Course Description
This course provides the opportunity to review and integrate skills and knowledge taught in the entire program. It provides an exercise in which the students develop a formal written proposal and present their proposal to a panel of industry professionals. The written proposal includes the following sections: company profile, estimate, schedule, construction methodology, safety plan, and value engineering recommendations.

Course Prerequisites
C or better in CNST 3205, CNST 3331 and CNST 3351.

Learning Objectives
Upon the completion of the course students will demonstrate the ability to:
1. Integrate the technical, business, and management knowledge and skills learned throughout the curriculum
2. Develop formal proposal to an owner and defend the solution presented
3. Provide professional presentations and sound public speaking and negotiating skills

In addition to the learning objectives above, this course emphasizes Ethics, Safety, BIM, Project Delivery Methods, Change Order and Contingency Management, Partnering, Team Building, Project Buy Out and Oral/Written Communication.

Schedule of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>Mandatory Pre-Bid &amp; Leadership Prep Meeting</td>
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<td></td>
<td>• Introductions</td>
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<td></td>
<td>• Review Course Requirements</td>
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<td>• Leadership Exercise &amp; Team Formation</td>
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<td>• Interactive Planning – Build baseline schedule of deliverables</td>
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<td>2</td>
<td>Mandatory Bid Explanation Meeting</td>
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<td></td>
<td>• Safety Moment (see safety moment schedule)</td>
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<td></td>
<td>• Review RFP, Bid Requirements, Roles &amp; Responsibilities, Org Chart</td>
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<td>• Individual Student Ethics Statement &amp; Resume w/Photo Due (on resume, indicate two choices of discipline interest)</td>
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<td>• PM to submit weekly team meeting notes and sign in sheet only. No team participation report due this week.</td>
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<td>3</td>
<td>Progress Meeting</td>
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<td></td>
<td>• Moment (see safety moment schedule)</td>
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<td></td>
<td>• Discuss statement of qualifications, cover letter/introductory statement</td>
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<td></td>
<td>• RFP Compliance Matrix, Company Org Chart &amp; Company Name Due</td>
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<td>• PM to submit weekly team meeting notes, sign in sheet, and team participation for grading report</td>
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<tr>
<td>4</td>
<td>Progress Meeting</td>
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<tr>
<td></td>
<td>• Safety Moment (see safety moment schedule)</td>
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<tr>
<td></td>
<td>• Discuss Schedule of Values, Basis of Estimate, Estimate and Contingency</td>
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<tr>
<td></td>
<td>• Company Statement of Qualifications, Cover Letter &amp; Introductory Statement Due</td>
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<td>• PM to submit weekly team meeting notes, sign in sheet, and team participation for grading report</td>
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<tr>
<td>5</td>
<td>Progress Meeting</td>
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<tr>
<td></td>
<td>• Safety Moment (see safety moment schedule)</td>
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</table>
| Progress Meeting | 6 | • Discuss the WBS and Level I, II and III Schedule. A Level III schedule is required for the final proposal.  
• No assignment due |
| --- | --- | --- |
| Progress Meeting | 7 | • Safety Moment (see safety moment schedule)  
• Discuss the site specific construction methodology and site logistics plan.  
• Basis of Estimate w/Estimating Template & Schedule of Values Due  
• PM to submit weekly team meeting notes, sign in sheet, and team participation for grading report |
| Progress Meeting | 8 | • Safety Moment (see safety moment schedule)  
• Discuss Quality Assurance, Quality Control  
• Site plan showing planned site utilization & one page on your construction methodology  
• PM to submit weekly team meeting notes, sign in sheet, and team participation report |
| Progress Meeting | 9 | • Safety Moment (see safety moment schedule)  
• Discuss Value Engineering  
• Company Quality Statement Due & Site Specific Safety Statement Due  
• PM to submit weekly team meeting notes, sign in sheet, and team participation for grading report |
| Progress Meeting | 10 | • Safety Moment (see safety moment schedule)  
• Discuss Presentation Skills & Proposal Organization  
• Value Engineering Option Due  
• PM to submit weekly team meeting notes, sign in sheet, and team participation for grading report |
| Progress Meeting | 11 | • Safety Moment (see safety moment schedule)  
• Continue Discussion on Proposal Organization  
• Level III Schedule & Completed Estimate Due w/copy of entire Draft Proposal  
• PM to submit weekly team meeting notes, sign in sheet, and team participation for grading report |
| Progress Meeting | 12 | • Safety Moment (see safety moment schedule)  
• Discuss Proposal Organization & Group Meetings w/ Instructor (as needed) Leadership Experience Recap; PM’s for each team to prepare a 5 minute lessons learned based on leadership style.  
• In class Proposal Prep Quiz  
No Assignments Due; PM for each team to prepare a 5 minute recap for discussion in class. |
| 13 | Final PPT Presentations & Proposals Due. This is a mandatory part of your assignment that must be completed to be successful in the course. 4 copies of the final hardcopy proposals must be delivered to the CM Admin no later than 3pm, delivered personally to her with a date and stamp. Late deliverables will automatically lose ½ credit. Electronic copy of the PowerPoint must be sent to the instructor via upload through blackboard at the same time. |
| 14 | Final Stand-Up Presentations; This is a mandatory part of your assignment that must be completed to be successful in the course. Everyone must speak; Students evaluation of each other will be required (confidential). Each team is given approximately 20 minutes to make their presentations, followed by 10-20 minutes of Q&A from the industry panel. Instructor |

