items

Photos

Documents

Tools

Complete

Save and Exit

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Sketch

Tools Options XactSketch Annotation

Room Roof Deck Doorway Missing Wall Break Flip Rotate Orientation Block Line Copy from Underlay

Wall Staircase Fence Window Snap Line Vertex Scale Flooring Orientation Area Point

Search

Search

F1 (A)

Roof1

F2 (B)

FACE	SQ FT	# SQs	Slope - Rise / 12
F1	75.89	0.76	4.00
F2	75.89	0.76	4.00
<b>Estimated Total:</b>	<b>151.79</b>	<b>1.52</b>	

Sketch roof based on  
measurements

N

↑

Main Level

SKETCH1 Main Level

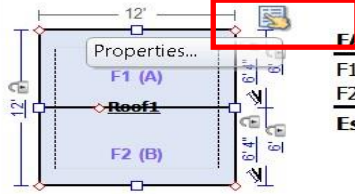
View

Items

#	Cat	Sel	Act	Notes	Description	Calc	Quantity	Unit	Unit Price	Sales Tax	RCV	Depreciation	ACV
---	-----	-----	-----	-------	-------------	------	----------	------	------------	-----------	-----	--------------	-----

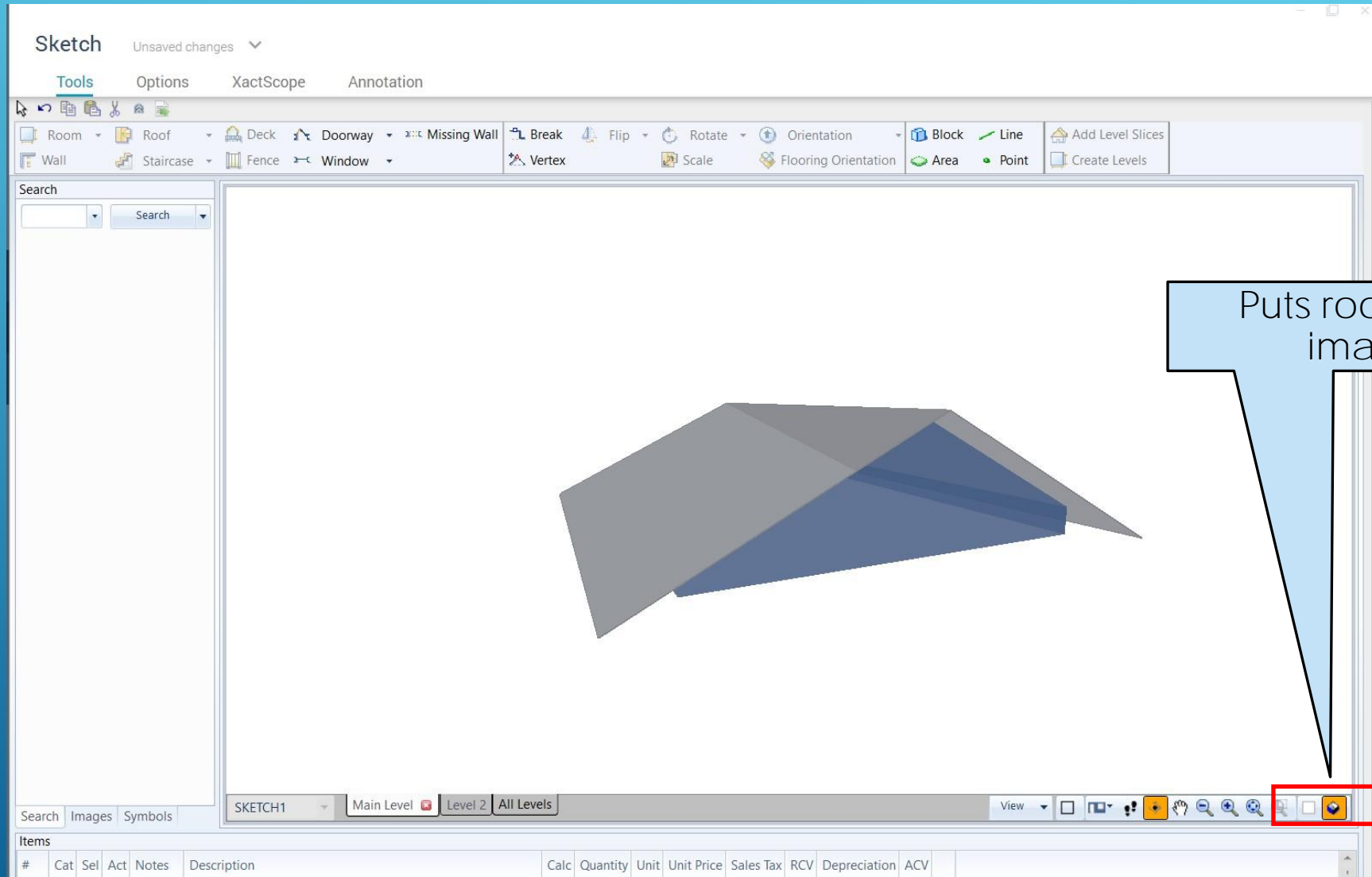
Quant  
calcul  
sketch

Detailed info –  
slope, overhang,  
ridge, etc.



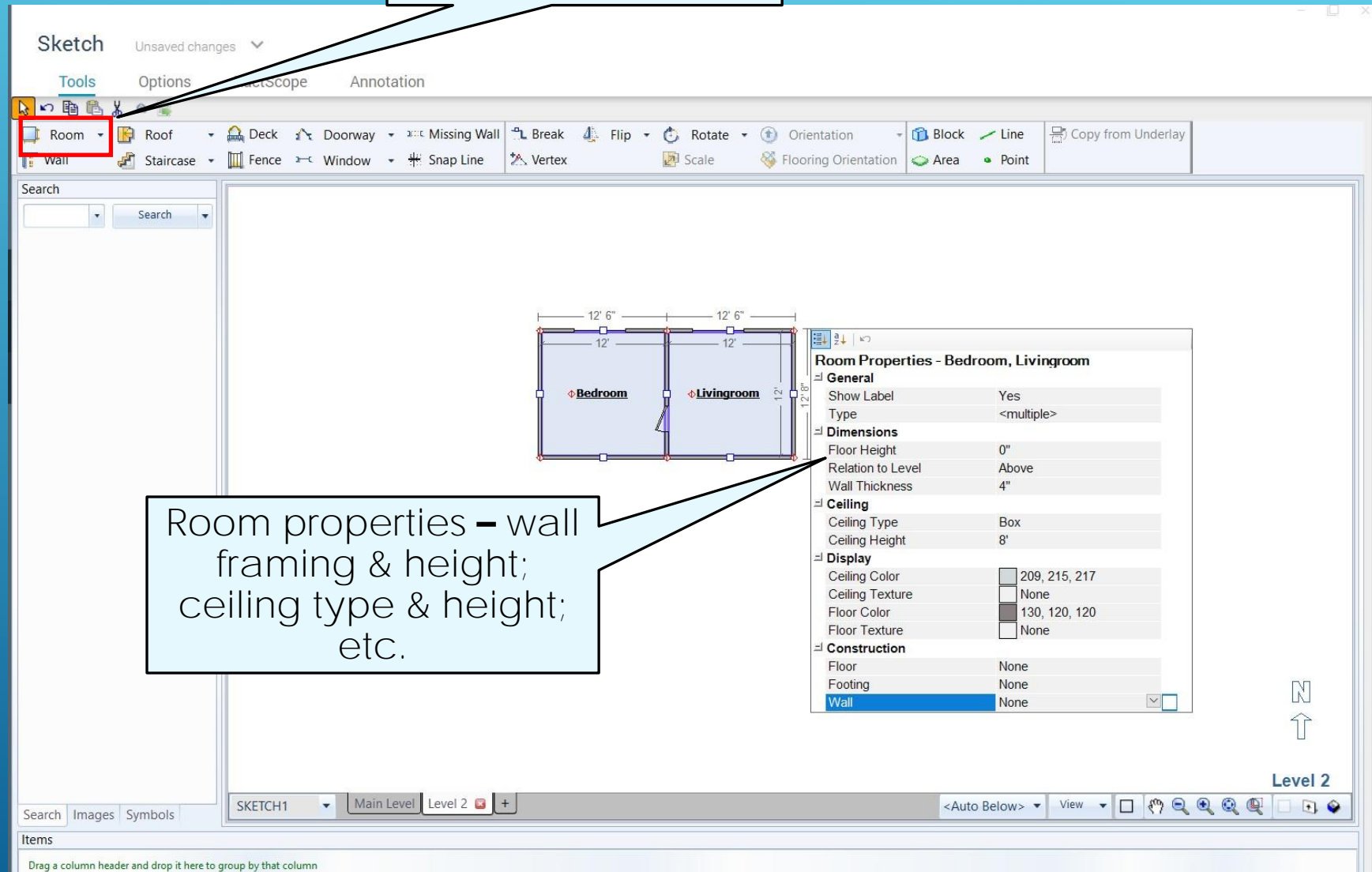
FACE	SQ FT	# SQs	Slope - Rise / 12
F1	75.89	0.76	4.00
F2	75.89	0.76	4.00
<b>Estimated Total:</b>	<b>151.79</b>	<b>1.52</b>	

