

DATE: September 14, 2022

TO: Board of Directors Special Meeting
Kensington Fire Protection District

RE: Agenda Item 05g - PSB and Temp Facilities Projects Construction
Update and CM Services Proposals

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Review the construction management proposals and instruct the General Manager to work with district counsel to complete and execute the contract for CM services.

Background Info

Construction on the temporary fire station site is well underway and scheduled to be substantially completed by 10/07/2022. Concurrently, the Kensington Police Department's renovations to the 10940 San Pablo Avenue modular are nearly complete and packing has begun at the PSB. Progress photos of both sites are attached. The General Manager and Fire Department staff have inventoried the PSB and are making arrangements for moving and storage services. Staff are working with Nerd Crossing to plan for the move of the district's server to the San Pablo Ave modular, while BC Janes is leading the coordination of the comm system transition. The PSB design team has scheduled a pre-con meeting with the GC, CWS Construction Group Inc, for 09/15/2022. The permit for the PSB Seismic Renovation Project and the construction contract are available on the KFPD website at:

<https://www.kensingtonfire.org/public-safety-building>

The schedule below shows the revised critical dates moving forward:

KENSINGTON PSB SEISMIC RENOVATION SCHEDULE

09/26/2022 = Initialize vacating PSB (Fire and Police Depts)

10/07/2022 = Temp Fire Station Substantial Completion

10/14/2022 = Complete vacating PSB

10/17/2022 = General Contractor Mobilization begins on PSB Site

10/18/2022 = General Contractor begins demolition phase

12/26/2023 = PSB Renovation Construction Complete (Note: The GC's preliminary schedule is 3 months shorter than contract required end date.)

To date, PSB project management has been handled by the General Manager, which made sense given the coordination of financial planning, programming, design, permitting, and board approvals. Construction Management, though, requires more focused time and in order to reduce the GM's hours on the project and provide the board with additional consultant expertise, staff recommends that the district employ a dedicated Construction Manager. For the Temporary Fire Station project, the district has been using the services of **Mack5**, which has

had a long history of serving the district and has been doing a very good job of keeping construction on track. Staff asked **Mack5** to submit a proposal for the PSB project, but also asked two other recommended firms as well, **NancyBuilt** and **Mansoori**. Attached are the three proposals received.

Mack5's proposal is for a lump sum total of \$326,540 based on a monthly fee of \$17,890 during construction and reduced monthly amounts for pre-con and closeout over 19 months. For scope changes, **Mack5** bills hourly at \$250/hr for Principal and \$215/hr for Senior Project Manager.

NancyBuilt's proposal is T&M based on \$225/hr with an allowance of 80 hrs/month (+/-18.5 hrs/wk), or \$18,000. The proposal is for 20 months which totals \$360,000, although a comparison to **Mack5's** assumed timeline would equal \$342,000.

Finally, **Mansoori's** proposal is also T&M based on \$250/hr for Principal and \$180/hr for Project Manager with a low range of \$3,000-\$5,000/mo and a high range of \$5,000-\$8,000/mo. The estimated total using these ranges and a comparable 19-month schedule is \$57,000-\$95,000 at the low end and \$95,000-\$152,000 at the high end. Using an average hourly rate of \$215, this represents a range of 14hrs/mo to 37hrs/mo (+/-3.25hrs/wk to 8.5hrs/wk.) Based on the GM's experience in construction, the CM will likely spend an average of 16hrs/wk during the bulk of construction and tapering down to 8hrs/wk toward the end of the project. Assuming +/-60hrs/mo at **Mansoori's** average rate of \$215/hr, 19 months of equivalent CM services totals \$245,100.

