

Jamaica Business Resource Center

90-33 160th Street
Jamaica, NY 11432
(718) 206-2255
(718) 206-3693 • Fax

Construction Management Institute

September 9, 2004 – October 21, 2004

Dear Participant:

The Jamaica Business Resource Center and the New York State Chapter of the National Association of Minority Contractors will hold its 2004 Construction Management Institute, September 9, 2004-October 21, 2004. The Institute is a comprehensive 12-week course, which prepares small, minority and women-owned businesses to bid on and manage contracts for medium/large scale construction projects. The program will expose entrepreneurs in the construction industry to the wealth of business opportunities that are now available, as well as those scheduled to be implemented over the next several years.

Since 1997, over 200 small to medium size minority and women-owned construction firms have graduated from this Institute; many of whom are new emerging business leaders.

Your company will benefit from “lessons learned” that have been catalogued by numerous professionals in the field. Experienced construction industry managers will provide expert instructions in the areas of construction management and related subjects. Turner Construction Company, Perini, New York City School Construction Authority and the Dormitory Authority State of New York (DASNY) have provided invaluable support in instructing the technical sections of the curriculum over the past few years.

The curriculum includes: Business Planning, Profit and Lost Analysis, Accounting, Project Financing, Bonding and Insurance, Contract Law Marketing, Information Technology, Project Management, Bid Solicitation, Estimating, Purchasing and Safety.

Qualifications for the Institute include being located, licensed, and registered in New York State. Graduates will receive a recognized Certificate of Completion at the conclusion of the program.

The classes will be conducted at the offices of Jamaica Business Resource Center at 90-30 160th Street in Jamaica, Queens. The fee for early registration is \$125.00. After September 1, the fee will be \$150.00. The deadline for registration is September 9, 2004. For more information about the Institute, call Len Britton (718) 246-8380 or Tim Marshall (718) 206-2255.

To register, complete the registration form below, enclose your check or money order payable to JBRC and mail it to:

*Jamaica Business Resource Center
90-33160th Street
Jamaica, NY 11432
Phone: (718) 206-2255
Fax: (718) 206-3693*

You may also register on-line at www.jbrc.org.

We look forward to seeing you at this dynamic Institute.

Sincerely,

*Timothy Marshall
President & CEO
Jamaica Business Resource Center*

*Lennox Britton
Managing Director
National Association of
Minority Contractors, New York Chapter*

2004 Construction Management Institute Begins September 9th at Jamaica Business Resource Center

A detailed course to prepare small, minority and women owned businesses to bid on contracts in a number of large scale construction projects will be offered by the Jamaica Business Resource Center and the New York State Chapter, National Association of Minority Contractors beginning on September 9, 2004.

The twelve week program will be held on Tuesdays and Thursdays from 6:00 p.m. to 9:00 p.m. at JBRC, 90-33 160th Street, in downtown Jamaica Queens, and conclude October 21st, 2004.

The "2004 Construction Management Institute: Preparing Your Business for the 21st Century will cover such topics as: estimating, procurement, job preparation and project management, contract management, financial controls, purchasing practices and procedures, bonding, insurance, marketing, new technologies and project financing. A special feature of the Institute will be professional training in Quick Books Pro/Bookkeeping and Accounting Software.

In announcing the Institute, Timothy Marshall, and JBRC's President said "Currently there are hundreds of millions of dollars in public and private sector projects taking place throughout the tri-state area. All of those involved in developing and presenting this Institute are committed to assisting qualified small businesses, including those owned by minorities and women, to compete and gain some of the numerous, substantial contracts that will be awarded for various aspects of these and other projects.

Len Britton, NYSAMC Managing Director, pointed out: "The various elements of this training program will contribute significantly to ameliorating certain of the difficulties faced by minority owned construction firms in the State of New York, rendering it easier for them to become meaningful participants in the statewide construction community."

To qualify, businesses must be an operating entity in construction or construction related businesses; and be located, licensed and registered in New York State. Applications will be reviewed for the limited number of seats available in the course.

Top level trainers from the construction industry will provide state of the art instruction in critical areas of construction management and related topics.

Registration fees are \$125 due by September 1st and \$150 afterwards. Graduates will receive certificates of completion at the end of the Institute.