# Roof – In 3D



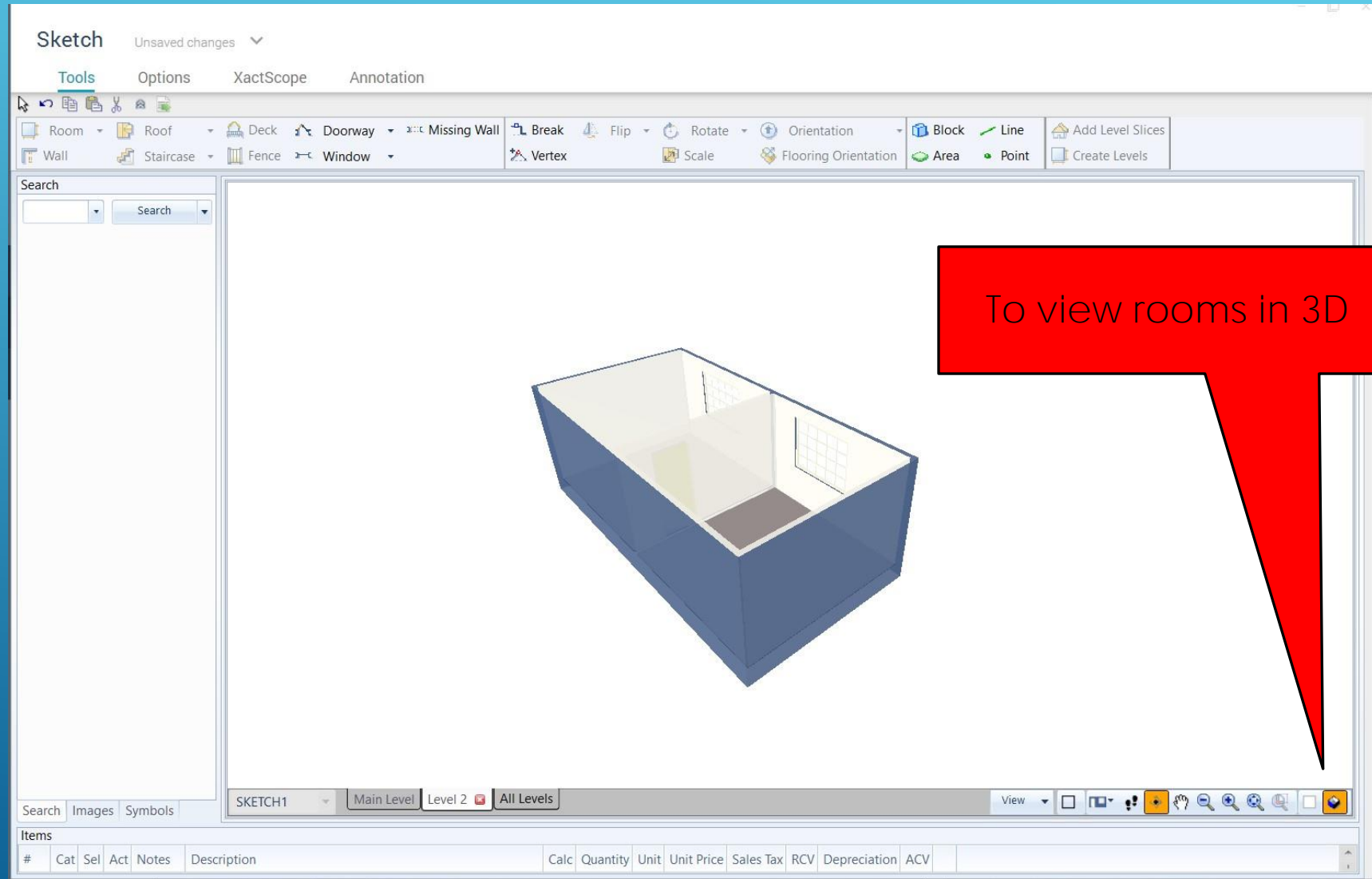
# Room Sketch

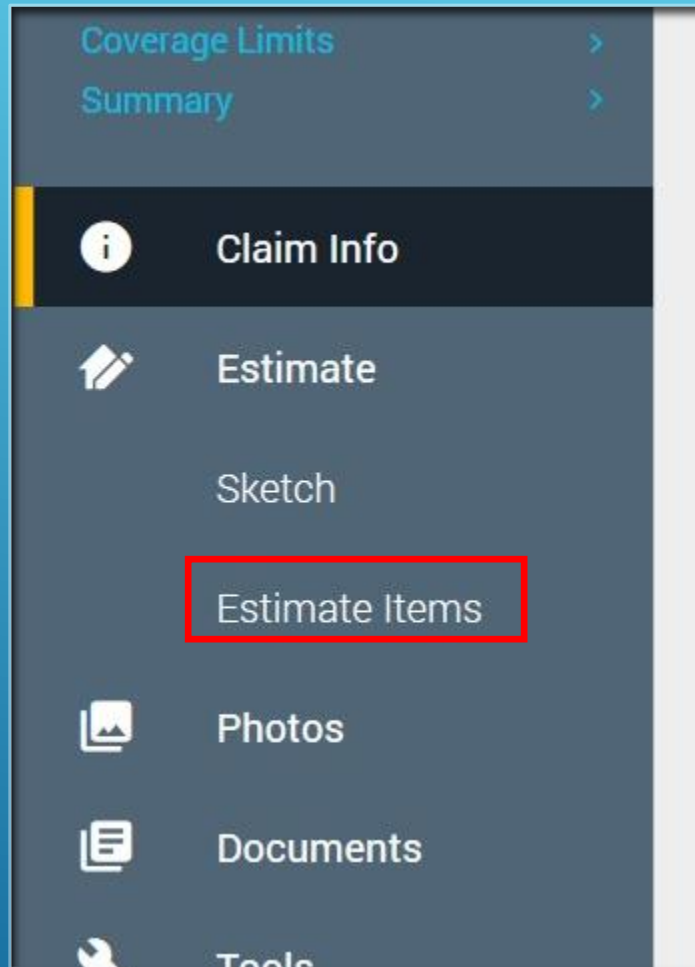
Select to sketch room





# Room Sketch 3D





# ESTIMATE

Estimate Items – Add line items

# Roof Line Items

Add line items for the roof

Search bar – key words to find items (ie. 30 yr laminate)

Search by images

The screenshot shows the 'Estimate Items' window. On the left, the 'Grouping' pane shows a tree structure with 'TESTPROJECT' expanded, containing 'Main level' (with 'Roof1' highlighted) and 'Level 2' (containing 'Bedroom' and 'Livingroom'). The main area displays a grid of room categories with images: FRAMING, GAME ROOM, GARAGE, KITCHEN-DINING, LIVING ROOM, NURSERY, PLAYROOM, POOL, ROOF, SHED, STAIRS, FLOOR & WALL DETAIL, and WINDOW. The 'ROOF' category is highlighted. Below this is a 'Quick Entry' section with fields for 'Cat', 'Sel', 'Act', 'Desc', and 'Calc'. At the bottom is a table with columns: #, Cat, Sel, Act, Notes, Description, Calc, Quantity, Unit, Unit Price, Sales Tax, RCV, Depreciation, ACV.

#	Cat	Sel	Act	Notes	Description	Calc	Quantity	Unit	Unit Price	Sales Tax	RCV	Depreciation	ACV
1	RFG	300S	-		Laminated - comp. shingle rfg. - w/out felt		0	SQ	\$64.75	\$0.00	\$0.00	(\$0.00)	\$0.00
3	RFG	300S	+		Laminated - comp. shingle rfg. - w/out felt		1.67	SQ	\$230.65	\$13.04	\$398.23	(\$0.00)	\$398.23

# Room Line Items

Add line items for the bedroom

Search bar – key words to find items (ie. 1/2 drywall)

& = Remove & Replace  
- = Remove Only  
+ = Replace Only

Search by images

The screenshot shows the 'Estimate Items' window with the 'Items' tab selected. The left sidebar shows a project hierarchy: TESTPROJECT > Main Level > Level 2 > Bedroom. The 'Bedroom' item is highlighted with a red box. The main area displays a search bar and a grid of room images including BASEMENT, BATHROOM, BEDROOM, EXTERIOR, LAUNDRY, OFFICE/DEN, FLOOR, FRAMING, GAME ROOM, GARAGE, KITCHEN-DINING, LIVING, NURSERY, and PLAYROOM. The 'BEDROOM' image is highlighted with a red box. Below the image grid is a 'Quick Entry' section with fields for 'Cat', 'Sel', 'Act', 'Desc', and 'Calc'. The 'Act' field is highlighted with a red box. At the bottom is a table with columns: #, Cat, Sel, Act, Notes, Description, Calc, Quantity, Unit, Unit Price, Sales Tax, RCV, Depreciation, and ACV. The table contains three rows of data for drywall and paint work, with the 'Act' column highlighted by a red box.

#	Cat	Sel	Act	Notes	Description	Calc	Quantity	Unit	Unit Price	Sales Tax	RCV	Depreciation	ACV
8	DRY	1/2-	&		1/2" drywall - hung, taped, ready for texture	WC	528	SF	\$2.70	\$21.63	\$1,447.23	(\$0.00)	\$1,447.23
4	DRY	1/2-	-		1/2" drywall - hung, taped, floated, ready for paint	WC	528	SF	\$0.51	\$0.00	\$269.28	(\$0.00)	\$269.28
6	PNT	SP	+		Seal/prime then paint the walls and ceiling (2 coats)	WC	528	SF	\$0.98	\$7.08	\$524.52	(\$0.00)	\$524.52

# Print Final Estimate

The screenshot displays the Xactimate software interface. On the left is a dark sidebar with the company name 'LAMALOLOA' at the top. Below it, the 'Grand Total' is listed as '\$2,451,088.66'. There are links for 'Coverage Limits' and 'Summary'. Further down are icons and labels for 'Claim Info', 'Estimate', 'Photos', 'Documents' (highlighted with a red box), 'Reports', 'Forms', 'Tools', and 'Complete'. At the bottom of the sidebar is a 'Save and Exit' button. The main window has a 'Reports' tab selected. A 'Documents / Report Tab' callout points to the 'Documents' menu item. Overlaid on the main window is the 'Print Options' dialog box. It has tabs for 'Print Options', 'Line Item Detail', 'Images', 'Sketch', and 'Info'. The 'Print Options' tab is active, showing a 'Report' dropdown set to 'Abbreviated'. There are sections for 'Filter' (with 'Not Filtered' selected), 'Paper Type' (with 'Plain' selected), 'Print Selection' (a list of checkboxes including 'Coversheet', 'Line Item Detail', 'Summary', 'Summary of Add-ons', 'Recap by Room', 'Recap by Category', and 'Sketch'), and 'Additional Options' (checkboxes for 'Exclude System Notes', 'Exclude Line Numbers', 'Exclude Internal Notes', 'Include a Report Index', and 'Display '&' Items as 2 Items'). There are 'Select All' and 'De-Select All' buttons. At the bottom of the dialog are 'Preview' and 'Export' buttons. A 'Select items to be included in Final Report' callout points to the 'Print Selection' list. A 'Click to see Final Report' callout points to the 'Preview' button. Another callout points to the 'Print Options' tab with the text 'Print Options tab to print Final Report'. The footer of the sidebar contains the text: 'Xactimate® is a registered trademark of Xactware Solutions, Inc.'

Documents / Report Tab

Print Options tab to print Final Report

Select items to be included in Final Report

Click to see Final Report

# THREE EASY STEPS TO UPLOAD PHOTOS

## Step One



- Create a folder on desktop
- Name folder by insured's:
  - Last Name
  - Claim Number

## Step Two



- Select the correct folder
- Download pictures from camera &/or phone
- Upload photos to folder

## Step Three



- Download pictures into Xactimate

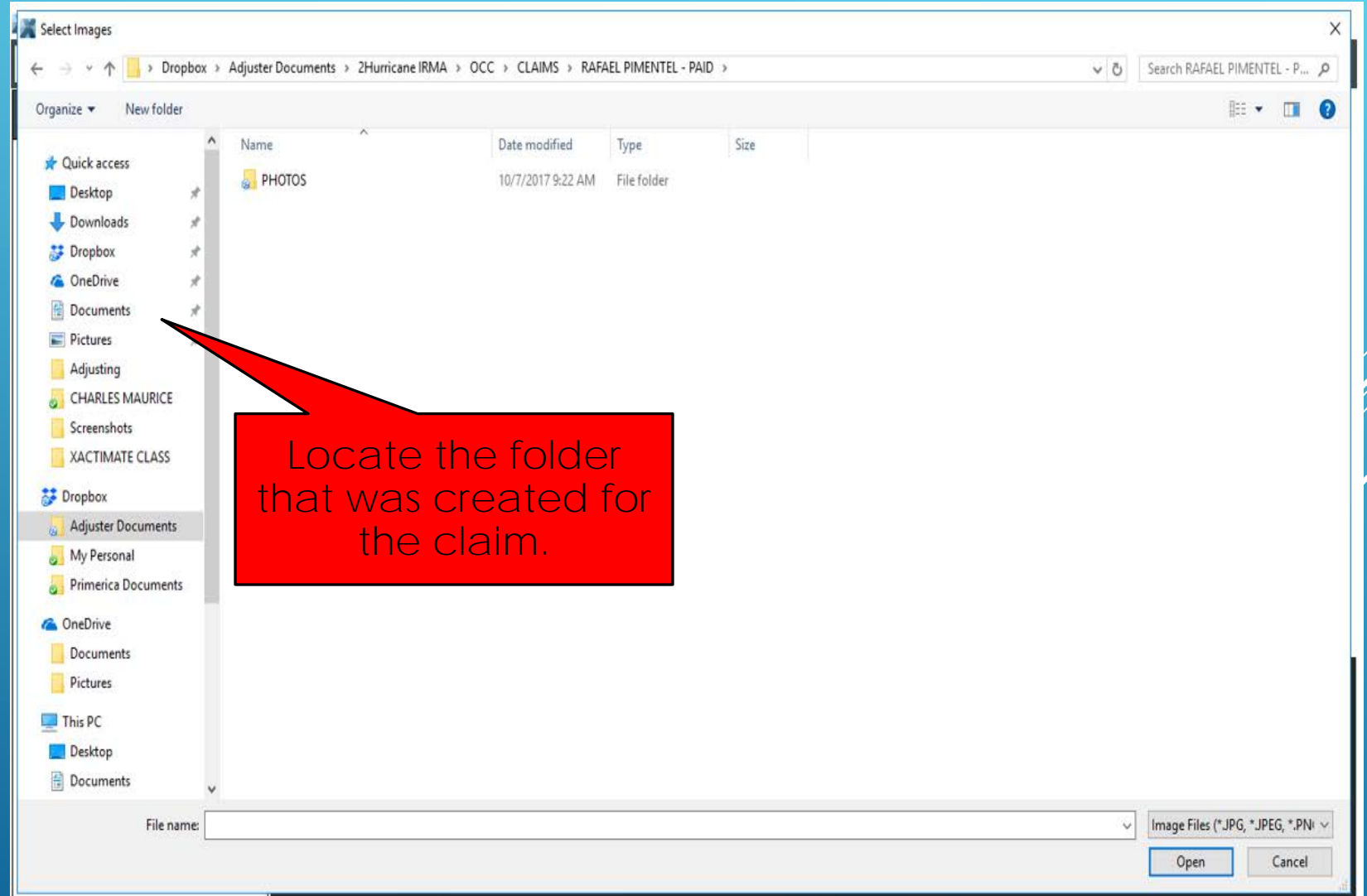


# Downloading Photos



## Step Three

- Download pictures into Xactimate



# COMPLETE

Printing Final Documents





## Nea Archi LLC

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2800 Broadway St Ste C-110  
Pearland, TX 77581

