

## Expertise / Services

Property Condition Assessments

On-site progress Inspections, Evaluation, and Documentation

Lender's Inspections and Reporting

Initial Project Programming

Site & Infrastructure Evaluation

Development of Initial Design Criteria

Monitor the Development of Construction Documents

Controlling "Design Creep" during Construction Document Development

Construction Materials & Methods Selection

Establish Desired Construction Sequencing and Scheduling

Manage Bid Process & Contract Negotiations

Conceptual Estimating & Preliminary Budgets

Obtaining Permits and Governmental Approvals

Establish Project Management Procedures and Standards

Project Start-up Procedures / Operations Management

Forensic & Diagnostic Engineering, Assessment and Documentation

## Education

Bachelor of Science in Construction Science and Management – Kansas State University – Manhattan, KS

Member of Sigma Lambda Chi International Construction Honor Society

## Professional Organizations, Certifications and Licenses

Member American Institute of Constructors

Certified Commercial Drone Pilot  
FAA Part 107 Remote Pilot Certificate (UAS Drone Certification)

Certified Commercial Property Inspector  
CCPIA-003104



## James Leonard Cook

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7649 West 149<sup>th</sup> Street, Overland Park, Kansas 66223

## Overview

A hands-on construction professional with over 50 years' experience and significant expertise in the real estate development, design, and construction industries. Experience representing the owner, architect, and contractor provide a unique perspective and the necessary skills to manage the collaboration of professionals required for the successful delivery of a completed project. Knowledge of the housing, hospitality, institutional, commercial, and warehousing sectors provides a complete and diverse understanding of the industries.

## Career Portfolio

Construction Consultant / Owner's Rep  
Owner's Rep LLC – Overland Park, KS  
2013 to Present

- Lender's Inspections and Reporting.
- Evaluate design, development, and construction criteria that governing authorities may require.
- Establish project conceptual estimates and preliminary budgets.
- Coordinate design professionals and review preliminary construction documents and confirm preliminary estimates with shareholders. Establish financial requirements, timing of the distribution of funds, and monthly draw procedures with the lender.
- Monitor final construction document developments and obtain all necessary permits and licenses for the complete construction of the project.
- Develop bid packages to assure that bid information is received with the required detail that may be necessary to analyze costs, determine viability of alternate designs, and provide the detail necessary final cost segregation of the building components. Establish project schedule, sequencing, and operational issues as part of bid package.
- Manage the bid process, review bids and negotiate final contract amounts, and prepare contracts for execution by the appropriate parties.

VP of Construction Management  
Leisure Hotels & Resorts – Leawood, KS  
2007 to 2013

- Evaluate design, development, and construction criteria that governing authorities may require.
- Evaluate the condition of existing properties and review remodeling and Property Improvement Plan requirements for existing properties. Establish capital improvement plans with operational personnel.
- Establish conceptual estimates and preliminary budgets.
- Coordinate design professionals and control the development of preliminary construction documents.
- Develop bid packages to assure that bid information is complete.
- Manage the bid process, review bids and negotiate final contract amounts, and prepare contracts.
- Monitor, document, and manage the construction process for completeness and conformance with contract documents.

## Achievements

Promoted to Project Manager on one of the company's and community's higher profile projects during the first year of tenure with the company; turning the project around and successfully completing the project on time and under budget. Became the "go to guy" for the company's more challenging projects; eventually being promoted to Vice President of one of the company's troubled branch offices.

Lead negotiations with the governing authority and secured a 7.5-million-dollar contribution to support the development of a world-class racing facility within the community. Coordinated the governmental approval process and obtained all necessary permits and licenses. Enlisted the sanctioning organizations and their consultant's participation in the design process and obtained all required sanctioning approvals.

Key member of the team selected by the Public Building Commission; for the design and construction management of a 52-million-dollar office building. Conceptualized all project requirements and estimated the development and construction costs with minimal design documents; thus, allowing the State to pursue the project.

Collaborated with the Owner's architect and civil engineer redesigning a major warehouse project making the project economically feasible. The target rental market and incomes were maintained while the construction costs were reduced allowing the execution of leases and approval of financing.

Redesigned and reduced the project costs by 10% on a major waterfront resort thus bringing the project costs in line with the lender's appraisal and allowing the financing to be approved for the project.

## Affiliations

Volunteer, Congregational Care Minister  
—United Methodist Church of the Resurrection

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### President

The Design / Build Group – Lenexa, KS

2001 to 2007

- Responsible for the overall operation of a design build company; the executive management, operations management, administrative management, team building and mentoring, and profit and loss accountability.
- Established initial contact with the owner and formulated the project criteria. Selected team member best suited to meet the project objectives and owner expectations.
- Reviewed new construction materials and methods to determine their viability from a cost and durability perspective and assured that they were effectively incorporated into new projects.
- Reviewed each project's budget and schedules with project managers to assure that the project was being properly managed. Performed site visits to confirm the project's quality and progress and that the company's project management policies were being followed.

### Vice President

Peters & Associates – Overland Park, KS

1996 to 2001

- Led the construction process, including the development of preliminary construction budgets, coordination and completion of construction documents, code assessment and acquisition of building permits and licenses, management of construction budgets, processed contractors pay applications, and lenders funding, on multiple projects.

### Vice President / President

High Plains Land Company – Overland Park, KS

1990 to 1996

- Performed Vice President of Construction duties, such as overseeing the development and construction of commercial shopping centers across the United States.
- Promoted to President, COO to carry out all company functions, from site selection to tenant occupancy.

### Vice President

Lario Enterprises Inc. – Topeka, KS

1979 to 1990

- Became the first employee of a newly formed development company owned by a privately held oil company. Hired all employees and oversaw all operations of the development company.
- Reported quarterly to parent company; responsible for the overall profit and loss of the company.

## Earlier Career:

Vice President, Flint Hills Development Company – Topeka KS

Project Manager, Casson Construction Company – Topeka KS

Project Engineer / Vice President, Avery Mays Construction Co. / GAMCO – Dallas, TX