



MIDWEST INSULATION CONTRACTORS ASSOCIATION

INSULATION FOR INDUSTRY

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August 21, 2019

TO: The Membership of MICA
FROM: Tom Shimerda, Executive Secretary
SUBJECT: “Best Practices in Estimating and Project Controls” Seminar in Conjunction with Fall 2019 Business Meeting

In past years, we have combined an educational seminar with the fall business meeting. This combination of business meeting and seminar was designed to keep your travel costs to a minimum, yet allow you to participate in both educational activities. This year, the Board decided to sponsor a **free** half-day educational seminar on “Best Practices for Estimating and Project Control”. The Board is sponsoring this seminar as one of the many benefits that come with your membership in MICA. This half-day seminar will be held on **Tuesday, October 15, 2019, from 1:00 p.m. until 4:45 p.m.** at our fall business meeting hotel, the Embassy Suites Downtown, in Omaha. Separate registration and hotel material is included with this notice. **If you are interested in registering for this educational seminar, please complete the enclosed registration sheet and send it back to the MICA office.** Space is limited, and registration will be taken on a first-come, first-served basis. The number of attendees per company may have to be restricted depending on the overall interest shown by the membership.

President Matt Hymer has identified “Moving Forward” as his theme for the year. Matt has structured his monthly “message” in the MICA Messenger around moving forward. The educational process for moving your company and its people forward will be the key focus of the half-day seminar.

At our summer planning meeting, we discussed various topics for the fall seminar. One aspect that came up was the importance of educating and developing key people within an organization. As companies struggle with finding good people in a tight labor market, it is essential that we help our members find ways to educate and promote their key employees internally. A major component of this is developing the knowledge base and skills necessary for an employee to move from the field, to estimating, to managing a project.

The planning committee centered on one individual who has discussed the basic knowledge and skills that it takes to succeed in our industry. That individual is **Mr. George Shimada**. George is a Past President of MICA and is a regional insulation manager with Gagnon, Inc. George has a broad base of experience within the insulation industry starting in the industry in August, 1993 as a field installer. He spent a year and a half learning the trade, working on commercial and ammonia insulation jobs. George was then trained as an estimator. He is old enough to have been taught estimating using “pencil and paper” methods, but with his engineering background, he quickly convinced a computer to help out by writing custom software to do the time consuming “look-ups.” George aided project staffs in managing costs on those estimated projects and helped trouble shoot bid discrepancies with owners, architects and engineers. From these estimates, he set up the job cost benchmarks to maintain a profitable project.



George was promoted to operations manager which added administration responsibilities. He was responsible for standardizing the insulation estimating and project controls. He coordinated everything from estimating, job costing, payroll, billing, and material inventory management. He spent time automating processes to prevent double/triple entries within one management system, thus saving time and improving accuracy.

In his corporate roles, George has been responsible for propagating best practices in executing large, lump sum, capital work amongst multiple company divisions. His responsibilities include project management processes, project controls, change management, planning and scheduling, and customer relations.

Today, he is a regional manager where he uses these skill sets for day to day operations in his region where duties include estimating, bidding, project management, and profit management.

George gave us a taste his technical expertise through his monthly newsletters when he would cover a different aspect of the knowledge and skills that are basic to succeeding in our industry. George will expand on some of these topics as well as discuss best practices in estimating and project hand-off from estimators to project staff during the pre-meeting seminar.

Georg Shimada's presentation will include:

- Estimating Best Practices
 - Markup vs. Margin
 - What's in those percentage markups?
 - What's in those productivities?
 - Indirect Costs
 - Commercial side of the RFP Bid Docs
- Project Handoff (from Estimating to Field/Project Staff)
 - What is it and why is it important?
 - Proposal Clarifications and Exclusions
 - Scope of Work and Drawings
 - Estimating Concerns
 - Supplier Management
- Project Controls
 - Estimated, Actual, and Earned Hours.
 - Progress Measurement – Percent Complete.
 - Percent Complete and Cash Flow.
 - Forecasting
 - Site Visits
 - Estimated vs Actual Resource Loading
 - Change Order, Productivity, Overtime

You will be able to draw a lot of practical ideas on the knowledge and skills that are part of the “Best Practices in Estimating and Project Controls”. **This half day session is appropriate for business owners, superintendents, and/or any site supervisors, key employees moving from the field to the office, and new people to the industry in a sales capacity for our associate member firms .**

The list above is an informational piece, and it is designed to get you to begin thinking about what you will learn and experience during the session.

The seminar is **free**, but travel and lodging is at your expense. Space is limited so do not delay in registering. Lunch **is not** provided during the seminar. There are several restaurants within walking distance from the hotel. General registration for the seminar will continue until the class is filled.

Take advantage of this seminar offering in conjunction with our annual fall business meeting. The fall business meeting will be held on Wednesday and Thursday, October 16 & 17, 2019. Save yourself time and travel by registering and attending both the seminar and fall business meeting.

**MIDWEST INSULATION CONTRACTORS ASSOCIATION
REGISTRATION FORM
Best Practices in Estimating and Project Controls Educational Seminar
October 15, 2019
Embassy Suites Downtown, Omaha, Nebraska**

Please complete (print or type) and **return** to the MICA Office as **soon as possible (prior to October 1, 2017)**.

THE FOLLOWING PERSON FROM OUR COMPANY WILL ATTEND THE HALF-DAY SEMINAR PRESENTED BY **GEORGE SHIMADA**

NAME (LAST) (FIRST)

COMPANY NAME

ADDRESS CITY STATE ZIP

E-MAIL ADDRESS PHONE NUMBER FAX NUMBER

REGISTRATION FEE:

This seminar is provided by MICA free to the participants.

Please be aware that space is limited. As a courtesy to your fellow members, please register only those members who you know will attend. Registrations will be taken on a first-come, first-served basis. The number of attendees from any one company may be restricted if member demand exceeds the space available.

(Please copy and complete a new form for each additional member that you would like to register for the fall seminar).



EMBASSY SUITES HOTELS

**Downtown/Old Market
555 South 10th Street
Omaha, NE 68102
Phone: 402-346-9000**

www.embassysuitesomaha.com

TOLL FREE RESERVATIONS: 1-800-EMBASSY (362-2779)

**YOU MAY USE THE FOLLOWING LINK TO EASILY BOOK YOUR ROOM ONLINE AT:
<http://group.embassysuites.com/MidwestInsulationContractorsAssoc>**

Conference: MIDWEST INSULATION CONTRACTORS ASSOCIATION [AMW]

Dates: October 15 – 17, 2019 Reservation & Rate Deadline: September 15, 2019

Please indicate preference for Room and Bed type.

<input type="checkbox"/> Single Occupancy	<input type="checkbox"/> Double Occupancy	\$ 162.00, plus tax.		
<input type="checkbox"/> King Bed	<input type="checkbox"/> Double Beds	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> Smoking	

SPECIAL REQUESTS

Add \$10 for each extra adult (over two per room). All rates are net, plus tax.

TRANSPORTATION: There is a complimentary shuttle to and from Eppley Airport. Call the hotel upon arrival for transportation.

HOTEL PARKING: There is self-parking for registered overnight guests (Self Parking is \$15/car/night; Valet Parking is \$21/car/night).

Reserve your room at that hotel today with a major credit card by going online or using the toll free number shown above or by calling the hotel directly at 402-346-9000. Be sure to mention that you are part of the MICA group in order to get the group rate of \$162.00 per night plus tax.