Client: Lamaloloa

Operator: DMATTHEW

Type of Estimate: <NONE>

Date Entered: 10/11/2021

Date Assigned:

Price List: HIOI8X\_MAY21

Labor Efficiency: Restoration/Service/Remodel

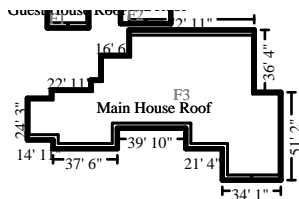
Estimate: LAMALOLOA

LAMALOLOA

Roof

Roof

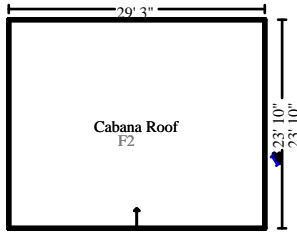
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
45. Mono truss - 3/12 slope	4,654.91 LF	0.00	11.86	3,484.40	58,691.63
46. Sheathing - OSB - 1/2"	9,235.75 SF	0.00	3.67	2,197.22	36,092.42
47. 2" x 4" x 20' #2 & better Fir / Larch (material only)	11.00 EA	0.00	26.73	23.99	318.02
48. 2" x 4" x 8' #2 & better Fir / Larch (material only)	104.00 EA	0.00	9.54	80.96	1,073.12
49. 2" x 4" x 18' #2 & better Fir / Larch (material only)	2.00 EA	0.00	23.96	3.91	51.83
50. 2" x 4" x 16' #2 & better Fir / Larch (material only)	2.00 EA	0.00	18.94	3.10	40.98
51. 2" x 4" x 14' #2 & better Fir / Larch (material only)	10.00 EA	0.00	16.80	13.71	181.71
52. 2" x 4" x 12' #2 & better Fir / Larch (material only)	148.00 EA	0.00	14.37	173.54	2,300.30
53. 2" x 4" x 10' #2 & better Fir / Larch (material only)	34.00 EA	0.00	11.93	33.09	438.71
54. 2" x 4" x 92 5/8" pre-cut stud (for 8' wall, mat only)	119.00 EA	0.00	9.25	89.82	1,190.57
55. Sheathing - OSB - 1/2"	3,265.38 SF	0.00	3.67	776.85	12,760.79
56. Labor to frame 2" x 4" non-bearing wall - 16" oc	3,184.36 SF	0.00	2.52	323.64	8,348.23
Total: Roof				7,204.23	121,488.31



Main House Roof

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
8. Standing seam metal roofing	9,143.15 SF	0.00	8.59	4,636.38	83,176.04
57. Ice & water barrier - no material waste included	7,950.57 SF	0.00	1.77	724.96	14,797.47
Totals: Main House Roof				5,361.34	97,973.51



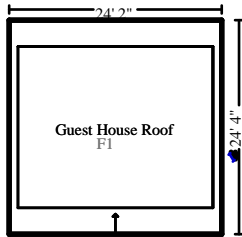


### Cabana Roof

697.13 Surface Area  
106.17 Total Perimeter Length

6.97 Number of Squares

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
6. Standing seam metal roofing	801.69 SF	0.00	8.59	406.53	7,293.05
59. Ice & water barrier - no material waste included	691.13 SF	0.00	1.77	63.02	1,286.32
Totals: Cabana Roof				469.55	8,579.37



### Guest House Roof

588.06 Surface Area  
97.00 Total Perimeter Length

5.88 Number of Squares

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
60. Standing seam metal roofing	676.26 SF	0.00	8.59	342.93	6,152.00
61. Ice & water barrier - no material waste included	588.06 SF	0.00	1.77	53.63	1,094.50
Totals: Guest House Roof				396.56	7,246.50
Total: Roof				13,431.68	235,287.69

### General Construction

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
270. Rough in plumbing - per fixture - w/PEX	1.00 EA	0.00	43,400.00	1,739.52	45,139.52
272. Electrical (Rough-In/Finish)	1.00 EA	0.00	55,600.00	2,224.00	57,824.00
273. Windows & Doors	1.00 EA	0.00	318,250.00	0.00	318,250.00
274. HVAC System	1.00 EA	0.00	48,700.00	1,948.00	50,648.00
277. Ground Prep and Road Installation	1.00 EA	0.00	200,000.00	0.00	200,000.00

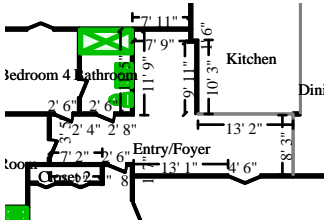
**CONTINUED - General Construction**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
278. Tesla Hive Energy System - Solar/Wind	1.00 EA	0.00	221,000.00	0.00	221,000.00
279. Well Water System Upgrades	1.00 EA	0.00	32,150.00	0.00	32,150.00
276. Decks & Landscaping	1.00 EA	0.00	188,200.00	0.00	188,200.00
280. Endless Pool Install	1.00 EA	0.00	45,000.00	0.00	45,000.00
282. Kitchen Cabinets/Bath Vanities	1.00 EA	0.00	85,000.00	0.00	85,000.00
281. Appliances	1.00 EA	0.00	35,000.00	1,400.00	36,400.00
Totals: General Construction				7,311.52	1,279,611.52

**Main Level**

**Main Level**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
103. 2" x 4" x 20' #2 & better Fir / Larch (material only)	3.00 EA	0.00	26.73	6.55	86.74
104. 2" x 4" x 14' #2 & better Fir / Larch (material only)	3.00 EA	0.00	16.80	4.12	54.52
105. 2" x 4" x 12' #2 & better Fir / Larch (material only)	6.00 EA	0.00	14.37	7.04	93.26
106. 2" x 4" x 10' #2 & better Fir / Larch (material only)	9.00 EA	0.00	11.93	8.76	116.13
107. 2" x 4" x 8' #2 & better Fir / Larch (material only)	19.00 EA	0.00	9.54	14.79	196.05
108. 2" x 4" x 92 5/8" pre-cut stud (for 8' wall, mat only)	105.00 EA	0.00	9.25	79.25	1,050.50
109. Sheathing - OSB - 1/2"	579.75 SF	0.00	3.67	137.93	2,265.61
110. Labor to frame 2" x 4" non-bearing wall - 16" oc	840.96 SF	0.00	2.52	85.47	2,204.69
111. Footings - labor and materials	43.20 CY	0.00	528.44	1,308.96	24,137.57
113. Steel rebar - j-bar - #4, 2' 6"	823.00 EA	0.00	4.07	168.91	3,518.52
114. Steel rebar - #4 (1/2")	1,881.26 LF	0.00	1.41	147.58	2,800.16
116. Steel rebar - #4 (1/2")	20,316.43 LF	0.00	1.41	1,593.79	30,239.96
117. Concrete slab on grade - finished in place	84.60 CY	0.00	512.37	2,598.88	45,945.38
119. Concrete wall - labor & materials	113.17 CY	0.00	464.55	3,131.73	55,704.85
120. Steel rebar - #4 (1/2")	23,574.54 LF	0.00	1.41	1,849.38	35,089.48
Total: Main Level				11,143.14	203,503.42



### Entry/Foyer

Height: 12'

1,023.00 SF Walls	360.57 SF Ceiling
1,383.57 SF Walls & Ceiling	360.57 SF Floor
40.06 SY Flooring	85.25 LF Floor Perimeter
85.25 LF Ceil. Perimeter	

Missing Wall

8' 3" X 12'

Opens into DINING\_ROOM

Missing Wall

13' 2" X 12'

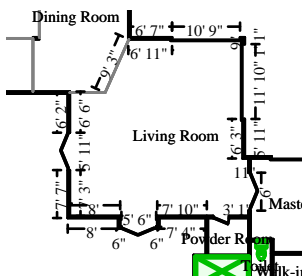
Opens into KITCHEN

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
126. Furring strip - 1" x 3" - applied to concrete	1,023.00 SF	0.00	2.49	129.13	2,676.40
152. 1/2" drywall - hung, taped, floated, ready for paint	1,383.57 SF	0.00	4.03	276.56	5,852.35
172. Blown-in insulation - 12" depth - R30	360.57 SF	0.00	1.21	27.80	464.09
196. Batt insulation - 6" - R19 - paper / foil faced	1,023.00 SF	0.00	1.36	88.42	1,479.70
219. Marble or Granite tile	360.57 SF	0.00	30.32	590.75	11,523.23
250. Paint the walls and ceiling - two coats	1,383.57 SF	0.00	1.42	91.83	2,056.50

Totals: Entry/Foyer

1,204.49

24,052.27



### Living Room

Height: 12'

1,178.00 SF Walls	718.34 SF Ceiling
1,896.34 SF Walls & Ceiling	718.34 SF Floor
79.82 SY Flooring	98.17 LF Floor Perimeter
98.17 LF Ceil. Perimeter	

Missing Wall

5' 7" X 12'

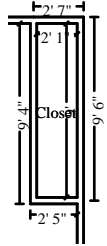
Opens into DINING\_ROOM

Missing Wall

9' 2 5/8" X 12'

Opens into DINING\_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
129. Furring strip - 1" x 3" - applied to concrete	1,178.00 SF	0.00	2.49	148.70	3,081.92
155. 1/2" drywall - hung, taped, floated, ready for paint	1,896.34 SF	0.00	4.03	379.05	8,021.30
179. Blown-in insulation - 12" depth - R30	718.34 SF	0.00	1.21	55.39	924.58
202. Batt insulation - 6" - R19 - paper / foil faced	1,178.00 SF	0.00	1.36	101.81	1,703.89

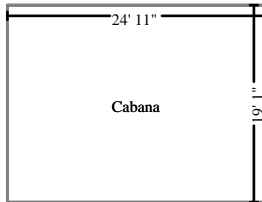


**Closet**

**Height: 8'**

176.86 SF Walls	18.69 SF Ceiling
195.55 SF Walls & Ceiling	18.69 SF Floor
2.08 SY Flooring	22.11 LF Floor Perimeter
22.11 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
122. Furring strip - 1" x 3" - applied to concrete	176.86 SF	0.00	2.49	22.33	462.71
148. 1/2" drywall - hung, taped, floated, ready for paint	195.55 SF	0.00	4.03	39.08	827.15
175. Blown-in insulation - 12" depth - R30	18.69 SF	0.00	1.21	1.45	24.06
198. Batt insulation - 6" - R19 - paper / foil faced	176.86 SF	0.00	1.36	15.29	255.82
222. Marble or Granite tile	18.69 SF	0.00	30.32	30.62	597.30
248. Paint the walls and ceiling - two coats	195.55 SF	0.00	1.42	12.98	290.66
Totals: Closet				121.75	2,457.70



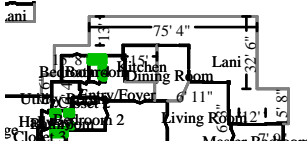
**Cabana**

**Height: 8'**

475.49 SF Walls & Ceiling	475.49 SF Ceiling
52.83 SY Flooring	475.49 SF Floor

Missing Wall	19' 1" X 8'	Opens into Exterior
Missing Wall	24' 11" X 8'	Opens into Exterior
Missing Wall	19' 1" X 8'	Opens into Exterior
Missing Wall	24' 11" X 8'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
224. Marble or Granite tile	475.49 SF	0.00	30.32	779.03	15,195.89
Totals: Cabana				779.03	15,195.89



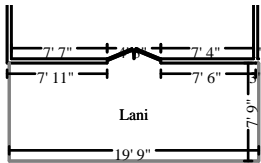
**Lani**

**Height: 12'**

2,001.00 SF Walls	2,136.74 SF Ceiling
4,137.74 SF Walls & Ceiling	2,136.74 SF Floor
237.42 SY Flooring	166.75 LF Floor Perimeter
166.75 LF Ceil. Perimeter	

Missing Wall	15' 8" X 12'	Opens into Exterior
Missing Wall	14' 2" X 12'	Opens into Exterior
Missing Wall	32' 6" X 12'	Opens into Exterior
Missing Wall	75' 4" X 12'	Opens into Exterior
Missing Wall	13' X 12'	Opens into Exterior
Missing Wall	15' 8" X 12'	Opens into Exterior
Missing Wall	13' 3" X 12'	Opens into Exterior
Missing Wall	5' 4" X 12'	Opens into Exterior
Missing Wall	5' 8" X 12'	Opens into Exterior
Missing Wall	6" X 12'	Opens into Exterior
Missing Wall	3' 9" X 12'	Opens into Exterior
Missing Wall	2' 3" X 12'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
245. Marble or Granite tile	2,136.74 SF	0.00	30.32	3,500.76	68,286.72
Totals: Lani				3,500.76	68,286.72



