

## Managing Growth® - Spring 2014

# Managing Small Scale Construction Projects

**Course Overview:** Learn the process of developing a small scale or mixed use building project (5,000-10,000 square feet in size). Topics will cover how to assemble a project team; roles and responsibilities of the owner, architect, engineer, contractor, attorney, and lender; the RFQ and RFP process; hard and soft development cost; an overview of the project phases, including planning, pre-construction, design, construction administration, budgets, scheduling and the critical path, an overview of the municipal agency requirements; permits, certificate of occupancy, required insurances, and utility coordination. Focus is on managing the design and construction phase of the project.

**Course Objectives:** To provide an introductory overview of a small project development process. Students will obtain a complete overview of how a development program is created and implemented and how to interface with varying complexities of the project team, lenders, agencies, contractors and other entities. The methods are arranged to provide a complete working overview of the building process. Information can be used by students as a roadmap for any development project.

**REGISTER TODAY!!! SPACE IS LIMITED!!!**

Classes will be held at  
Times Square Hall  
Port Authority Bus Terminal  
625 8<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, South Wing  
(Bet. Drago Shoe Repair and  
NJ Transit Offices)  
New York, NY

There is a registration fee of  
\$50.00 per person for M/W/S/DBE Port  
Authority certified firms and \$75.00 for others

Make checks payable to:  
"Fund for the City of NY"

Mail completed registration and payment to:  
Regional Alliance for Small Contractors  
P.O. Box 20094, PABT, New York, NY 10129  
Please fax form to (212) 268-7509

If you have any questions contact the Regional  
Alliance at (212)268-2991

Email: [pcamargo.rascny@verizon.net](mailto:pcamargo.rascny@verizon.net)

Website: [www.regional-alliance.org](http://www.regional-alliance.org)

*Participants must be fluent in English!*

**April 1 and 3**  
**9:30 AM - 4:00 PM**

### REGISTRATION

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please provide **your individual email**, confirmation  
notices will be sent **only** via e-mail.