As noted in all the proposals, many factors can affect the construction schedule and therefore the CM cost. Although the construction contract limits the time period to 18 months, the GC's preliminary schedule lists 15 months, so there may be CM savings if that is the case. Also, CM cost is substantially affected by the quality of the GC's process, record-keeping, and project oversight, which can vary greatly from GC to GC and even during the length of construction. The CM services will aid in leveling that variation and enforcing compliance with the project's quality control specifications. Note that the district's financial planning for the project included contingency amounts that anticipated the potential cost of a CM.

Fiscal Impact

Capital Improvement Project expenditure of +/- \$245,100 to \$342,000 for Construction Management Services on the Public Safety Building Seismic Renovation.

Temporary Fire Station Construction Progress Photos – 09/09/2022



10940 San Pablo Ave Modular Construction Progress Photos – 09/07/2022



**Construction Management Proposals
for the
Kensington Public Safety Building
Seismic Renovation Project**

- I. Mack5
- II. NancyBuilt
- III. Mansoori

September 12, 2022

Bill Hansell
 General Manager
 Kensington Fire Protection District
 217 Arlington Avenue
 Kensington, CA 94707

Re: Construction Management Services Fee Proposal - Kensington Public Safety Building Renovation

Dear Mr. Hansell:

Thank you for the opportunity to submit our fee proposal for Construction Management services for the Kensington Public Safety Building Renovation project.

Background

The Kensington Fire Protection District (District) is going to start the construction phase of the project in October 2022. The project Architect is MARJANG Architecture. The District has bid the project and selected CWS Construction to be the General Contractor.

District is anticipating 18 months for the construction phase including closeout.

mack5 has a long history of working with the District, having worked on 2 renovation projects in the station building. We are also assisting the District with the ongoing buildout of the temporary fire station facility.

Scope of Services

Our construction phase scope of services will include:

- Assist with procurement of testing & inspection consultants
- Review project documents including contractor's contract
- Schedule, attend preconstruction meeting
- Represent District's interest during construction
- Attend weekly construction meetings
- Review contractor's construction schedules and look-ahead schedules
- Manage/track construction budgets
- Conduct weekly site visits, monitor work progress on site and contractor's compliance with site management requirements
- Promptly report material defects in writing to District and design team; notify contractor of non-compliance and resolve issues
- Monitor RFI and submittal process; oversee contractor logs
- Monitor procurement of long lead items
- Coordinate third party testing and inspection, assist with resolving issues (contractor to schedule all inspections directly)
- Review and approve contractor's progress payment requests
- Review, evaluate and negotiate contractor change orders
- Analyze and recommend action to District on claims (if any)

mack⁵ Services:

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

mack⁵

Headquarters

1000 Broadway
 Suite 260
 Oakland, CA 94607

Richmond Office

322 Harbour Way
 Suite 16
 Richmond, CA 94801

phone 510.595.3020

fax 510.595.1755

- Coordinate and supervise any work required by consultants outside the construction or design contracts
- Participate in the punch list process, work with design team and contractor to develop a punch list and issue Substantial Completion Letter
- Oversee timely completion of punch list
- Ensure completion and delivery to District of all required close-out documentation including O&M manuals, record drawings, project files and warranties
- Review final payment application and recommend retention release
- Assist with issuing Final Completion Letter
- Set up warranty process

Staffing

Our proposed construction manager, Grace Seferian will be taking the lead for providing our services under this proposal. She will be supported by other mack5 staff including myself as needed throughout construction. Her resume is attached with this proposal.

Fee

For the fee proposal, mack5 is assuming 1 month of preconstruction activities, 16 months for construction and 2 months for closeout.

For 1 month of preconstruction, we would like to propose a fee of \$12,600. For the 16 months of construction, we would like to propose a monthly fee of \$17,890. And for 2 months of closeout, a monthly fee of \$13,850.

Our proposed fee summary is as below:

• Preconstruction, 1 month	\$ 12,600
• Construction, 16 months	\$ 286,240
• Closeout, 2 months	\$ 27,700
Proposed Total Fee:	\$ 326,540

Reimbursable Expenses:

The cost of reproductions, deliveries and travel expenses (for travel outside the San Francisco Bay Area) will be charged at cost plus ten percent (10%). We recommend that the District carry a reimbursable allowance of \$2,500.