**Lani**

**Height: 8'**

159.33 SF Walls	153.06 SF Ceiling
312.40 SF Walls & Ceiling	153.06 SF Floor
17.01 SY Flooring	19.92 LF Floor Perimeter
19.92 LF Ceil. Perimeter	

Missing Wall	7' 9" X 8'	Opens into Exterior
Missing Wall	19' 9" X 8'	Opens into Exterior
Missing Wall	7' 9" X 8'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
244. Marble or Granite tile	153.06 SF	0.00	30.32	250.77	4,891.55
Totals: Lani				250.77	4,891.55





Nea Archi LLC

2800 Broadway St Ste C-110  
Pearland, TX 77581

Total: Main Level 31,100.70 600,021.32

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
275. Heat, vent, & air cond. labor minimum	1.00 EA	0.00	236.81	9.47	246.28
Totals: Labor Minimums Applied				9.47	246.28
Line Item Totals: LAMALOLOA				51,853.37	2,115,166.81

Grand Total Areas:

15,490.40	SF Walls	7,328.48	SF Ceiling	22,818.88	SF Walls and Ceiling
7,328.48	SF Floor	814.28	SY Flooring	1,341.43	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	1,341.43	LF Ceil. Perimeter
7,328.48	Floor Area	7,618.02	Total Area	15,490.40	Interior Wall Area
8,236.86	Exterior Wall Area	704.17	Exterior Perimeter of Walls		
9,235.75	Surface Area	92.36	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



## Nea Archi LLC

2800 Broadway St Ste C-110  
Pearland, TX 77581

### Summary

Line Item Total	2,063,313.44
Material Excise Tax	12,408.44
Subtotal	2,075,721.88
General Excise Tax	39,444.93
<b>Replacement Cost Value</b>	<b>\$2,115,166.81</b>
<b>Net Claim</b>	<b>\$2,115,166.81</b>



THIS WORK WAS PREPARED BY  
ME OR UNDER MY SUPERVISION  
AND CONSTRUCTION OF THIS  
PROJECT WILL BE UNDER MY  
OBSERVATION.

ARCHITECT

REV	DATE	DESCRIPTION
NO.	DATE	ISSUE NOTE
Prepared By: Doc		Drawn By: DOC
Checked By: 10102019		

### FLOOR PLAN

A2.0







3 ENTRY DOORS BEYOND  
Scale: 3/16" = 1'-0"















BORROWER AND LOAN INFORMATION					
Borrower	Property Address or Subdivision			Borrower Contact Name	Builder/Contact Name
City	State	Zip	Lot No.	Borrower Contact Number	Builder/Contact Number
Lockbox/Access Code	Notes to Inspector (e.g. Location or access comments)				

PROJECT WORK SCOPE: Provide a detailed description of the work to be done

BUDGET DETAIL	BUDGET		BUDGET COMMENTS
Line Item Detail	\$	%	Materials, Finish Quality, and/or Unique Features
Miscellaneous Soft Costs (Insurance, Appraisal, Property Inspections, etc.)			
Consultant Fees: Architect, Engineer, Surveyor, Testing (10% max if funded) (Invoices Required)			
Permits (Invoices Required)			
Site Prep: Clearing, Grading, Demolition, Dumpsters, Security Fencing, etc.			
Foundation/Structural: Concrete, Walls			
Framing: Trusses, Sheathing			
Roof: Flashing, Underlayment, Shingles			
Exterior: Windows, Doors			
Plumbing: Rough-in			
Electrical: Rough-in			
HVAC: Rough-in			
Exterior Finish (Siding, Veneer, Paint)			
Insulation (walls and ceilings)			
Interior walls and ceilings (includes wall tile)			
Cabinets/Vanities, Countertops			
Interior Trim, Doors, Mirrors			
Interior Paint			
HVAC: Finish (furnace, condenser)			
Floor covering (carpet, vinyl, wood, tile)			
Plumbing: Fixtures			
Electrical: Fixtures			
Appliances			
Concrete (garage, driveway, walks)			
Water/Sewer (includes well, septic and city): Connections, Rough-in, System			
Deck/Patio/Pool/Other Exterior Structures			
Landscaping			
PROPERTY BUDGET			
CONTRACTOR FEE (15% max)			
CONTINGENCY FEE (10% required)			
<b>TOTAL BUDGET</b>	<b>\$</b>		

All materials must be installed to receive draw credit. Contingency Fee funding requires documented line item overages.

By completing this Budget Form, borrower represents to Finance of America Commercial ("FACo") that the information provided herein, is true and accurate as of the date completed. If the information provided should change during the loan process, borrower is obligated to inform FACo of such changes. Failure to do so and any inaccuracies in the information provided may result in a change of loan terms and/or denial of borrower's loan application. Additionally, FACo reserves the right to withhold escrowed funds due to budget changes and/or inaccuracies. REV. 06.05.2020

## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

1 20-Before Pics



2 17-Before Pics



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

3 1-Before Pics



4 18-Before Pics





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

5 21-Before Pics



6 16-Before Pics





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

7 8-Before Pics



8 6-Before Pics



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

9 4-Before Pics



10 13-Before Pics





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

11 3-Before Pics



12 7-Before Pics



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

13 5-Before Pics



14 2-Before Pics



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

15 9-Before Pics



16 10-Before Pics





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

17 11-Before Pics



18 12-Before Pics



## CONCEPT BLUE

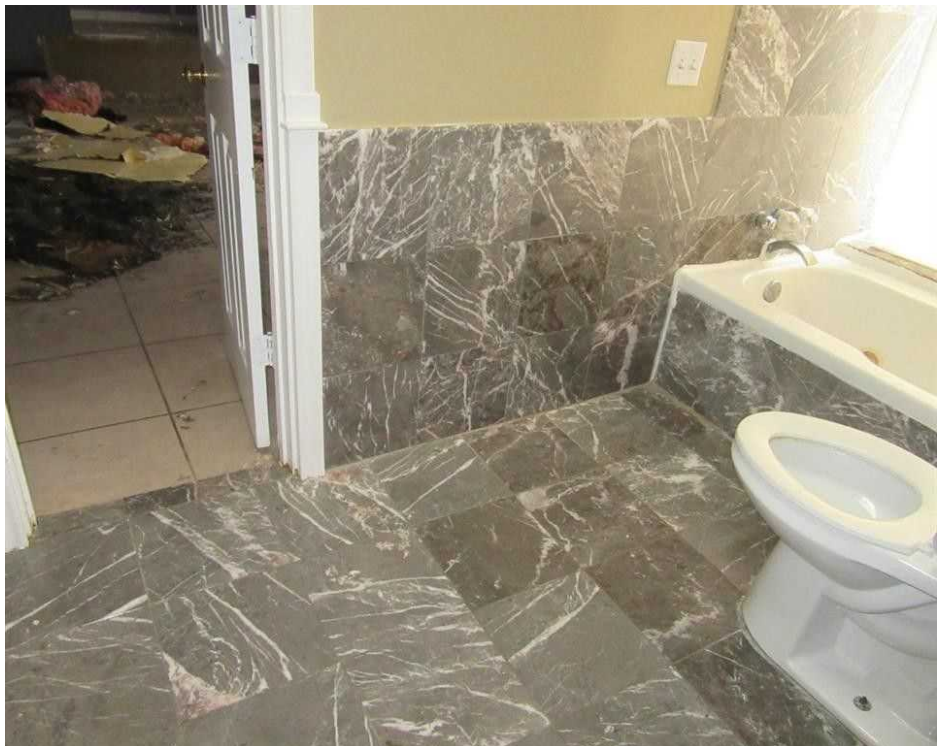
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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

19 14-Before Pics



20 15-Before Pics



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

21 19-Before Pics



22 32-Progress Pictures  
Date Taken: 8/17/2021





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 23 33-Progress Pictures  
Date Taken: 8/17/2021



- 24 37-Progress Pictures  
Date Taken: 8/28/2021



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 25 38-Progress Pictures  
Date Taken: 8/28/2021



- 26 39-Progress Pictures  
Date Taken: 8/29/2021





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 27 40-Progress Pictures  
Date Taken: 8/29/2021



- 28 34-Progress Pictures  
Date Taken: 8/17/2021





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 29 35-Progress Pictures  
Date Taken: 8/17/2021



- 30 22-Progress Pictures  
Date Taken: 11/16/2021

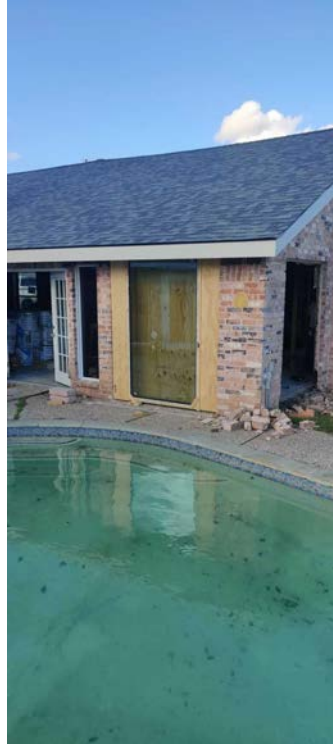


## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 31 23-Progress Pictures  
Date Taken: 11/16/2021



- 32 24-Progress Pictures  
Date Taken: 11/17/2021

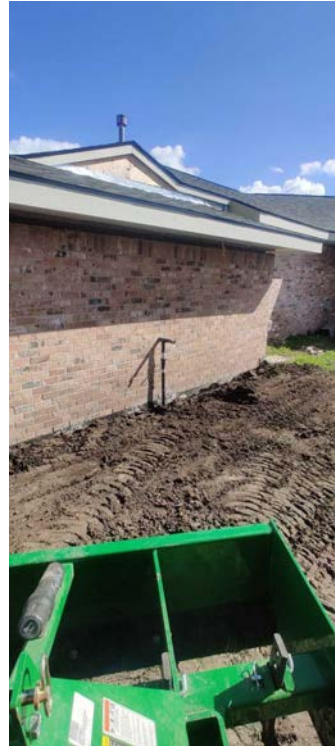


## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 33 25-Progress Pictures  
Date Taken: 11/17/2021



- 34 26-Progress Pictures  
Date Taken: 11/17/2021



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 35 27-Progress Pictures  
Date Taken: 11/17/2021



- 36 28-Progress Pictures  
Date Taken: 11/17/2021





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 37 29-Progress Pictures  
Date Taken: 11/17/2021



- 38 30-Progress Pictures  
Date Taken: 11/17/2021





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 39 31-Progress Pictures  
Date Taken: 11/17/2021



- 40 36-Progress Pictures  
Date Taken: 8/28/2021



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 41 43-Progress Pictures  
Date Taken: 11/16/2021



- 42 44-Progress Pictures  
Date Taken: 11/16/2021



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 43 45-Progress Pictures  
Date Taken: 11/16/2021



- 44 46-Progress Pictures  
Date Taken: 11/16/2021





## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

- 45 47-Progress Pictures  
Date Taken: 11/16/2021



- 46 48-Kitchen Concepts



## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

### 47 49-Kitchen Concepts



### 48 50-Kitchen Concepts

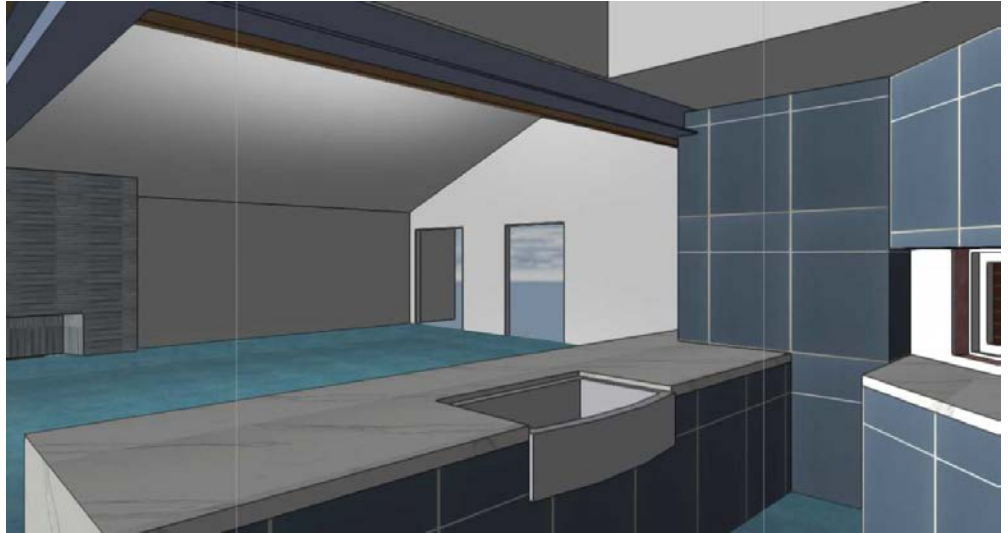


## CONCEPT BLUE

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2800 Broadway St  
Ste C-110  
Pearland, TX 77581