Applications can be obtained at JBRC, 90-33 160th Street, just North of Jamaica Avenue, Jamaica, Queens or by calling the center at (718) 206-2255. They also are available at NYSAMC, Brooklyn Navy Yard, Building 280, Suite 414, in Brooklyn, (718) 246-8380.

JBRC, a national small business pilot program funded by the U.S. Department of Commerce, Minority Business Development Agency and the U.S. Small Business Administration, offers a wide range of services and programs to people starting or expanding small businesses throughout New York City, Long Island and Westchester. NYSAMC is a statewide group of minority contractors who are committed to the development of minority contractors throughout New York State. It is the State Chapter of the National Association of Minority Contractors.

JBRC/NYSAMC “2004 Construction Management Institute” Curriculum & Schedule

All Classes will be held at JBRC’s offices at 90-33 160th Street, Jamaica Queens, from 6:00 p.m. – 9:00 p.m.

Class	Date	Subject
<u>Section One: Internal Management</u>		
1	9-Sep	Opening Remarks and Overview of Curriculum Marketing Development and M/WBE Certification
2	14-Sep	QUICK BOOKS PRO (1 st of 2) Accounting, Financial Controls and Recordkeeping
3	16-Sep	QUICK BOOKS PRO (2 nd of 2) Accounting Taxes: Worker Classification, Employee vs. Independent Contractor
4	21-Sep	E-Commerce & Construction Contracting
5	23-Sep	Project Financing/Capital Access/ Credit Management
6	28-Sep	Insurance & Bonding
7	30-Sep	Legal Aspects of Contract Management
<u>Section Two: Project Management Training Session (External)</u>		
8	5-Oct	Selecting A Project To Bid On <ul style="list-style-type: none"> ◆ Reviewing your overall bidding strategy ◆ Obtaining bidding information ◆ Identifying appropriate projects ◆ Evaluating a particular project
9	7-Oct	Scoping Out the Project <ul style="list-style-type: none"> ◆ Reading the blueprints and specs ◆ Reviewing sample contract and other contract documents ◆ Understanding scope, standard of quality, schedule requirements, other
10	12-Oct	Winning the Project <ul style="list-style-type: none"> ◆ Preparing the take-off ◆ Pricing out the project ◆ Preparing a formal bid proposal
11	14-Oct	Going to Contract <ul style="list-style-type: none"> ◆ Reviewing and Understanding the key terms of your contract ◆ Notice provisions ◆ Change order and claims ◆ Resolving potential or existing issues before they become serious
12	19-Oct	Setting UP the Project <ul style="list-style-type: none"> ◆ Overall strategy ◆ Manpower ◆ Schedule ◆ Budget ◆ Quality Control ◆ Safety Control & OSHA Regulations ◆ Procurement
13	21-Oct	Managing For Success <ul style="list-style-type: none"> ◆ Effective project management practices ◆ Communication, collaboration and controls ◆ Documentation ◆ Project closeout/getting paid

Jamaica Business Resource Center/Queens/Brooklyn WBDC
&
New York State Chapter National Association of Minority Contractors

**“2004 CONSTRUCTION MANAGEMENT INSTITUTE”
PREPARING YOUR BUSINESS FOR THE 21ST CENTURY**

Location: Jamaica Business Resource Center
90-33 160th Street
Jamaica, NY 11432

Date: September 9, 2004 - October 21, 2004

Time: Tuesdays & Thursdays @ 6:00 p.m. to 9:00 p.m.

Registration Fee: \$125.00 before September 1, 2004
\$150.00 after September 1, 2004

Participants: Construction and Construction related businesses

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Registration Form/Company Information

Name: _____

Title: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Type of Contractor: General Contractor: _____ Subcontractor: _____ Other: _____

Specialty: _____

Annual Revenue: Under \$1 million _____ \$1- \$5 million _____ Over \$5 million _____

Number of Employees: Under 10 _____ 11-25 _____ Over 25 _____

Years in Business: 1-5 years _____ 5-10 years _____ Over 10 years _____

Please return this registration form with your check or money order payable to JBRC.

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Jamaica, NY 11432
Tel: (718) 206-2255 Fax (718) 206-3693

For Additional Information, Call:
New York State Chapter, National
Association of Minority Contractors
(718) 246-9380

Limited Seating----- Register Now!