Please note that material increases in duration or scope of services for reasons that are outside our control would require additional fees, to be mutually agreed with the District.

We are excited about this opportunity, ready to commence work immediately, and look forward to working with the District again.

Kind regards,



Manil Bajracharya
Principal



education

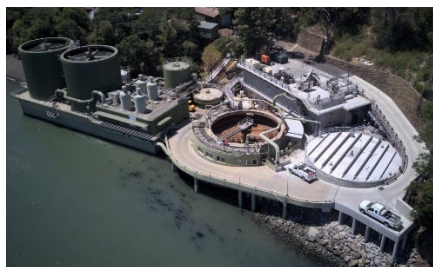
licenses/certifications/accreditations



representative project experience



corte madera town hall



sausalito-marin city sanitary sewer treatment plant

Grace Seferian, P.E.

Construction Manager

- Master of Engineering Management, American University, Beirut, Lebanon
- Bachelor of Engineering, American University, Beirut, Lebanon
- Licensed Professional Civil Engineer (P.E.), #C68317
- Licensed General Contractor #832525
- Project Management Professional (PMP)
- LEED Accredited Professional (LEED® AP)
- Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD) and Practitioner (QSP)

Ms. Seferian is a Project/Construction Management professional and Professional Mediator with over 25 years of construction experience in both the public and private sectors. She has managed all aspects of multi-million dollar projects, from Programming & Planning, to Design, Bid & Award, to Construction and Closeout, maintaining scope, schedule and budget as well as compliance with applicable state and agency criteria and safety standards. In her capacity as both a CM and mediator, Grace has helped resolve hundreds of construction disputes and potential claims.

The combination of her engineering and construction experience gives Grace a complete and well-balanced understanding of the building process. As an expert in the field of construction, she has a deep understanding of technical terms, engineering and claims analysis principles.

Sausalito-Marín City Sanitary District (CA Health & Safety Code District)

- Treatment and Wet Weather Flow Upgrade, Sausalito CA
Construction management services for major sanitary sewer treatment plant upgrade.

City of Richmond Wastewater Recovery Projects (Richmond CA)

- Wastewater Treatment Plant Critical Improvements
Construction oversight assistance and advisory services.
- Wastewater Treatment Plant Cogeneration
Design-Phase assistance services.
- Wastewater Treatment Plant Sludge Thickening
Design-Phase assistance services.
- Ferry Point Lift Station
Design-Phase assistance services.

Chabot-Las Positas Community College District

- Chabot Community College, Hayward CA
Project management/ construction management services for several on campus upgrade projects.

Los Angeles Unified School District

- Panorama High School, Los Angeles CA
Construction management services for a new high school construction.

Burbank Unified School District

- John Burroughs High School, Burbank CA
Construction management services for reconstruction and modernization of an existing high school.

William S. Hart Union High School District

- West Ranch High School, Stevenson Ranch CA
Construction management services for a new high school construction.

Town of Corte Madera

- Corte Madera Town Hall, Corte Madera CA
Schedule review services for a replacement Town Hall.

2022 Schedule of Fees

Hourly Rates

Principal	\$250.00
Senior Project Managers	\$215.00
Senior Cost Managers	\$195.00
Project and Cost Engineers	\$175.00
Jr. Project and Cost Engineers	\$150.00
Administrative Support	\$ 90.00

Expert Witness Trials and Depositions

Billed at 1.5 times normal billing rate.

Reimbursable Expenses

Billed at 1.1 times cost.

- Expense of reproductions, postage and handling of drawings, specifications and other documents.
- Expense of data processing and photographic production for presentation purposes.

Billing rate increases are 3-4% annually.