### 49 51-Kitchen Concepts



### 50 53-Kitchen Concepts







BORROWER AND LOAN INFORMATION					
Borrower MAPA HOLDINGS, LLC		Property Address or Subdivision 1914 County Road 130		Borrower Contact Name Dwon Matthews	Builder/Contact Name SAME
City Pearland	State TX	Zip 77581	Lot No.	Borrower Contact Number 832-692-8473	Builder/Contact Number
Lockbox/Access Code	Notes to Inspector (e.g. Location or access comments) Contact Dwon Matthews 832 692-8473 for access				

PROJECT WORK SCOPE: Provide a detailed description of the work to be done

BUDGET DETAIL	Budget		BUDGET COMMENTS
Line Item Detail	\$	%	Materials, Finish Quality, and/or Unique Features
Miscellaneous Soft Costs (Insurance, Appraisal, Property Inspections, etc.)			
Consultant Fees: Architect, Engineer, Surveyor, Testing (10% max if funded) (Invoices Required)			
Permits (Invoices Required)			
Site Prep: Clearing, Grading, Demolition, Dumpsters, Security Fencing, etc.	\$ 4,500	4%	Removing all damaged drywall and
Foundation/Structural: Concrete, Walls	\$ 650	1%	
Framing: Trusses, Sheathing	\$ 500	0%	
Roof: Flashing, Underlayment, Shingles	\$ 16,480	14%	30 yr laminate with synthetic felt
Exterior: Windows, Doors			
Plumbing: Rough-in			
Electrical: Rough-in			
HVAC: Rough-in			
Exterior Finish (Siding, Veneer, Paint)	\$ 2,500	2%	
Insulation (walls and ceilings)	\$ 3,200	3%	
Interior walls and ceilings (includes wall tile)	\$ 18,400	15%	
Cabinets/Vanities, Countertops	\$ 15,000	13%	Hardwood Custom Built with raised panel doors/quartz counter tops
Interior Trim, Doors, Mirrors	\$ 3,250	3%	
Interior Paint	\$ 7,400	6%	
HVAC: Finish (furnace, condenser)	\$ 9,500	8%	
Floor covering (carpet, vinyl, wood, tile)	\$ 21,550	18%	Marble//Travertine/Ceramic tile
Plumbing: Fixtures	\$ 2,500	2%	
Electrical: Fixtures	\$ 1,750	1%	
Appliances	\$ 4,500	4%	Highend appliances
Concrete (garage, driveway, walks)	\$ 890	1%	
Water/Sewer (includes well, septic and city): Connections, Rough-in, System			
Deck/Patio/Pool/Other Exterior Structures	\$ 4,500	1%	stain decking and refurbish pool
Landscaping	\$ 2,550	1%	
PROPERTY BUDGET	\$ 119,620	100%	
CONTRACTOR FEE (15% max)			
CONTINGENCY FEE (10% required)	\$ 12,767	11%	
TOTAL BUDGET	\$ 132,387		

All materials must be installed to receive draw credit. Contingency Fee funding requires documented line item overages.

By completing this Budget Form, borrower represents to Finance of America Commercial ("FACo") that the information provided herein, is true and accurate as of the date completed. If the information provided should change during the loan process, borrower is obligated to inform FACo of such changes. Failure to do so and any inaccuracies in the information provided may result in a change of loan terms and/or denial of borrower's loan application. Additionally, FACo reserves the right to withhold escrowed funds due to budget changes and/or inaccuracies. REV. 06.05.2020

# PROJECT MANAGEMENT

**Small Business Education Series**  
**EDA UNIVERSITY CENTER FOR ECONOMIC  
DEVELOPMENT**

**Southern University**

**Eric Porter - ComNet, LLC**

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# Why Do Projects Fail?

**Lack of Planning**

**Lack of Clear Roles & Responsibilities**

**Lack of Change Management**

**Poor Budgeting**

**Poor Scheduling**

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# Topics Agenda

- Introduction
- What is a Project Manager
- Planning the Project
- Project Scheduling
- Project Financial Plan
- Leading the Project Team
- Managing your Clients
- Managing your Clients
- Managing Quality and Risks
- Time Management & Communications
- Controlling the Project
- Getting Out of Trouble

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# Traits of the Best PMs

as Defined by a Major Client

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. Follows through                   | 7. Backs decisions of team members  |
| 2. Good Listener                     | 8. Organized                        |
| 3. Proactive                         | 9. Handles multiple priorities well |
| 4. On top of every aspect of the job | 10. Technically proficient          |
| 5. Leads by example                  | 11. Holds people accountable        |
| 6. Good Communicator                 | 12. Delegates well                  |

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# The Most Successful PMs

- **Manages the proposal effort**
- **Prepares the fee budget**
- **Participates in fee negotiation**
- **Participates in team selection**
- **Gets non-performers removed**
- **Controls technical direction**
- **Controls budget & schedule**
- **Maintains rapport with client**
- **Directs fee collection efforts**
- **Accountable for success or failure**
- **Little involvement in marketing**
- **Get fee budgets from others**
- **Accepts whatever is negotiated**
- **Relies on department heads for staffing**
- **Blames department heads for poor performers**
- **Delegates tech. matters to dept. heads**
- **Monitors budget and schedule**
- **Reports status to client**
- **Lets accounting handle collections**
- **Keeps records of who is responsible.**

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# How Principals Work with Strong PMs

Issue	Project Manager	Principal
Fee Proposals	Prepares	Approves
Fee Negotiation	Participates	Directs
Team Selection	Requests	Assigns
Removing Non-Performers	Recommends	Approves
Technical Decisions	Controls	Recommends
Client Relations	Maintains	Oversees
Future Work	Secures	Approves
Accountability	Maintains	Rewards

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# Roles of the Project Management

## Traditional Roles

- Planning
- Scheduling
- Organizing
- Directing
- Controlling
- Technical

## Marketing Roles

- Expand the Scope of Work
- Get the Client Back
- Actively Secure Referrals
- Close the Deal
- Sell All your Firm's Services
- Passive Marketing/Client touches

## Financial Roles

- Earn the Profit
- Bill the Client
- Secure Payment

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# Passive Marketing/Touching Clients

- Forward an article about a client's business
- Forward info on a new legislation affecting them
- Send a book about strategies in their business
- All phone calls equal one touch
- Send clippings on other projects or industry trends
- Send a handy tool or checklist that makes their job easier
- Thank you notes
- Lunches and Breakfasts
- Company Newsletters

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# Tally of Cross-Selling Opportunities

Client	Opportunity	Sales Lead	Prob of Success	Gross Revenue	Weighted Revenue
GA DOT	Enviro Feas	DFR	50%	\$50,000	\$25,000
FL DOT	Bridge Inspect	LRJ	75%	\$550,000	\$410,000
Jax DPW	Paving Recycle	MJU	33%	\$75,000	\$25,000
Orl Water	GIS	JEF	30%	\$100,000	\$30,000
Pens DPW	GIS	JEF	50%	\$100,000	\$50,000
Jax Aviat	Security Assess	PIK	40%	\$50,000	\$20,000
			TOTALS	\$925,000	\$560,000

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# Accounts Receivables Plan-Contracting

- **Push hard for net 30-day clauses in contracts**
- **Avoid complicated billing and reporting procedures**
  - Offer discounts for standard formats with no backup
- **Bill directly to Client rather than through a prime**
- **Job Opening forms shall be completed as soon as the contract/invoicing conditions are known**
- **Special billing requirements must be fully explained to accounting**

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# Accounts Receivables Chase Plan - Invoicing

- **Obtain a full explanation of billing procedure from the Project Manager**
- **Invoices for large accounts should be prepared before those for small accounts**
- **Project Managers shall review invoices within one and one-half days of receipt**
- **Corrections and adjustments shall be minimized and clear instructions shall be minimized and clear instructions shall be given to Accounting**

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# PM's Top 20 Excuses for Project Failure

1. The project team was full of incompetents.
2. I didn't have enough time.
3. The client kept making changes.
4. The budget was unrealistic.
5. I couldn't get enough help.
6. Working for the client is impossible!
7. I couldn't get the information I needed from accounting.
8. The schedule was unrealistic.
9. Everyone kept charging to the job.
10. \_\_\_\_\_ was taken off the job at the worst possible time.
12. The designers wouldn't stop designing.
13. The contractor didn't understand the job.
14. This job was unique.
15. The building department is full of idiots.
16. Principals kept charging to the job.
17. The subs would not cooperate.
18. The word processing people kept getting pulled off my job.
19. \_\_\_\_\_ quit and left me holding the bag.
20. The CADD operations didn't know what

# Project Manager Sins

4. Letting the job get into trouble
3. Not Knowing it's in trouble
2. Knowing it's in trouble and not asking for help
1. Hiding the fact that it's in trouble

# Elements of a Project Mgt Plan

- **Goals & Objectives**
- **Scope Of Work**
- **Schedule**
- **Financial Plan**
- **Team Organization, Resources, Responsibilities**
- **Quality Control Process**
- **Change Management Process**
- **Communication Plan**
- **Contingency/Risk Management Plan**



# Communication Plan

Date:

Job:

Project:

Communication Element	Participants	Frequency	Media	Setting

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# Contact List

Date:  
Job #:  
Project:

Client Participants	Responsibility	Phone	Fax	E-mail
Designer Participants	Responsibility	Phone	Fax	E-mail
Subcontractor Participants	Responsibility	Phone	Fax	E-mail

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# Project Management Plan

## Short Form

General		
Date:	Issue No:	Prepared By:
Approved By/Title:		
Project Name:		
Client:		
Project Location: Type of Contract:		Budget:
Project No:		Project Manager:
Client Manager:		Tech. Director
<b>Client (Organization Chart Attached)</b>		
Contact:		Title:
Phone:		Fax:
Mail Address		Courier Address:
<b>Project Description (Scope of Work Attached)</b>		
<b>Project Objectives (These are specific and measureable)</b>		

# Project Management Plan

## Short Form

	Deliverables, Milestone And	Schedule (Schedule	Attached)
NO	Deliverable/Milestone	Date	Remarks
	<b>SUBCONTRACTORS</b>		
	Name:		
	Contact:	Title:	
	Scope of Work:		
	Budget \$:	Type of Contract:	Phone:
	Fax:	Mail Address:	E-mail:
	<b>SUBCONTRACTORS</b>		
	Name:		
	Contact:	Title:	
	Scope of Work:		
	Budget \$:	Type of Contract:	Phone:
	Fax:	Mail Address:	E-mail:



# Project Management Plan

## Short Form

	Signature Authority	
Document	SIGN. AUTHORITY (Name/Title)	Remarks
Letters to Client		
Transmittals to Client		
Internal Document		
Draft Documents		
Final Document Issues		
Travel Requests		
Progress Reports		

### Recipients of PM Plan (Including Dates)


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# Reasons for Scheduling










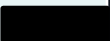
- **Get Projects Done on Time**
- **Cash Flow Plan**
  - Accelerates Payments
  - Facilitates Client Financing
- **Personal Time Planning**
- **Demonstration of Resource Requirements**
- **Effective Communication**
  - Client
  - Team
  - Management

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# Characteristics of a Good Schedule

- **Easily Communicated**
- **Flexible – Easy to Update and Change**
- **Has Commitment of Project Team**
- **Shows Task Interrelationships**
- **Kept on a Calendar Basis**
- **Forces Early Deadlines**
- **Includes Review and Correction Time**
- **Allows for Slippage**
- **Has Office-Wide Correlation**
- **Allows for Activities Beyond Contractual Due Date**
- **Graphic Presentation**

