University of Maryland  
School of Architecture, Planning and Preservation  
Real Estate Development Program

Course Syllabus  
RDEV 650

Essentials of Design and Construction;  
Management for Development Professionals

Spring 2014  
Mondays 7:00pm to 9:40pm  
Instructor: Matt O’Malley

Course Description

**RDEV 650: Essentials of Design and Construction; Management for Development Professionals:** The core business of real estate development is the design, construction, and delivery of buildings and improvements to real property. This course presents the fundamentals of (i) project delivery methods, (ii) preconstruction services and contractor procurement, (iii) field and project management processes, (iv) construction materials, equipment and systems, (v) design and construction contracts, (vi) technology tools, sustainability and trends in construction, and (vii) ethical considerations.

Instructor

Matt O’Malley, LEED AP, MRICS  
Vice President  
Clark Construction Group, LLC  
7500 Old Georgetown Road  
Bethesda, MD 20814

matt.o’malley@clarkconstruction.com  
momal@clarkus.com

Please contact me via email. Place RDEV at the beginning of the subject line to alert me that the email is class-related.

Office Hours

Students may arrange to meet me prior to class. I can be in College Park by 6:30pm to meet with students who make appointments ahead of time. I can also meet with students in Bethesda during regular business hours. Please email me to make arrangements.
Course Requirements

Participation

This is a graduate seminar course. It is essential to the class, the professor and other students that you be an active participant in the class discussions. Class participation by all students is key to the learning experience.

Please turn off your cell phones when you come to class. Laptop computers are not necessary and are not permitted except as a reasonable accommodation with proper documentation, or as otherwise directed by the Instructor.

No recording of lectures or student presentations is permitted, except with prior direct permission of the Instructor.

Assignment Requirements

- Assignments must be turned in on-time. Late submissions will not be accepted. Assignments must be handed in at the beginning of class, in person. Email submissions will not be accepted. See course schedule for assignment due-dates.

- All written assignments will be evaluated using Dual Grading. Each assignment receives two grades: 50% of the grade is for Business writing and the other 50% of the grade/points for each assignment is for Content.

- The Five Measures of Success in Business Writing are that your writing be: Concise Logical Businesslike (Grammar and spelling, appropriate paragraphs) Accurate Formatted properly
Course Assignments

Site Photographs / Presentation: In the first weeks of the semester, each student will be asked to photograph an ongoing construction site and post the pictures on the class Backboard site. Throughout the semester, student will be asked to give a brief description of the site and the photographs at the start of class. This presentation will count as a portion of the class participation grade.

Construction Cost Homework: A series of short problems/questions intended to test your understanding of construction costs and how costs and contract amounts are calculated.

Procurement Memo / Draft RFP Homework: A short 2-page memo will be prepared outlining recommendations for the procurement of the contractor for a fictional construction project. The purpose of the assignment is to ensure that students understand the issues surrounding contractor selection and procurement.

Budget Exercise Homework: A short assignment will be issued at the conclusion of the Preconstruction class. Assignment will involve preparing a simple budget estimate for an office building.

Schedule Exercise Homework: A short assignment will be issued at the conclusion of the scheduling lecture. Assignment will involve preparing a simple project schedule for an office building.

Progress Payment Application Homework: A short assignment will be issued at the conclusion of the Construction Phase lecture. Assignment will involve preparing a simple monthly pay application for an office building.

Contract Brief: Each student will be assigned a section of the standard AIA Construction contract or the General Conditions of the contract. Students will be required to research their section and give the class a 5-minute brief on the section, highlighting issues from both the owner and contractor’s point of view.

Midterm Exam: A midterm exam will be given at the conclusion of Part 1 of the course. The exam will cover all content from the course to that point. Specific format and materials for the midterm exam will be covered as the exam date approaches. Exam will be a take home exam and will be closed-book.

Critical Analysis: Project will involve performing a critical analysis of a recent construction project. Students may choose to work alone or in small groups. Individuals/groups will be required to select an under-construction or recently completed (within last 2 years) construction project. Individuals/groups should attempt to interview a member of the ownership/developer team, a member of the contractor’s team and a member of the design team. Analysis should answer specific questions about the project, including but not limited to, what was the form of contract(s) between parties involved, how was the contractor selected/procured, was the building completed on-time, was the
building completed within the budget, etc. More specific instructions will be provided when the project is assigned. A written report (done individually) and 10-minute presentation to the class (done as a group) will be required. All group members must participate in the class presentation. Individual Paper is worth 75% of grade, Group presentation 25%.

**Innovation/Technology Project:** Project will involve researching a specialty area of construction and development that will not be specifically covered in lecture, in order to inform classmates on the topic. Students will be required to work in groups of 4 or 5; smaller groups and individual work will not be permitted due to a limited number of topics. More specific instructions will be provided when the project is assigned. Once groups are formed, topics will be assigned randomly. Topics may include: Sustainability, Building Information Modeling (BIM), Lean Construction, and others. All group members must participate in the class presentation. A written report (done individually) and 10-minute presentation to the class (done as a group) will be required. All group members must participate in the class presentation. Individual Paper is worth 75% of grade, Group presentation 25%.

**Final Exam:** A final exam will be given at the last class session. Exam will be comprehensive, covering material from the entire course. Exam will be a take home exam and will be closed-book.

**Grading**

Unless otherwise indicated, grades will be issued from A+ to D- on a plus/minus basis, where all plusses and minuses contribute to your Grade Point Average, except for A+, all in accordance with University policy.