September 14, 2022

Bill Hansell
General Manager
[Kensington Fire Protection District](https://www.kensingtonfire.org)
217 Arlington Avenue
Kensington CA 94707
bhansell@kensingtonfire.org
Mobile: 415-378-9064

We are pleased to provide a proposal for Project & Construction Management services on the Kensington Fire Protection District project for the Seismic retrofit of the existing fire station located at 217 Arlington Ave. in Kensington, CA. The work includes 2019 CBC compliance to building systems and accessibility including new interior finishes, new glazing, and roofing, as well as the rebuild of the right hand portion of structure, enclosing the existing 345sf second floor deck.

We understand that the total Budget is ~9 Million dollars and the signed construction contract is \$5,475,000.

Total Duration - Our proposal assumes a total duration of 20 months: 1 month for pre construction and 19 months construction management (eighteen months of actual construction and one month for project close-out). The proposal also assumes that hard construction costs will not exceed \$6 million. A detailed scope is reflected in the Fee Proposal attachment, segmented by Pre-construction and Construction subcategories.

Pre-Construction - Pre-construction scope and requirements tend to vary widely. Therefore we work with owners on an "allowance" basis, against which we bill our actual hours. In this case, we propose an allowance of \$18,000, which represents approximately 80 hours per month for 1 months at an hourly rate of \$225. This also provides you with the benefit of being charged for only the time required on each task.

This Pre-construction fee allowance is based upon what we believe is a reasonable estimate of the time necessary to perform the services that may be required. However due to changes in scope, schedule and/or other requirements, the services required or the time necessary to perform them may vary from the original allowance.

Construction Management - While our experience in pre-construction is that requirements can vary widely, our experience during construction has shown that tasks and scope are fairly predictable. The attached proposal outlines the tasks that we propose to provide for a construction value not-to-exceed \$6 million, on a project running for nineteen months total, a duration that would include eighteen months for construction plus one month for completing all "Close-out" tasks. Provided these parameters and the attached scope do not significantly vary, our fee would be \$18,000 per month, or \$342,000 for the nineteen months. It is possible that the construction duration may exceed the proposed eighteen months. In this case, we propose a fixed fee of \$18,000 for each additional month of construction. We expect reimbursable expenses to be nominal on this job, and will bill actual costs with no markup vs. a set percentage for them.

Email: nancy@nancybuilt.com
1656 18th Ave., San Francisco, CA 94122
Phone: 415.828.5772



Fee Proposal Summary

<p><u>Management Services:</u></p> <p>Pre-Construction Allowance (1months) \$ 18,000</p> <p>Construction Management Allowance (19 months) <u>\$342,000</u></p> <p>TOTAL: \$ 360,000</p>

We truly appreciate the opportunity that you are giving us to propose services for this important, highly visible project. We are confident that throughout, you and your staff will experience the value we provide, both in terms of controlling costs and monitoring progress while we act as your construction specialist, looking out for your interests as we steward the renovation through to completion.

As always, I am available to answer any questions you may have. We have also provided an acceptance below; if you are in agreement, please sign/date below and return to my attention.

Very truly yours,

A handwritten signature in black ink, appearing to read "Nancy Madynski".

Nancy Madynski
Principal

To acknowledge acceptance of this Proposal, please sign and date below:

Accepted: _____

Print Name: _____

Title: _____

Date: _____



PRE-CONSTRUCTION SCOPE

- a. Duration: 1 month
- b. Team Meetings and project startup procedures
- c. Assists District with hiring a firm for Testing/Inspection Services

1. INFORMATION MANAGEMENT

- a. Management and recordkeeping (meeting notes, project files, mgt of intermittent report & studies)
- b. Communication (emails, phone calls)
- b. *Attend Weekly COA meetings*
- c. *Take and distribute weekly meeting minutes.*
- d. *Monitor and review for compliance with process/schedule RFIs, Submittals, etc.*