# Scheduling Method #2: Bar Charts

ID	Task Name	Start Date	End Date	Duration	2002		
1	Preliminary Design	1/1/2002	1/1/2002	0d	January	February	March
2	Kickoff & Review Char Data	1/1/2002	1/7/2002	5d			
3	Design Calcs	1/5/2002	1/25/2002	15d			
4	Design Criteria	1/10/2002	1/30/2002	15d			
5	Title Sheet	2/15/2002	2/21/2002	5d			
6	Site Plan	2/15/2002	2/28/2002	10d			
7	P&IDs	1/15/2002	2/4/2002	15d			
8	Mechanical Plan	2/15/2002	3/7/2002	15d			
9	Equip List & Outline Spec	2/15/2002	3/7/2002	15d			
10	Client Review	3/15/2002	4/3/2002	14d			
11	Cost Estimate	3/15/2002	3/25/2002	7d			



# What is CPM Scheduling?

## CPM Equations

- Shortest path thru the schedule logic
- Critical Path Tasks have “Zero Float”
- If any critical task finishes late, the project will finish late

**Early Finish = Early Start + Duration**

**Late Start = Early Start + Total Float**

**Late Finish = Late Start + Duration**

**Late Finish = Early Finish + Total Float**

# CPM Glossary of Terms

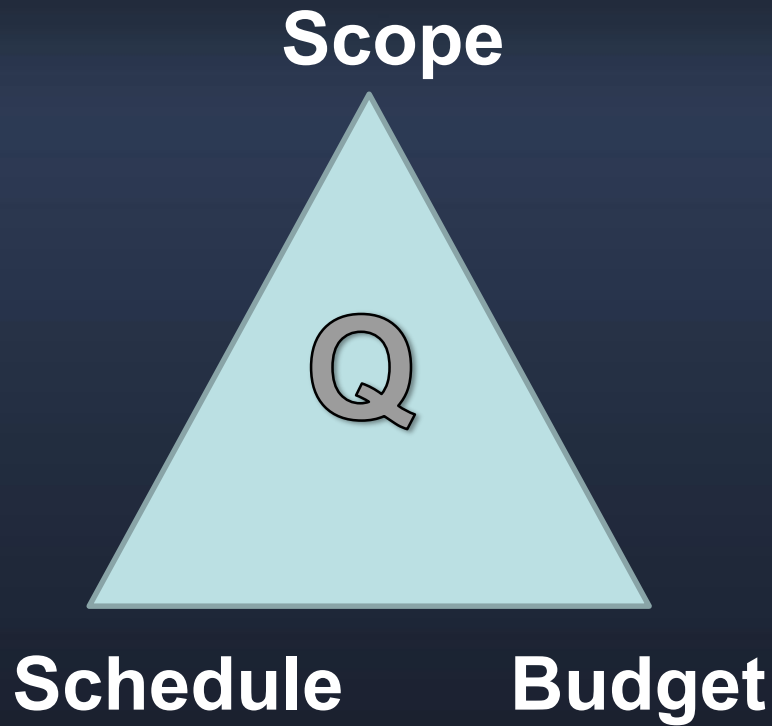
- **Duration:** Length of time to complete a task
- **Early Start:** Earliest date that a task can begin
- **Early Finish:** Earliest date that a task can be completed
- **Late Start:** Latest date a task can start without impacting overall project completion
- **Late Finish:** Latest date a task can be completed without impacting overall project completion

# Common Pitfalls in Schedules

- Not allowing time for internal reviews & corrections
- Starting tasks before required prerequisites are complete
- Failure to consider availability
- Failure to delineate client responsibilities
- Excessive complexity
- Lack of contingency planning
- Failure to include activities beyond contract due date
- Failure to identify activities beyond your control
- Forgetting the “Soft Tasks”

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# SUCCESSFUL PROJECT CHART



**What is the Definition  
of a Successful  
Project?**

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# Budget Method #4 Staffing Level Budgeting

- **Project Duration = 6 weeks**
  - Principal @  $\frac{1}{4}$  time = 60 hours
  - Project Manager @  $\frac{1}{2}$  time = 120 hours
  - Project Architect @ full time = 240 hours
  - Technical Support @  $\frac{1}{2}$  time = 120 hours
  - Administrative Support @  $\frac{1}{2}$  = 120 hours
  - Total Labor = 660 hours

Labor Budget = 660 hrs @ \$70/hr = \$46,200

Expenses @ 10% = 4,620

Total Budget = \$50,820

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# What are Project Write – offs?

- Jobs in budget trouble
- Job with potential quality/liability problems
- Charges to jobs w/o contracts
- Delays in getting charges keyed into accounting
- Delays in getting charges billed
- Late payment
- Jobs with unusually high risks

**Project Cost that  
are not:**

- Billed to a client
- Paid by a client

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# Why Teams Fail

- No Clear Vision
- Lack of Team Purpose
- Poor Team Behavior
- Team Behavior
- Personal Agendas
- Focus on Personalities
- Unwilling to Participate
- Lack of Feedback
- Value Conflicts

# Characteristics of Effective Teams

- **Collective AND Individual Accountability**
- **“Atmosphere” is relaxed**
- **Lots of discussion**
- **Objectives well understood**
- **Members listen to each other**
- **Most decisions by consensus**
- **Constructive disagreements**
- **Criticism is comfortable**
- **Clear assignments made & accepted**
- **Leadership shifts from time to time**



# Project Manager Responsibilities

**(L) = Leadership**

**(M) = Management**

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# Ten Steps to Better Delegation

1. **Select the right person**
2. **Provide all the available information**
3. **Ask what additional information is needed**
4. **Clearly define the product you expect**
5. **Agree on the proper**
6. **Agree on a completion date**
7. **Agree on a level of effort**
8. **Establish control mechanisms (MBWA & MBAQ)**
9. **Expect the product to be 30% different; 10% wrong**
10. **Give credit; take blame**

# The Assistant Project Manager

- **Official or Unofficial?**
- **Performs specific PM tasks**
- **Pinch hits during PM's absence**
- **Allow PM to handle more jobs**
- **Accelerates development of new PMs**
  - Builds a relationship with a targeted client contact
  - Suggest a value added at a client meeting
  - Attend client meetings to observe dynamics
  - Prepare project close-out and lessons-learned

# Personality Traits

## Driver (Control Taker)

Pushy  
Severe  
Tough Minded  
Dominating  
Harsh  
Determined  
Requiring  
Thorough  
Decisive  
Efficient

## Expressive (Emotional)

Manipulative  
Excitable  
Undisciplined  
Reacting  
Promotional  
Personable  
Stimulating  
Enthusiastic  
Dramatic  
Gregarious

## Analytic (Data Collector)

Critical  
Indecisive  
Stuffy  
Exacting  
Moralistic  
Industrious  
Persistent  
Serious  
Vigilant  
Orderly

## Amiable (Friendly)

Conforming  
Retiring  
Pliable  
Dependent  
Awkward  
Supportive  
Respectful  
Wiling  
Dependable  
Agreeable

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# Battling “Indifference”

- **Managing your Client**
- **Superior Client Service**
- **Keeping Relationships Fresh**
- **Proactive Communication**

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# Critical Success Factors In Managing Your Client

## Leadership

- Know your client
- Understand your client's business
- Be an equal partner
- Foster trust
- Demonstrate credibility
- Anticipate – Don't React

## Management

- Maintain focus
- Be committed
- Communicate effectively
- Be prepared
- Be persistent when you need input

**NO SURPRISES !!!!!**

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# Presenting Bad News – Spin Control

- **Get bad news out as early as possible**
- **Make sure clients hear it from you first**
- **Take blame immediately**
- **Present alternatives**
- **“Your first loss is your last loss”**

# SOUND ADVICE

When vendors, consultants, and contractors asked President of Intel Corporation how they can get more work from the giant chip manufacturer, he told them:

“Go out and learn how to make chips.  
Then come back and help us do it  
better.”

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# How Well Do You Know Your Client?

- Who does your client report to?
- Why are they organized the way they are?
- What are their strategic drivers?
- Where do the decision makers sit?
- What do they value and expect in their relationship with you?
- What do they read?
- What is their career path?
- What are their outside interests?
- What hassles can you remove from their life?

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# How Satisfied Are Your Clients?

- Solicit feedback (1 page survey)
- Send clients a piece of paper marked “How Can We Do Better?”
  - Include the pen and postage paid envelope
- Ask clients to keep a sheet entitled “Things Consultants Do That Bug Me”
- Collect, Summarize, Share, Do It Again !!!!

Keeping Client Happy = Keeping Clients

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# The 5 Be's to Superior Client Service

- **Be Accessible:** easy to be contacted
- **Responsive:** adapt to client needs
- **Be a Closer:** do what you say you will do
- **Be Quick to Correct:** bad news doesn't get better with age
- **Be Passionate:** it's contagious

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# How Do You Kill a Client Relationship?

- Assume there are no problems in the relationship
- Don't listen
- Rotate staff
- Take a client's repeat business for granted
- Leave issues unresolved
- Be defensive
- Don't call unless you have an RFP
- Don't call unless you have a job number

Are you guilty of any of these ?

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# Proactive Client Communications

## All Client Interaction

- You initiate
- Same day and time
- Decide on schedule at kickoff meeting
- You and your client mark the dates/times on your appointment calendars

## Written Progress Reports

- Summary of work done last period
- Forecast of activities for next period
- Scope changes/Value Added to Date
- Budget status/Deliverable status
- Schedule status/Percent Complete
- Input needed from client
- Other issues/concerns

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# Time Management and Communications

- Meetings
- Telephone
- Interruptions
- Electronic Communications
- Written Communications
- Prioritizing

What Would You Do with an Extra 2 Hours per Day?



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# Making Meetings More Effective

- Eliminate the Meeting
- Eliminate Your Attendance
- Start Meetings on Time
- “Stand-up” Meetings
- Consider Time of Day
- Effective Agendas
- “Action” Minutes

*Remember the Golden Rule:  
Praise in Public Criticize in Private*

- Don't use peer pressure to log-roll conclusions
- Don't hold meetings outside normal business hours
- Kill regular meeting when they no longer serve their purpose

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# Managing the Telephone

- Answering the phone
- Grouping your calls
- Holding calls
- Getting off the phone

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# Electronic Communications

## Voicemail

- Change your voicemail message everyday
- Tell callers how to reach a human being.
- Leave short messages

## E-mail

- Don't use all caps.
- Don't spread off-color humor.
- Do your part to halt e-mail clutter.
- After 3 exchanges, reach out and touch someone!
- Purge messages periodically.
- Remember: e-mail is just like written correspondence expect it's easier for people to spread it around.

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# Sample Accounting Reports

- Division Time Analysis
- Percent Chargeable
- Detail Verification
- Invalid Transaction Report
- Division Aging Report
- Active Projects w/ completion dates w/in 30 Days
- Unauthorized Expenditure Detail Report
- Active Projects w/ unauthorized items
- Authorization Listing
- Items Made Non-Billable during Period X
- Revenue Write-offs During Period X
- Unbilled Receivable/Undistributed Revenue – Audit
- Unbilled Receivable/Undistributed Cost Aging
- Manager's Project Status
- Operating Statement
- Budget & Expense Report
- Budget & Expense Exception
- Near-Term Financial Action

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# Instructions

- Using the information available, quantify the following:
  1. What is the overall schedule status?
  2. What is the overall budget status?
  3. Are there any problems on this project?
  4. Is there any good news?

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# Seven Steps to Managing a Crisis

1. Don't react immediately – THINK-THINK-IT'S NOT ILEGAL YET
2. Define the problem (not just the symptoms)
3. Identify all the alternatives
4. Don't assess blame
5. Select the alternative(s) you believe will work
6. Take positive, authoritative action
7. When the dust settles, assess the results

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# Design Considerations for Construction

- **Policy of single statement**
- **Minimum design necessary to get project built**
  - **Without excess cost growth during construction**
- **There is NO hierarchy of documents**
- **Drawings DO NOT need to stand on their own merit**
- **DO NOT allow GCs to break-up bid sets for distribution to subs**

# Going to the Client for More Money

- Plan early.
- Establish the change order procedure up front.
- Get immediate concurrence from the client of changes.
- Keep good documentation
- Limit small changes (aka, scope creep)
- **Never** agree to do extra work without authorization.
- When in doubt, ask for the money!