Grades will be based on the following assignments and exams:

- 20% Homework Assignments (4% Each)
- 15% Critical Analysis Project
- 10% Contract Brief
- 15% Midterm Exam
- 15% Innovation/Technology Project
- 15% Final Exam
- 10% Class Participation Including Site Photographs / Presentation

**100% Total**
Construction Site Visit

A class visit to a construction site will be arranged during the semester. Every effort should be made to attend the walk-thru, especially for students that have never been on a construction site. Students may elect to write a brief one-page summary of the site visit for extra credit. Extra credit will be applied to the final exam grade.

Reading/Required Texts

There are two required texts for the course:


**Construction of Architecture; From Design to Built**, Liebing.

Additional articles and readings will be posted on Blackboard

Class Canvas Site

Syllabus, lecture slides, assignments and misc. readings will be posed on the class Canvas site. [http://myelms.umd.edu](http://myelms.umd.edu)

Course Rules

A. *Classroom Decorum.*

- Photographs or video recording of the class are not allowed.
- Turn off cell phones during class.
- Computers may not be used for note taking during class.
- There is NO EATING allowed in class.
- Your Colvin Institute Name Tent MUST be displayed at all times
- Business Posture and Comportment expected at all times
- Be on Time; Do NOT Walk in front of a Speaker if you arrive late

B. *Academic Integrity.*

*(1) Generally.* Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the
presence of academic dishonesty is not a neutral act. Histories of institutions demonstrate that a laissez-faire response will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike.

All members of the University community—students, faculty, and staff—share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

(2) Prohibited Acts. Any of the following acts, when committed by a student, shall constitute academic dishonesty:

- **CHEATING:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this Code.
- **PLAGIARISM:** intentionally or knowingly using the words or ideas, or paraphrasing the words or ideas of another as one’s own in any academic exercise. Someone, other than the student preparing, writing, experiment, financial exercise, in whole or part and submitting as the student’s own work.

(3) The Code of Academic Integrity. The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. Along with certain rights, students have the responsibility to behave honorably in an academic environment. Academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism, will not be tolerated.

The Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For group projects, if any, the boundaries for individual and group work will be provided prior to the beginning of the assignment. You should review carefully the information on the Code of Academic Integrity or the Student Honor Council at www.studenthonorcouncil.umd.edu/code.html.

(4) Student Honor Pledge: Each assignment and exam is assumed to include the following pledge: “I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.”
Failure to sign the pledge is not an honors offense, but neither is it a defense in case of violation of this Code. Students who do not sign the pledge will be given the opportunity to do so. Refusal to sign must be explained to the instructor. Signing or non-signing of the pledge will not be considered in grading or judicial procedures. Material submitted electronically should contain the pledge, submission implies signing the pledge.

C. Attendance:

1) RDEV Courses. While attendance is not technically required, in fact for a graduate course in real estate where each class builds on the information of the prior class it is generally not possible to pass a course if you will miss more than two weeks (the equivalent of 6 class periods.) To do well in most RDEV classes you need to have done your reading, your assignment, be working on your major project and be in class. The connections and information you share with each other in an enriched environment are one of the key reasons students come to graduate school. You are part of that community. If you miss 3 or more classes, you should assume that you will get a poor to non-passing grade for a class and contact the professor and the program director.

2) Acceptance of Late Work. See Assignments Section, Above.

3) The University policies on attendance follow:

A. University Attendance policy Generally. University policy excuses the absences of students for illness, religious observances, participation in University activities at the request of university authorities and compelling circumstances beyond the student's control. Students who miss a single class for a medical reason are not required to provide medical documentation, but students who are absent more than once are responsible for providing various forms of documentation, depending on the nature of the absence. For more information, see University Policy V-1.00G on Medically Necessary Absence.

B. Medically Necessary Absences. Students who miss a single class (lecture, recitation, or lab) for a medical reason must make a reasonable effort to contact their instructor in advance, and upon return to class, present the instructor with a self-signed note which acknowledges that the information provided is accurate. Faculty must accept this note; a student's failure to provide an accurate statement is a violation of the Honor Code. Any subsequent medical absence will required medical documentation.

C) Documentation. In the event a student is absent for a Major Grading Event as will be identified in the Course SCHEDULE. You must provide
documentation of illness from a health care professional, as well as notify the instructor in advance.

D. Religious Observances. Students may be excused and make up major projects or exams for religious observances if the instructor is notified within the first two weeks of the semester that such an absence is necessitated.

The policy also requires that tests and major assignments will not be scheduled on certain holiday dates. Including Rosh Hashanah and Yom Kippur

E. Inclement Weather. Official closures and delays are announced on the campus website at umd.edu and snow phone line (301-405-SNOW), as well as on local radio and TV stations. Notification for cancellation of class for other reasons will be provided via email through blackboard.

D. Course Evaluations:

1. University Evaluations
You are responsible for submitting the formal University course evaluation for this course at CourseEvalUM in order to help faculty and administrators improve teaching and learning at Maryland. Please make a note now of the link at which you can access the submission system (www.courseevalum.umd.edu). If you submitted all of your evaluations in the fall or are a new student, you can also access all posted results from Fall 2007 forward via Testudo under CourseEvalUM Reporting. To retain this access, you must submit all of your evaluations each semester. If you do not have access right now, you can gain it by submitting all of your Spring 2011 evaluations. More information is at: https://www.irpa.umd.edu/Assessment/CourseEval/stdt_faq.shtml.

2. MRED Program Evaluations
You also will be asked to do a MRED Program evaluation for this course at one of the last sessions of the course (See the syllabus schedule). As a new program, the MRED program and its unique approach to real estate education is greatly assisted by your comprehensive responses, and particularly the open ended questions at the end of the Evaluation Form.

E. Accommodation for Students and Disabilities

Please notify the faculty advisor within the first week of the semester if you require accommodation due to a disability. The University’s Disability Support Service will make arrangements to provide an appropriate accommodation in response to the students need. See www. counseling.umd.edu/DSS/.