2. SCHEDULING

- a. Review Project schedule
- b. Meet to discuss and update on project schedule

3. COST MANAGEMENT

- a. Review project budget, including construction, design/planning/management (DPM), equipment, security, etc.
- b. Review monthly Applications for Payment

4. MEETINGS

- a. Team meeting to solidify roles/responsibilities/milestone dates/communication
- b. Attend and represent Owner interests at meetings
- c. Attend and represent Owner interests at any user meetings
- d. Schedule and/or attend impromptu meetings as required
- e. Attend weekly COA meetings
- f. *Take meeting minutes and distribute them to team on a weekly basis.*
- g. *The design team will have primary responsibility to review RFIs, Submittals, etc. Communications will be Cc'd to CM for monitoring and compliance with the process/schedule.*

5. PERMITTING

- a. Monitor Contractors and City's progress toward gaining approvals

6. OTHER SERVICES

- a. Analyze extra work items requested by the architect, contractor or other vendors



CONSTRUCTION MANAGEMENT SCOPE AS NEEDED

1. ONGOING MANAGEMENT

- a. Review RFIs and associated log; assist in resolution when necessary
- b. Review Architect's submittal log and track against contractor's project schedule
- c. Review and make recommendations regarding Change Orders and any Proposed Changes
- d. Management and recordkeeping of project information

2. ONGOING COST MANAGEMENT

- a. Update monthly project financials
- b. Prepare monthly Applications for Payment including review of contractor's monthly pay application
- c. Verify and maintain Certificates of Insurance
- d. Verify lien releases with each Application for Payment

3. CLOSE-OUT

- a. Punch List review and recommendations of project acceptance
- b. Coordination w/contractors in preparation of record drawings
- c. Obtain all warranties, manuals, keys
- d. Consolidation of all project files and documents
- e. Assist with start-up procedures
- f. Assist in verifying and inspecting equipment and its placement in accordance with vendor contract
- g. Approve final release of contractor's retention and final Application for Payment

MANSOORI

Letter of Interest

September 12, 2022

Bill Hansell
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Dear Mr. Hansell,

I appreciate you reaching out to me to discuss the Owner's Representative and Construction Management opportunity for the property located at 217 Arlington Avenue. I understand the project is going to be a gut renovation of an existing firehouse with a minor addition. You also mentioned that the project is currently permitted and scheduled to start construction mid-November which works great for me schedule wise.

As discussed, this type of project is right in my wheelhouse. I have over 20 years of experience in real estate development, construction management, and design and started my own Owner's Representative and Construction Management firm seven years ago to assist clients like yourself on both new construction and renovation projects.

I have direct experience all over the bay area with projects similar in scope. I also have experience with projects requiring board approval and navigating the political aspects of any given project. Lastly, I am well-versed in the complexities of working with the various city jurisdictions, codes, and understand what it takes to be a nimble and successful team player with consultants, contractors, neighbors, and everyone that is involved in making these projects happen.

In short, I think I would be the perfect candidate to step into the Owner's Representative / Construction Manager role with all the amazing work you have done to date. I look forward to the opportunity to take this project to the necessary finish line. Please find my resume attached so you can review my education and work experience. Thank you in advance for your time and consideration. I look forward to hearing back from you regarding next steps.

Sincerely,

Sarah Mansoori

Sarah Mansoori

MANSOORI
720 York Street #227
San Francisco, CA 94110
www.mansooriinc.com

M 415.994.6512
O 415.915.9370

MANSOORI

Letter of Agreement

Client: Bill Hansell, Kensington Fire Protection District

Consultant: Mansoori

Date: September 13, 2022

Project: 217 Arlington Avenue
San Francisco, CA 94131

PROPOSED PROJECT DESCRIPTION:

For the purposes of this Agreement, Kensington Fire Protection District., herein referred to as 'Client'; Mansoori, herein referred to as 'Consultant.'

The Project is understood to be a gut renovation of an existing firehouse with a minor expansion.