# Making Money on Construction Service

- Average profits from Construction Admin (CA) are 40% of design profits
- One-third of firms make more on CA than on design
- These firms perform more services:
  - Construction management
  - Resident A/E
  - Equipment procurement
  - Claims Administration
- They also do it smarter:
  - Allocate at least 20% of effort of CA
  - Avoid vague scopes (e.g. “periodic site visits”)
  - Minimize use of office personnel for field activities
  - Wait till contractor is selected before negotiating CA fee

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# Wrapping up the Project

- The last 10% vs. the first 10%
- The importance of a planned approach
- Evaluating the need to make changes
- Making changes efficiently
- Final documentation
- Learning from the experts (contractors)
- Project Completion Analysis (Post-Mortem)

# WINNSBORO AIRPORT REJUVENATION PROJECT



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# WINNSBORO AIRPORT

Form BC-101							
State No. H.010049		INSPECTOR'S DAILY REPORT					
Project No.	135803.80-Rehabilitate Runway 18/36 Lighting - Winnsboro			Day & Date	Wednesday September 10, 2014		
Weather	Ptly. Cldy. & Warm		Temperature:	High	96	Low	70
Work Day		Time Work Started	7:30 AM	Stopped	4:30 PM	Hours Worked	9
Contractor's Forces:	Supt.			Foreman	1		
Operators	1	Skilled Labor	3	Unskilled		Others	
Engineering Personnel:							
Tommy Duke							
Contractor's Equipment on Project							
Number & Type	Operating	Not Oper.	Reason Not Operating				
<u>Ouachita Electrical Contractor, LLC</u>							
Ford F-250 Crew Truck w/ Tool Trailer	1						
Case CX80 Excavator	1						
CAT Rubber Tire Backhoe	1						
John Deere Tractor w/ Blade	1						
Ditch Witch Trencher	1						
DETAILS OF DAILY OPERATIONS							
<u>Ouachita Electrical Contractor (Prime Contractor)</u>				<u>Barricade's &amp; Runway Closure's in Place</u>			
Poured 5 Cubic Yard's of 4000 PSI of Fiber Reinforced Concrete for PAPI Light Pads East of Runway C/L.							
Excavated, Graded & Constructed Concrete Form's for Threshold Light Pads North (16) End of Runway.							
Summary Of Quantities:							
Tommy Duke Inspector							
Visitors:	Allen Taylor, La. DOTD Aviation Section						

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# WINNSBORO AIRPORT REJUVENATION PROJECT



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# WINNSBORO AIRPORT REJUVENATION PROJECT



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# WINNSBORO AIRPORT REJUVENATION PROJECT

Form BC-101

State No. H.010049

## INSPECTOR'S DAILY REPORT

Project No. 135803.80-Rehabilitate Runway 18/36 Lighting - Winnsboro Day & Date Thursday September 11, 2014

Weather	<u>Ptly. Cldy. &amp; Warm</u>	Temperature:	<u>High 96</u>	<u>Low 70</u>
Work Day	<u>Time Work Started 7:30 AM</u>	Stopped	<u>4:30 PM</u>	Hours Worked <u>9</u>
Contractor's Forces:	Supt. _____	Foreman	<u>1</u>	
Operators	<u>1</u>	Skilled Labor <u>3</u>	Unskilled _____	Others _____

Engineering Personnel: Tommy Duke

### Contractor's Equipment on Project

Number & Type	Operating	Not Oper.	Reason Not Operating
<i>Duachita Electrical Contractor, LLC</i>			
Ford F-250 Crew Truck w/ Tool Trailer	1		
Case CX80 Excavator	1		
CAT Rubber Tire Backhoe	1		
John Deere Tractor w/ Blade	1		
Ditch Witch Trencher	1		

### DETAILS OF DAILY OPERATIONS

Duachita Electrical Contractor (Prime Contractor)

*Barricade's & Runway Closure's in Place*

Poured 7 Cubic Yard's of 4000 PSI of Fiber Reinforced Concrete for Threshold Light Pads North (16) End of Runway.

Pulled Concrete Form's, Backfilled & Dressed around PAPI Pad's East of Runway C/L.

Summary Of Quantities:

Tommy Duke  
Inspector

Visitors: \_\_\_\_\_

# WINNSBORO AIRPORT REJUVENATION PROJECT

Form BC-101									
State No. H.010049		INSPECTOR'S DAILY REPORT							
Project No.		135803.80-Rehabilitate Runway 18/36 Lighting - Winnsboro				Day & Date		Thursday October 2, 2014	
Weather		Cldy. w/ P.M. Shower's		Temperature:		High		94	
Work Day		Time Work Started		7:30 AM		Stopped		3:30 PM	
Contractor's Forces:		Supt.		Foreman		1		Does Not Reflect Chargeable Travel Time	
Operators		Skilled Labor		2		Unskilled		Others	
Engineering Personnel:		Tommy Duke							
Contractor's Equipment on Project									
Number & Type		Operating		Not Oper.		Reason Not Operating			
Ouachita Electrical Contractor, LLC									
Ford F-250 Crew Truck w/ Tool Trailer		1							
Case CX80 Excavator		1							
JCB Rubber Tire Backhoe		1							
John Deere Tractor w/ Blade		1							
Ford Tractor w/ Tiller		1							
Ford Tractor w/ Trencher		1							
Air Compressor		1							
Big Red Mack Dump Truck		1							
DETAILS OF DAILY OPERATIONS									
Ouachita Electrical Contractor (Prime Contractor)									
Working on Beacon Rehabilitation, Cleaning Up & Hauling off Excess Dirt and Debris from Jobsite to Location(s) specified by City Public Work's Director.									
<b>NOTE: Contractor waiting on Entergy for Electrical Hook-Up &amp; Plumber for Natural Gas Supply to Emergency Generator.</b>									
Summary Of Quantities:									
<div style="float: right; text-align: right;"> <i>Tommy Duke</i> Inspector         </div>									

# CHARTER PROJECT

PROJECT WEEKLY PROGRESS: September 8, 2015 (8/31/15 - 9/8/15)	
Project Description: Interior Renovation Charter Academy - New Orleans, LA	Milestone
Prepared By: Lily Flynn	Resident Project Inspector:
Comnet Project No.:	Project Admin: Eric Porter
Contract No.: N/A	Construction Manager: Lily Flynn
Original Contract Amount: N/A	Contractor: Comnet, LLC
	Current Contract Amount: N/A

Contract Time Summary as of September 8, 2015	
Original Days:	54 Days (Not including change orders)
Weather Days:	0
Days Granted by Client:	N/A
Days Granted by S.A. or Claim:	N/A
Total Contract Days:	54 Days
Days Used:	N/A
Days Remaining:	N/A
Pending Days:	N/A
Contract Start Date:	August 8, 2015 (Notice to proceed)
Contract Sch'd Completion Date:	September 30, 2015
Actual Construction Start Date	August 8, 2015

Project Summary as of September, 2015	
Progress	
Contract Time Used: (August 8th, 2015 (Notice to Proceed)	32 Days out of 54 Days

1. **Controlling Items of Work:** N/A

2. **Submittals:** N/A

3. **Unresolved Issues:** Roofing repairs - DAMAGE TO REPAIRED CEILINGS WILL CONTINUE TO REOCCUR AS LONG AS THE ROOF IS NOT REPAIRED. ANY CEILING THAT HAS BEEN REPAIRED WILL CONTINUE TO HAVE ISSUES AS LONG AS ROOF IS NOT REPAIRED.

The ceiling in Room 205 was repaired twice. Needs approval to repair a third time. - CHANGE ORDER - STILL WAITING APPROVAL

\* **Cafeteria** - The switch for the two sets of 3 recessed cans light fixtures is missing a knob and has to be replaced. - CHANGE ORDER - STILL WAITING ON APPROVAL

\* **Cafeteria** - Per Ms Robichoux - Replace missing wood frame around the door to the cafeteria' office, replace missing latch and install new door knob with a key. - THIS IS A CHANGE ORDER - AWAITING APPROVAL TO PROCEED. STILL WAITING ON APPROVAL TO PROCEED

\* **Kitchen** - Per Ms Robichoux -Replace 5 light covers on the 2' x 4' fluorescent ceiling mounted light fixtures - CHANGE ORDER -Awaiting approval to proceed. STILL WAITING ON APPROVAL TO PROCEED

\* **Room 219** A/C unit contactor was replaced by Forest Air, LLC. CHANGE ORDER.

# XAVIER PROJECT



Dens Glass being applied over Hat Channel

## PHOTOS



Vapor Barrier being installed over Dens Glass



Lath installed over vapor barrier and ready for plaster application



Bollasters on W & N Elevation being prepped and primed for painting.



Painted Bollasters

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# STARBUCKS



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# STARBUCKS



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# CHICK-FIL-A PROJECT



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# CHICK-FIL-A PROJECT



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# CHICK-FIL-A PROJECT



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# CHICK-FIL-A PROJECT



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# CHICK-FIL-A PROJECT



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# CHICK-FIL-A PROJECT



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# FINISHED PROJECT



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# XAVIER PROJECT

Form BC-101							
Xavier University Center - Chick-Fil-A				Project Manager Report			
Project No.	Xavier CFA Project Management Weekly Report			Day & Date	Week Ending 08-11-2018		
Weather	rain		Temperature:	High	90	Low	77
Work Day	Monday - Friday	Time Work Started	7:00 AM	Stopped	4:00 PM	Hours Worked	8.5
Contractor's Forces:	Supt.	Ken French		Foreman			
Operators	Subcontractors	Skilled	2	Unskilled	4	Others	3
Engineering Personnel:	n/a						
Contractor's Equipment on Project							
Number & Type		Operating	# of Operators	Scope of Work			
Select Demolition		Subs	8	Remove walls- Remove Floor tile - Completed.			
Jackhammer-Sawer-Snipper		Plumber	4	Xray concrete - locating electrics		Busting concrete	
Electrical Services		Electrician	3	Remove & Replace & Relocate		Circuit boards	
Plumbing Services		Plumber	1	Plumbing layout			
DETAILS OF DAILY OPERATIONS							
Shrader & Martinez Construction - Sadoma, AZ - General Contract							
1. <b>Select Demolition:</b> The subcontractor removed all walls and removed all floor tiles and disposed up it via dumpster load. Task completed 8-8-18							
2. <b>Electrical Services:</b> Identify wiring to secure safety; relocate existing electrical panel and begin a sixteen day rough-in process.							
3. <b>Concrete Removal:</b> Locate the greae trap, locate the electrical lines underneath the concrete via an X-Ray contractor and start the cutting of the concrete. When concrete is opened, mark all underground conduit layout via "red" markings. Also add electrical and gas "lock-out tag-out" hangers in areas where applicable.							
Plumbing: Plumbing underground and rough-in will take place after concrete is removed. Then concrete will be re-poured.							
Framing: The subcontractor brought metal studs for framing purposes. Until all concrete is removed and plumbing & electrical install and re-poured framing will not take place; thereby, causing a delay in framing.							
Summary Of Quantities:							
Electrical materials onsite							
Plumbing materials onsite							
Framing metal studs and no evidence of accoustal ceiling tile onsite.							
Precip. = .55							
				Eric Porter - ComNet, LLC Project Manager			