**Textbooks and References**

Notes and textbooks from previous courses should be used as references
Project documents supplied by the company sponsoring the course
The American Institute of Constructors (AIC) Study Guide from website: http://member.professionalconstructor.org/Source/custom/exam_list.cfm

**Important Note**

This course utilizes the Level-1 Certification Exam offered by the American Institute of Constructors (AIC) as the Final Exam for this course. Students MUST pass this exam to successfully complete this course. Students MUST register for this AIC exam immediately after enrolling in this course and before the deadline. Applications and deadlines are posted at the AIC website: http://www.professionalconstructor.org/PROFESSIONALCONSTRUCTOR/PROFESSIONALCONSTRUCTOR/AboutCCC/Default.aspx
Once the registration process is complete, students will be allowed to download the AIC Study Guide. This Study Guide provides additional assistance to prepare students for the Certification Exam. The AIC exam is an 8-hour test, always scheduled on Saturdays. Consult the AIC website to confirm exam date, immediately. Questions regarding the AIC exam and exam application should be directed to the AIC staff. Students who miss the application deadline will be dropped from the course administratively.

**Scoring Distribution**

Passing the AIC Level-1 Exam 50%
Term Project 50%
- Teammates Evaluation 20%
- Judging Panel Evaluation 40%
- Instructor’s Evaluation 40%

**Academic Honesty**

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from The University. Since dishonesty harms the individual, all students, and the integrity of The University, policies on scholastic dishonesty will be strictly enforced.

**Exam Policy**

Exams will include material covered in class discussions and homework assignments. Exam make-up’s will be given only in the event of a verified emergency or doctor-verified sickness. Assignments turned in late will be counted off 20 percent per day (only exceptions listed previously). The student is responsible for all reading assignments and class handouts whether or not covered in class or listed on the syllabus.
The last day of class is the deadline for students to verify their grades and the accuracy of their score. After this deadline, there will be no consideration for any changes.

**Students with Disabilities**
University of Houston provides, upon request, appropriate academic adjustments for qualified students with disabilities. Any student with a documented disability (physical or cognitive) who requires academic accommodations should contact the Center for Students with Disabilities (713/743-5400) for more assistance.

**University Counseling and Psychological Services**
Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (UH main campus [www.uh.edu/caps](http://www.uh.edu/caps), or UH Sugar Land campus [http://www.uh.edu/dsaes/uhsugarland/](http://www.uh.edu/dsaes/uhsugarland/)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus.

UH main campus: [http://www.uh.edu/caps/outreach/lets_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html)
UH Sugar Land campus: [http://www.uh.edu/dsaes/uhsugarland/](http://www.uh.edu/dsaes/uhsugarland/)

**Classroom Behavior**
High level of professionalism in the classroom is expected. The instructor has the right to set the rules in his/her classroom. A student does not have the right to make changes to the instructor’s way of managing the classroom. Disruptive behaviors, such as excessive talking, arriving late to class, and using unauthorized electronic devices during class is not permitted. Repetitive and seriously disruptive behavior may result in removal from class in accordance with policies and procedures set by the Dean of Students Office.

**Course/Instructor Evaluation**
A Start-Stop-Continue survey and a course/instructor evaluation will be conducted at the middle and the end of this semester. Any suggestions you have on improving the course, however, are welcome throughout the semester.

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For detailed information about Disabilities, Religious Holy Days, the Academic Calendar, and Academic Honesty, and other information, please visit the following website: