

Department of Construction Management & Civil Engineering Technology
CMCE 1155 Computer Applications Engineering Technology

Final Project and Presentation

Issue date: Saturday, March 14, 2015

Topic: Request For Proposals (RFP) Response and Presentation

Due date: Saturday, May 27, 2015 (Late Projects will not be accepted)

Learning Objectives/Project Description

In the remaining weeks of class we will be putting the lessons we have learned about Microsoft Word, Excel and PowerPoint into action. Students will work in teams (of no more than 4 students) to develop a concise response to the RFP as issued. This project aims to develop your ability to design and conduct research, interpret data, and function on multidisciplinary teams and to communicate effectively. Each team will be graded according to the following criteria: completeness of response, quality of materials, teamwork and presentation.

Submission Requirements

- ✓ A written draft of each phase of work must be submitted at the end of each class session for a progress grade.
- ✓ A written final draft (formatted and of professional quality) of each phase of work must be emailed to the Client (CMCE Faculty) no later than date and time specified in the schedule. A progress grade will be given for this submission.
- ✓ File name: Phase#Team#.docx

Project Requirements

Phase 1: Form a Design Firm

Phase 1 Draft Due: March 14

Phase 1 Due: March 28

- ✓ Determine a name, Logo and corporate identity for your firm that expresses your collective interest and area of expertise.
- ✓ Write a Statement of work consistent with your approach.
- ✓ Create Resumes - All members of your new firm should have a resume formatted to reflect your team's identity and have a key role in the company (i.e. project manager, principal, lead designer, construction manager, etc).

Provide the following professionally formatted documents (check your spelling and grammar, format consistently throughout all documents):

- a. Cover Page should include: Name of firm, Logo, Address, Contact Person
- b. Statement of work – This is a general statement of Qualifications that responds to the project background. This should consist of a statement of the exceptional features your firm has to offer.
- c. Organizational chart
- d. Resumes of all key personnel who would be committed to this project (i.e.: project manager, lead designer, etc.)

Phase 2: Technical Proposal : Design Research (Library Project)

Phase 2 Draft Due: March 28

Phase 2 Due: April 18

- ✓ Research - Develop a research packet about you potential client's needs or wants and examples of precedents that may influence your design. Research the elements of similar projects you intend to include in your proposal and why? Collect references.

Provide the following professionally formatted documents:

- a. Needs/Wants research summary
 - b. Precedents and existing conditions
 - d. Annotated Image list
- **Note: Sources must be cited

Phase 3: Scheduling & Cost Estimate

Phase 3 Draft Due: April 18

Phase 3 Due: April 25

- ✓ Identify all the construction activities required for the project. Take large activities and break them into a hierarchy of smaller ones. That is, each activity starts at a high level and is broken into subsequently lower and lower levels of detail.
- ✓ Cost Estimate - Estimate cost of each task, using an average hourly rate for each resource include materials.
- ✓ Schedule - Develop a bar chart, which schedules all the activities. It must show which trade is doing which tasks, how much time they are expected to spend on each task, and when each task is scheduled to begin and end.

Provide the following professionally formatted documents:

- a. Detailed bar chart
- b. Cost estimate
- c. List of trades

Phase 4: Schematic Drawings

Phase 4 Draft Due: April 25

Phase 4 Due: May 2

- ✓ Prepare a drawing(s)- Now that you have developed your content, researched precedents and existing conditions of your site and have a further understanding of what your client's needs are, prepare a drawing(s)
- ✓ Prepare a draft design response to the proposal brief. Describe what makes your design unique, how has your team fulfilled the client's requirements, and why you made the design choices you have made?

Provide the following professionally formatted documents:

- a. Schematic Drawing
- b. Draft design response

Phase 5: RFP Draft Response/Form of Proposal

Phase 5 Draft Due: May 2

Phase 5 Due: May 9

- ✓ RFP Draft Response - Compile and develop your firm's company biography, task and budget schedules, proposal research, and proposal response into one concise document. Your Draft RFP response must contain a cover page, table of contents and be printed and bound. The Client (CMCE Faculty) will assign the exact date for this submission.

Provide the following professionally formatted documents:

- a. Title Page
- b. Table of Contents
- c. Purpose of Statement
- d. General Statement of Qualifications and Precedents
- e. Organizational Chart
- f. Key Personal Resumes
- g. Needs and Wants Statement
- h. Schematic Drawings
- i. Detailed Schedule
- j. Final Cost Estimate

Phase 6: Power Point Presentation

Phase 6 Draft Due: May 9

Phase 6 Due: May 16

- ✓ PowerPoint Presentation - Create your firm RFP presentation. Develop and complete your firm's RFP response presentation. The presentation must be 10 minutes long and incorporate pictures, charts and diagrams that describe your proposal completely. Each team member must present a portion of the presentation.

Phase 7 - Final Presentation and RFP Response

Final Project Due: May 23

Provide the following professionally formatted documents:

- ✓ Final PowerPoint Slide Presentation (Email and Printed Copy) – Printed Copy should include the Notes Page. This is due 15 minutes prior to the start of the last class session.
- ✓ RFP Response (Email and Printed Copy) – Printed copy must have a Report Cover.

Grading & Submission Dates

Submission Requirements

- ✓ A written draft of each phase of work must be submitted at the end of each class session for a progress grade.
- ✓ A written final draft (formatted and of professional quality) of each phase of work must be emailed to the Client (CMCE Faculty) no later than date and time specified in the schedule. A progress grade will be given for this submission.
- ✓ Final Grades - You will be graded based upon seven submissions and your general participation and teamwork within your firm. See the Table below for the breakdown. The first date is the date the draft is due, the second date is the date the final product is due.

Phase	Grade	Date Due
Phase 1	10 points	3/28
Phase 2	10 points	4/18
Phase 3	20 points	4/25
Phase 4	10 points	5/2
Phase 5 Final RFP Response (printed)	20 points	5/9
Phase 6 Power Point Presentation (printed)	20 points	5/16
Phase 7 Final Presentation – Team Work (See presentation rubric)	10 points	5/23, 8:15 am

*****Final Submission Details - How to turn in the project components**

Save the presentation and RFP response with the following file names and formats:

Team# Spring 2015 RFP.Docx

Team # Spring 2015 Final Project.PPTX

Email both files as attachments to Prof.N.Anderson@gmail.com with the heading **Team # Final Project** in the Subject line.

NOTE: Emails MUST be received by no later than 8:15 am, May 23rd. Late assignments **will not** be accepted nor will the team be allowed to present. A Grade of zero will be given for the Final RFP and Oral PowerPoint Presentation.

ALL SUBMISSION DATES WILL BE ASSIGNED BY YOUR PROFESSOR