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# XAVIER PROJECT

9/10/2018							
<b>Xavier University Center - Chick-Fil-A</b>			<b>Project Manager Rep</b>				
Project No.	<b>Xavier CFA Project Management Weekly Report</b>			Day & Date	<b>Week Ending 9-8-2018</b>		
Weather	<b>Sunny</b>		Temperature:	High	<b>87</b>	Low	<b>77</b>
Work Day	<b>Monday - Friday</b>	Time Work Started	<b>6:30 A.M.</b>	Stopped	<b>3:30 P.M.</b>	Hours Worked	<b>9</b>
Contractor's Forces: Supt.		<b>Ken French</b>		Foreman			
Operators	<b>Subcontractors</b>	<b>Skilled</b>	<b>3</b>	Unskilled	<b>3</b>	Others	<b>3</b>
Engineering Personnel:		<b>None</b>					
<b>Contractor's Equipment on Project</b>							
<b>Number &amp; Type</b>		<b>Operating</b>	<b># of Operators</b>	<b>Scope of Work</b>			
Concrete Bursting & Haul-Off		<b>Subs</b>	<b>3</b>	Haul-Off	Busted concrete	Outside	Container
Electrical Services		Electrician	<b>4</b>	Re-wire and install panels		Re-wire runs	install new panel
Concrete Re-Pour		Concrete Sub	<b>2</b>	Install re-bar and mesh			
Plumbing Services		Plumber	<b>1</b>	Oversee concrete pour			
<b>DETAILS OF DAILY OPERATIONS</b>							
<b>Shrader &amp; Martinez Construction - Sadoma, AZ - General Contrac</b>							
<b>1. Job Shut-Down:</b> Due to Labor Day on Sept 3, 2018, the job was shut-down.							
<b>2. Electrical Services:</b> The electricians were on hand to install the new panels and re-wiring runs through newly installed conduits in the ceiling. The electricians requested a power shut-down of the freight elevator for 9-7-2018. We coordinated with Bruce Hamilton of Building Services. Mr. Hamilton advised that Otis Elevator required an indemnification signature form to be executed by the electrician; however, the general contractor executed the form and signed it. Otis Elevator shutdown the power at 8:A.M. until 12-NOON. This allowed the electricians to make room on the new panel. The new service panel will be in compliance with the instructions given by David Silva, the electrical engineer. The service panels will be moved from the eastern room to the western site. It will be labeled where in the future it will be easy to identify circuits and locations.							
<b>3. Concrete Sub:</b> The concrete subcontractor began forming the areas of the concrete floor that was busted and removed to the rear building where the contractor has a dumpster. The concrete subcontractor began and completed forming, adding rebar, sand and wrap. The pour was done the weekend of Sept 8, 2018. The concrete sub used redymix and mixed it onsite opposed to bringing out a pump truck. It will take 2 days to cure.							
<b>4. Disaster Preparedness:</b> The university shut-down all schood operations on Tuesday, September 4, due to the possibility of a Hurricane. The contractors were notified to secure all areas of the work site from Bruce Hamilton and Harold Vincent.							
<b>5. Framing:</b> Framing is scheduled to began on Monday, September 10, 2018.							
<b>Quantities Onsite:</b>							
<b>Quantities Onsite:</b>							
34	Electrical Materials are on site.						
35	Plumbing Materials are not onsite for grease trap lay-in						
36	Framing:	Materials onsite.					
37	<b>Precip. = .55</b>				Eric Porter - ComNet, LLC		
38					<b>Project Manager</b>		
39	Visitors:	Subcontractors.					
40	<b>University Officials:</b> Harodl Vincent with facilities, Dr. Verett visited on 8-24-2018 and Ed Phillips, Sr. VP of Fiscal was on site, daily.						



# XAVIER PROJECT

ComNet, LLC



ComNet, LLC

4811 Harding Boulevard  
Baton Rouge, Louisiana 70816  
Office (225) 205-6562  
Email: [comnetllc@yahoo.com](mailto:comnetllc@yahoo.com)  
Website: [www.comnetllc.net](http://www.comnetllc.net)

Site Project Name: Chick-Fil-A / Project No. 0001

Location: Xavier University – University Center Food Court Area

PROJECT WEEKLY PROGRESS:	
Projection Description: <b>Chick - Fil - A Restaurant</b>	Project Manager: <b>Eric Porter</b>
Prepared By: <b>Eric Porter</b>	Project Admin:
Project No: <b>Chick-Fil-A</b>	General Contractor:
Contract No:	General Contractor Superintendent: <b>Ken French</b>
Original Contract Amount:	Current Contract Amount:

Contract Time Summary as of : <u>Week Ending 10-20-2018</u>	
Original Days:	95
Weather Days:	0
Days Granted by Client:	13
Days Granted by S.A. or Claim:	n/a
Total Contract Days:	108
Days Used:	59
Days Remaining:	35
Pending Days:	n/a
Contract Start Date:	07-31-2018
Contract <del>Sch'd</del> Completion Date:	Scheduled: November 14, 2018.

Progress Summary as of : <u>10-20-2018</u>	
Scheduled Progress:	62%
Actual Progress:	64%
Contract Time Used:	71%

1. Controlling Items of Work: Electrical Cut-Over, Drywall Installation, ceiling grid and ceiling tile, serving area and millwork preparation. Floor & wall tile installation. Location of transformer to old locker room. Wall Duct for grease traps onsite.
2. Submittals: Contractor has all project submittals. No remaining outstanding submittals. Contractor has no concerns as it relates to procurement items at this point in time. Contractor is providing adequate lead times from their sub-contractors to meet their deadline dates. A supplemental design with the change in design for

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# XAVIER PROJECT

the wall duct grease traps system has to go to Safety & Permits as well as the Louisiana State Fire Marshall for review and approval.

3. Unresolved Issues: Red stamped fire marshal plans onsite. These are needed prior to the Louisiana State Fire Marshal's inspection. Fire Marshal inspection not scheduled as of week ending 10-13-2018. The architect submitted the design change for the wall duct grease trap system the week of 10-20-2018. No inspection from the state fire marshal has been scheduled prior to installation of wall duct grease system.

ComNet, LLC



Project Number: \_\_\_\_\_

Weekly Progress Report

Date: 10-20-2018

## Discussion of Work In Progress:

The week of October 13, 2018, electrical subcontractor was tasked to run feeders as wires were in the box. This caused a schedule with Central Plant to grant a shutdown of the entire UC building in order re-tie the wires to the building's main box. The shutdown was granted and scheduled for Thursday, the 11<sup>th</sup> of October at 10:45 PM. On site for the cut-over were the campus security to secure the building, the Central Plant representative on the night shift, the subcontractor and the general contractor. This process was to take the system down for four hours. During the process of the cut-over, it discovered that the electrical subcontractor had never installed the breaker. The Central Plant did not know the breaker had not been installed as well as the GC. The process of cutting over all the wiring was successful; however, it will require another tie-in to the main electrical panel room scheduled for a later date the week of 10-20-2018. On 10-19-2018, the general contractor requested another shutdown to finally re-tie the electrical systems to the main grid. This was schedule for 10-21-2018 at 11:30 P.M. **THE ELECTRICAL CUT-OVER DID IN FACT HAPPENED ON 10-21-2018 AT 11:30 PM AND IT WAS SUCCESSFUL.** The transformer arrived on 10-3-2018. It was installed this past week in the old locker room in the back of the cafeteria.

The grease ducts for the hood arrived onsite on 10-9-2018. The general contractor was waiting on approval from the state fire marshal reviewer. The review was successful and the general contractor received approval to install the wall ducts grease traps on 10-21-2018. They are installing the system. The general contractor was cautioned to call for a field fire marshal inspector to review the hanging of those ducts in the hallway. The general contractor advised that he will be leaving at the end of today, 10-22-2018 for the rest of the week and will be scheduling a fire marshal inspection on next week when he comes back to the job.

This project manager will be looking-in on the jobsite in the absence of the general contractor. Bruce Hamilton will also look in on the project as a representative of the university on Thursday, during the week of 10-27-2018.

Visitors on site this week was Kerwon Byrd, the university chief engineer. He met with the project manager and the general contractor and he had concerns about the wall duct grease trap installation as well as why wasn't the design changed plans was not submitted to the fire marshal. **WEEK OF 10-13-2018. GOING FORWARD, THE SUPERINTENDENT WILL ASK FOR PROPER IDENTIFICATION WITH JOB SITE VISITORS SO THAT PROPER REPRESENTATION WILL BE NOTED.**

The drywall is practically 80% complete. The Millwork base and fire rated plastic panels installation was rescheduled until after floor tile are completed. The Coolers and freezers were scheduled to be delivered on 10-19-2018.

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**NOTE:**

Subsequently to the original Project Management Status Report for week ending 10-13-2018, Marion Bracy sent an email to this project manager informing that there was a fire in the construction waste dumpster on 10-11-2018, and it was not on the original project management report. After inquiring about the subject at hand from the general contractor's superintendent, we learned of the fire. The fire was discovered by the electrical contractor's two employees around 7:15 a.m. Those two employees attempted to subdue the un-billowing fire and also was joined by the university police department and Mr. Kerwin Byrd, the central plant chief engineer & colleague. It was determined to call the NOFD to completely contain the fire. Per Mr. Bracy, an ongoing investigation is in progress by the university police department.

- A. **Two Week Look Ahead:** The light fixtures and sinks are to be installed. The Sprinkler diffusers & cabinets will be installed. Paint will begin as well. The HVAC will be finished and the cabinets will start installation as well as floor tiles.
- B. After the hanging of drywall, the tape, float & paint the walls are on schedule. The ceiling grid and ceiling tile installation was re-scheduled until after the electrical cutover & grease hoods are installed. The Millwork base will be installed and ready for final installation within two weeks. The transformer will be installed.
- C. **Plan Questions:** Does the GC have the original Fire Marshall stamped approved plans onsite prior to the Fire Marshall inspection. As of 10-5-2018, answer to that is yes.
- D. **Work Times:** 6:00 A.M. to 2:30 P.M., first shift. Then 2:30 to 10:30, second shift.
- E. **Obstacles:** none
- F. **Safety:** The general contractor holds a safety meeting with his sub-contractors weekly.
- 4. **Visitors:** Representatives from The Cineplex Menu Board company & Marion Bracy from the University.
- 5. **Public Relations:** The university has concerns with the Franchise and students. A student meeting is schedule for the evening of 9-24-2018.
- 6. **Schedule:** The project is on schedule for finishing on November 14, 2018.

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# XAVIER PROJECT

Figure 1: Floors cured, metal stud framing, electrical rough-ins in place, plumbing installed. Materials onsite: transformer, drywall and ceiling grids.

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Project Name: Chick-Fil-A

Weekly Progress Report  
Date: 10-20-2018

ComNet, LLC



Project Number: \_\_\_\_\_

Weekly Progress Report  
Date: \_\_\_\_\_

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# Project Close-Out Form



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**PROJECT WEEKLY PROGRESS: December 6, 2014 (12/1/14 - 12/6/14)**

<b>Project Description:</b> Building Envelope Repairs Xavier South Building - Xavier University of Louisiana	<b>Resident Project Inspector:</b>
<b>Prepared By:</b> Lily Flynn	<b>Project Admin:</b> Clay Slagle
<b>Holly &amp; Smith Architects Project No.:</b> 13024	<b>Construction Manager:</b> Lily Flynn
<b>Contract No.:</b> N/A	<b>Contractor:</b> Kevin West - McInerney & Associates
<b>Original Contract Amount:</b> N/A	<b>Current Contract Amount:</b> N/A

**Contract Time Summary as of December 6, 2014**

<b>Original Days:</b>	270 Days
<b>Weather Days:</b>	0
<b>Days Granted by Client:</b>	N/A
<b>Days Granted by S.A. or Claim:</b>	N/A
<b>Total Contract Days:</b>	270 Days
<b>Days Used:</b>	N/A
<b>Days Remaining:</b>	N/A
<b>Pending Days:</b>	N/A
<b>Contract Start Date:</b>	May 15, 2014 (Notice to proceed)
<b>Contract Sch'd Completion Date:</b>	February 8, 2015
<b>Actual Construction Start Date:</b>	June 20, 2014

**Project Summary as of December 6, 2014**

<b>Window Installation Progress</b>	415 out of 415 total windows = 100%
<b>Contract Time Used:</b> (May 15th, 2014 (Notice to Proceed)	208 Days out of 270 Days

1. **Controlling Items of Work:** N/A

2. **Submittals:** N/A

3. **Unresolved Issues:** Restrooms wall tile replacement in Rooms 635, 427, 325 & 216 is still pending  
Defective IG Units in Rooms 405/406 (2), 444 (1), 445 (1) - Contractor still waiting on replacement glass to arrive.  
2 additional defective IG Units have been found on the 4th Floor (making it a total of 6)

- \* All 415 windows have been replaced. Out of the 415 windows 32 are still awaiting installation of final glass.
- \* Contractor still waiting on Neighborhood Restoration to plant additional sod needed at the South Elevation entry.
- \* Contractor finished working on the reconstruction of the exterior plaster banding. Thornco will follow and apply plaster.
- \* Contractor will get banding paint once Thornco is finished installing plaster.
- \* Contractor will resume working evening on the interior, painting and installing window sills.
- \* Contractor had Small Large Missile insulated glass (IG) units installed on 17 windows the East Elevation in rooms 104 (2), 105, 106, 107, 108, 204 (2), 204/205 (1), 205 (3), 308, 309, 310, 311 & 312.
- \* Contractor had Large Missile IG units installed on the tripple window in Rooms 203 and 224.
- \* 415 windows have been taken out; 415 windows have been installed and 368 windows have been completed 100% on the exterior.
- \* Contractor had all walls needing plaster repaired measured and provided Lily Flynn with the square footage information. Lily Flynn put together a report that shows damaged plaster square footage per room, severity of damaged as well as photographs showing damaged walls. This report was submitted to Volkert.