



**Insider's Guide to Facilitating Building Projects Class Outline**  
**September 6, 8, 13 & 15 from 9AM to 12PM CST**  
**In-Person at 115 South LaSalle**

**CLASS 1: SEPTEMBER 6**

- 1. Project Development Overview**
  - 2. Design Process – MLS**
    - a) Large Project (Requiring Plans & Permit):
      - i) Architectural & MEP Plans
      - ii) Peer review (3rd party project manager/ designers / in house engineers/client)
      - iii) Scope notes/ narrative
      - iv) IFB vs IFP vs IFC
    - b) Small Projects (Cosmetic / Limited Plans)
      - i) Architectural Sketches
      - ii) Scope Narrative
      - iii) Request Alternates
  - 3. Project Types**
    - a) Major Building Improvement
    - b) Major Tenant Improvement
    - c) Major R&M
    - d) Minor R&M / Minor Tenant Work Request
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**CLASS 2: SEPTEMBER 8**

- 1. Project Management**
  - a) Progress Meetings (OAC Meetings)
  - b) Meeting Minutes
  - c) Request for Information (RFI)
  - d) Change Orders
  - e) Interim Inspections
- 2. Request for Proposal (RFP) Process**
  - a) Development of RFP Components:
    - i) Project summary
    - ii) Identify ownership, A/E, consulting team
    - iii) Outline project schedule milestones
    - iv) Identify project delivery method (design / build, design-bid-build, CM at risk)
    - v) Identify contract type (lump sum, GMP, cost plus)
    - vi) Outline requested scope of services

- vii) Bid forms
- viii) Alternate / unit pricing
- ix) Submission deadlines
- b) Present bid documents prior to walkthrough
- c) If multiple bidder, attempt to have bidders walk at same time, so questions are answered consistently or provide follow up information to all bidders in a consistent manner.
- d) RFI process.
- e) Require all bidders to submit bids in the bid form provided
- f) Require all bidders to submit exceptions / exclusions / alternates in the bid form.

**3. Plans & Permitting**

- a) Based on Scope of project (i.e large versus small)
- b) Based on type of work (i.e. Cosmetic / MEP changes)
- c) Based on stakeholder input
- d) Identify logistics (straight time / overtime / hoisting)

**CLASS 3: SEPTEMBER 13**

**1. Estimating Process**

- a) Rough Order of Magnitude (ROM) Pricing
- b) Estimating Software
- c) Subcontractor Bids
- d) Self Performance Pricing

**2. Bid Leveling**

- a) Bid Comparison Reviews
- b) Contractor Interviews
- c) Reference Follow Up
- d) Value Engineering
- e) Negotiation

**3. Estimate Allowances/Fees**

- a) Construction Schedule Duration
- b) General Conditions
- c) Insurance
- d) Contractor Fee
- e) Allowances
- f) Contingency
- g) Exclusions
- h) City Permit Fees (live example)

**CLASS 4: SEPTEMBER 15**

**1. Contract Type**

- a) Company Standard Form Agreements

- b) AIA Agreements
- c) Lump Sum Agreement
- d) Guaranteed Maximum Price Agreement
- e) Construction Management Agreement
- f) Cost Plus

**2. Project Invoicing**

- a) Invoices
- b) Payment Applications
- c) Sworn Statements
- d) Lien Waivers (Trailing versus Up Front)
- e) Retainage

**3. Project Close Out Documents**

- a) Permit Close Out Inspections
- b) Close Out Documents
- c) As-Built Drawings
- d) Autocad Drawings
- e) Warranties

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## Instructor Bios



**Chris Downes, Managing Director at Burnham Nationwide**

Mr. Downes is Burnham Nationwide's Managing Director and oversees its project management and code divisions. Beginning his career at Burnham in 2000, Mr. Downes has coordinated thousands of permits and approvals. He advises clients on permit expediting strategy for diverse projects, including new high-rises, tenant improvements, large assembly venues, historic landmarks, and unique projects. Given his many years interfacing with the Chicago Department of Buildings and other City of Chicago agencies, Mr. Downes is an expert in Chicago building permit and approval requirements. He regularly assists clients with navigating Chicago's complex and ever-changing codes.



**Ryan Grommes, Partner at RLE**

Ryan is a founding partner of RL Edward Partners. Ryan is a dynamic construction executive with fifteen years of experience as a general contractor, developer, and owner's representative. Ryan has held various positions in the industry with one of the largest General Contractors and one of the largest publicly traded REIT's in the Country. Ryan has experience in several construction and development departments including preconstruction, project management, scheduling, cost engineering, and executive committee.



**Joe Hynes, Project Executive at JC Anderson**

Mr. Hynes has over 25 years of real estate experience with an extensive background in property, project and portfolio management. He leads the Building Services Group which includes all aspects of office interiors construction. Prior to working at JC Anderson, Mr. Hynes worked at Jones Lang LaSalle for 17 years where he worked on a variety of real estate portfolios which included office, retail and industrial properties across North America.



**John King, Director of Portfolio Operations at Irvine Company**

John is a 25-year real estate professional and is currently the General Manager at 200 West Madison in Chicago, a 1 million square foot Class A Office Building in the Chicago Central Business District. John recently worked as the operations manager for the Old Post Office, a 2.3 million square foot Class A Office building in Chicago, IL and was the General Manager at 801 South Canal, a 700,000 RSF redevelopment. Prior to working at the Old Post Office, John worked as a Property Manager at Prudential Plaza was involved in over 150 Building and Tenant Improvement projects over a twelve- year period. John was also responsible for overseeing two LEED Gold Certifications for the building. Prior to working in property management, John worked as a property accountant for 4 years with additional experience in accounts payable, accounts receivable and fixed assets.



**Michael Semenzin, Partner at Racer/MRSA Design Studio**

Michael Semenzin is a Partner at Racer/MRSA Design Studio and a graduate of the Illinois Institute of Technology. Licensed in 8 states, with over 35 years of experience in design and architecture, Michael has been involved with a wide range of project types including office, industrial, manufacturing, retail and biotech projects. Michael is a member of both BOMA's Codes and Education Committees, and is also a board member of the West Central Association. Some of you may remember Michael as a guest speaker for BOMA/Chicago's RPA Design Ops Part I class. Michael is also an instructor for BOMA/Chicago's Construction Drawing Series and was a presenter of BOMA/Chicago's Life Science Roundtable in November 2022.