PROPOSED SCOPE OF WORK:

Provide Owner's Representation and Construction Management services as needed to implement the Project. Following is a list of services that may be included, but not necessarily limited to:

1. Review of Project documents and identify any gaps in documentation or consultant services that may be needed to complete the Project.
2. Site Utility Coordination and Engagement.
3. MEP Coordination.
4. Budgeting and scheduling as needed including the management thereof.
5. Value Engineering as needed.
6. Review RFI's, Change Orders, and Pay Applications including Consultant invoices as needed.
7. Contractor, Subcontractor, and 3rd Party Consultant recommendations and management as needed.
8. Client meetings and site visits as needed.
9. Meetings with local jurisdictions and building officials as needed.
10. Reporting as requested.

FEE STRUCTURE:

The Consultant's compensation for any of the services listed above and additional services as requested by the Client or as needed to complete the Project will be billed on an hourly basis as follows:

- Principal \$250
- Project Manager \$180

Estimated monthly billings will range as follows depending on the phase and time needed for the project:

- Low Range \$3,000 - \$5,000
- High Range \$5,000 - \$8,000

An initial payment retainer in the amount of \$5,000 dollars shall be paid upon execution of the Agreement and shall be credited toward the final payment.

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The Consultant will submit invoices for payment to the Client on a monthly basis and shall be in proportion to the services performed. Payments are due and payable 30 days from the date of the Consultant's Invoice.

Billing rates will remain constant through December 31, 2022, however the Consultant reserves the right to increase hourly rates by 10% at the beginning of each calendar year thereafter.

REIMBURSABLE EXPENSES:

Reimbursable expenses are in addition to compensation for basic services and include expenses incurred by the Consultant directly related to the Project, plus an administrative fee of ten percent (10%.) Reimbursable expenses include but are not limited to the assumptions and exclusions listed previously, additional services approved by the Client and / or the following:

- Additional consultants hired by the Consultant and approved by the Client that are needed to complete the Project which may include but are not limited to an architect, permit expeditor, structural engineer, electrical engineer, mechanical engineer, Title 24 consultant, lighting designer, door hardware consultant, etc., only in instances where the Client elects not to contract with such consultants directly.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Any 3-D renderings or custom mock-ups as requested by the Client.
- Tolls and any parking fees.

TERMINATION, SUSPENSION OR ABANDONMENT:

In the event of termination, suspension or abandonment of the project, the Consultant shall be equitable compensated for services performed. Failure of the Client to make payments to the Consultant in accordance with the agreement shall be considered substantial nonperformance and is sufficient cause for the Consultant to either suspend or terminate services. Either the Consultant or Client may terminate this agreement after giving no less than seven days' written notice if the other party substantially fails to perform in accordance with the terms of this agreement.

MEDIATION:

In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation. The Client and Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project.

LIMITATION OF LIABILITY:

The Client and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial

Completion of the Work. The Client and Consultant waive all claims and causes of action not commenced in accordance with what is listed above. To the extent damages are covered by first the insurance set forth below, and second, by insurance held by the Client for the Property, the Client and Consultant waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth below. The Client or the Consultant, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

INSURANCE: The Consultant shall maintain the following insurance:

Professional liability insurance in the amount of \$1,000,000 per claim and aggregate with a deductible not to exceed \$10,000, with a retroactive date that predates the date of this Agreement.

Commercial general liability insurance in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate including liability coverage and business papers coverage, and naming Client as additional insured.

Automobile liability insurance in the amount of \$1,000,000 combined single limit, covering all owner, hired and non-owned vehicles.

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DURATION OF PROPOSAL:

This proposal shall remain valid for 30 days after the date of submission. If the proposal is not signed and returned to the Consultant within that time, the Consultant reserves the right to revise the terms and conditions of the proposal.

CLIENT

CONSULTANT

(Signature and date)

(Signature and date)

Name: Bill Hansell
Kensington Fire Protection District

Sarah Mansoori
Mansoori

MANSOORI

Resume – Sarah Mansoori

Summary of Qualifications

- Dynamic, detail-oriented construction manager with over 20 years of experience in real estate development, construction management and design.
- Project types include ground up new construction as well as renovation primarily in both residential and commercial sectors.
- Typical project construction budgets range anywhere from \$16M - \$200M+

Related Skills:

- Feasibility Studies / Due Diligence Reports / Cost Reporting / Proforma Projections
- Consultant Selection and Project Coordination Including All Project Related Consultants & Services
- Project Planning from Inception to Completion of Project Development
- Manage Project Related Personnel for Optimum Project & Personnel Performance
- Permit Expediting and Entitlement Procurement
- Estimating, Preconstruction, Budgeting, Bidding, and Value Engineering
- Scheduling, Space Planning and MEPS Coordination
- Building Certification Management Including LEED / PHIUS / LBC / WELL
- Establish & Implement Brand Standards for Design & Construction
- Support Capital Partner Relationships
- CAD, Microsoft Project, Timberline, Prolog, Procore, Excel, Power Point, Photoshop, InDesign

Education:

Dec. 1999

Cornish College of the Arts, Seattle, WA
Interior Design, B.A.

Employment:

2016-Present

Mansoori Inc., San Francisco, CA www.mansooriinc.com
Principal / Owner's Representative

- Established independent Owner's Rep. consulting company providing construction management and design services as needed for residential and commercial projects.

2011- 2016

Troon Pacific Inc., San Francisco, CA www.troonresidential.com
Director of Construction / Owner's Representative

- Develop project redevelopment plans including entitlements and manage design, construction and budgets for the underwriting, acquisition and development of multiple luxury high performance single and multi-family projects. Construction budgets per project ranged from \$10M - \$40M; managing a total of up to \$200M at any one time.

2010- 2011

Commodore Construction Corp., Mt. Vernon, NY www.commodoreconstruction.com
Project & Development Manager

- Manage the design, development and fit out of a newly acquired 53,000 SF office building
- Draft RFP's to hire and manage all consultants associated with the development, design, and project build out
- Develop and manage project budget, financial reports, schedule, and general status documentation
- Develop marketing budget and plan to hire and manage graphic design and branding team

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- 2008-2009 **Sand Hill Property**, San Mateo, CA www.shpco.com
Construction Manager / Owner's Representative, Redevelopment of Downtown Sunnyvale, CA
- Management of design, entitlement, bidding and construction for an 8 city block \$500+million mixed use project including residential, office, retail, and hotel podium buildings with below grade and independent on grade parking structures including utility infrastructure
 - Responsible primarily for three residential buildings totaling 90 units and a hotel with 150 rooms.
- 2005-2008 **Webcor Builders**, San Francisco, CA www.webcor.com
Project Manager, InterContinental Hotel, San Francisco, CA
- Management of \$150 million high-rise hotel project from breaking ground through punch-list, TCO, FF&E installation, and project closeout / turnover
 - Manage subcontractors, architects, designers, and owners
 - Contract writing, prepare monthly funding request, estimate cost projections, issue and negotiate change orders
 - Coordinate with city departments as required for permits and inspections
 - Track and revise schedule to maintain project schedule and document delays
- 2004-2005 **McCartan**, San Francisco, CA www.mccartan.com
Senior Designer / Project Manager
Projects – Boutique hospitality including hotels, bars, and restaurants as well as multi-family buildings
- 2001-2004 **NB Design Group**, Seattle, WA www.nbdesigngroup.net
Interior Designer
Projects – Residential, hospitality, libraries, and office buildings
- 1998-2001 **Callison**, Seattle, WA www.callison.com
Interior Designer
Projects – Hospitality including Raffles Hotel Singapore, and Marriott Hotel Whistler

References on Request