

# Thomas D. Montero, AIA, FCSI/CDT

AR-0005828

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## Key Qualifications

Extensive experience, knowledge, education and peer respect as an Architect, Construction Contracts Administrator, Sr. Project Manager, Specifier, and Owner Representative through a wide variety of projects as a result of being continuously employed since graduation as a Single Proprietor, President of a Design/Build A/E Firm, and Studio Director of a large PEA Corporation. Projects include, but are not limited to, Multi-Family Residential, Hospitality, Financial, Commercial, Judicial, Educational, Healthcare, Entertainment, and Governmental with concern for quality while maintaining budget control on each project undertaken through skilled management and leadership. Consistent monitoring of progress, attention to detail and follow-through to construction completion has all contributed to an expertise in the design/construction industry providing unique qualifications to serve clients.

## Work Experience

### Consultant

#### McMillen Design International, LLC, Kissimmee, Florida

Prepare the sections for two Project Manuals. One for Restaurant & Retail Tenant Spaces and one for News & Bar Kiosks in the new Lynden Pindling International Airport, Nassau, Bahamas.

- Division 01 General Requirements, Division 5 Metals, Division 6 Wood and Plastics, 07 Thermal & Moisture Protection, 08 Doors & Windows, 09 Finishes, 10 Specialties, Division 12 Furnishings, Division 14 Conveying Systems.
- Coordinate with MEP Consultants

#### aviatDesign, Inc., Orlando, Florida

Prepare Project Manual sections for two multi-million dollar design-build military air base maintenance facilities. One for Abu Dhabi Military Airbase and the other the Al Ain MRTT Hangar both located in the United Arab of Emirates in the 2004 CSI MasterFormat for all architectural trades. The facilities were to maintain two C-140 airplanes and included overhead cranes and four levels of storage and office spaces.

- General and Supplementary General Conditions.
- Division 01 General Requirements, 04 Masonry, 05 Metals, 07 Thermal & Moisture Protection, 08 Doors & Windows, 09 Finishes, 10 Specialties, 11 Equipment, 12 Furnishings, 32 Site Structures.
- Coordinate sections with MEP and Structural Consultants.

#### Cuhaci & Peterson Architects, Engineers, Planners, Orlando, Florida

Prepare Project Manuals for multiple Wal-Mart remodeling projects throughout the Florida area. Edit the Owner's Master Specification format for the particular project based on the individual project's design criteria, interior and exterior remodeling requirements including but not limited to;

- General and Supplementary General Conditions.
- 04 Masonry, 05 Metals, 07 Thermal & Moisture Protection, 08 Doors & Windows, 09 Finishes, 10 Specialties, 11 Equipment.
- Coordinate with the MEP Consultants.

## **Director, Contracts & Construction Administration**

The Evans Group, Orlando, Florida

Responsible for professional staff management, QA/QC, site visits and report writing, detailed correspondence with contractors, responding to RFIs, issuing SIs and RFPs, and evaluating proposals for possible Change Orders, included

- Review agreements to determine responsibilities and authorization for Work to be performed.
- Contract document constructability reviews with attention to detail, notation consistently, and quality control.
- Provide on-site scaled sketches to assist in resolving construction challenges.
- Mentoring and guidance to staff to enhance their professional growth.

### **Representative Projects:**

- Tarpon Marina Building V, 19 Story Condo/Resort Hotel (\$170M), Palm Coast, FL.
- Water Ridge Development Complex, 15,000 sq. ft. Clubhouse w/ 2 swim pools & Tennis Courts, Pool house w/ swim pool, 4 Guardhouses, Picnic Pavilion w/ Tennis Courts.
- Hudson Crossing Condo, Award Winning 4 Story Luxury Condominium, Sarasota, FL.
- Ferran Mechanical, Inc. Corporate Office Facility, Award Winning Commercial Building, Orlando, FL.
- 15–3 Story, 12 Unit Apartment Buildings with Clubhouse & Site Amenities, Birmingham, AL.

## **On-Site Architect's Representative**

Rhodes & Brito Architects, Orlando, Florida

Full-time on-site duties during the construction phase of the Florida A & M College of Law School in Orlando, FL. Included

- Interpretation of the contract documents with sketches to assist the GC to better understand the design intent.
- Weekly Contractor/subcontractor meetings, teleconference OAC meetings, submittal reviews, consultant contract document reviews & visits to the project site.
- GC Certificates of Payment reviews & authorization, and other duties as outlined by AIA Document A201.

## **Project Manager, Specifier, Construction Administrator, and Owner Representative**

HHCP, Architects, Inc., Maitland, Florida

### **Sr. Project Manager duties**

- Presentation participation, prepare Owner/Architect Agreements, consult with clients to confirm the project program and was the firm's direct contact with the Owners throughout the duration of the projects.
- Negotiate and prepare the Architect/Consultant Agreements.
- Code reviews, meeting with code officials to confirm project specific requirements.
  - Conferred with the designers to identify program requirements through CDs.
  - Scheduled document preparation from schematics to CDs.
  - Prepared outline & short form specifications in the AIA & CSI Format.
  - Performed Redi-Check and document constructability reviews.
  - Worked directly with CMs to assure an understanding of the program and confirmed the design and specified materials were within the estimated budget.

### **Construction Contract Administrator duties**

- Reviewed submittals/shop drawings to ascertain compliance with spec requirements.
- Provided interpretive documents for the contractor with field sketches to assist in resolving construction issues.

- Responded to RFIs, issued SIs, reviewed contractor RCOs, reviewed and authorized contractor pay applications, and authored and issued change orders.
- Performed site visits, issued visit reports with photos and identified concerns/discrepancies to be corrected.
- Conferred with consultants to see that they performed their contractual obligations during the construction process.
- Worked with Owners to assure they were provided the anticipated project without placing the A/E Team at risk.

#### **Owner Representative duties**

- Reviewed Owner agreements with design professionals and contractors.
- Reviewed contract documents for conformance with Owner program.
- On-site representative to confirm contractor schedule, manpower and installation.
- Corresponded with design professionals for conformation of document intent.
- Reviewed contractor pay application prior to forwarding to design professional.
- Reviewed contractor RCOs and negotiate costs assigned to additional work.

#### **Representative Projects:**

- Marriott Resorts - Grande Vista, Cypress Harbour & Imperial Palm Resorts, Orlando & Osceola County, FL
- Joong-Ang Development (SAMSUNG), Everland Family Hotel, Soul, Korea
- Forum (ACLF) at Deer Creek, Deerfield Beach, FL
- University of Central Florida – Rosen School of Hospitality Management, Biological Sciences Projects (Four Story Research facility & Remodel of Existing Building),
- Seminole Community College – Oviedo, FL Campus (Student Services Building/Learning Resource Center)
- University of Florida - Leigh Hall Science Building Remodel, Gainesville
- Seminole County Florida School District - Multiple High School Expansion & Science Additions
- Orange County Florida School District - Multiple High School Additions
- Orlando International Airport - Landside Duty Free Shop
- Seminole County FL Courthouse Courtrooms & State Attorney's Building Interior Remodel
- Walt Disney World - Merchandise Shop, Mickey's of Hollywood; Restaurant Remodel, Hollywood and Vine Restaurant; Exhibit & Merchandising Facility, Kodak's Exposition Center; Attractions & Exhibit, 15 Epcot Millennium Projects

#### **Education**

Bachelor of Architecture, 5 yr. Program - Louisiana State University  
 Post-Graduate Study in Structures and HVAC - University of South Florida  
 CAD Skills - Seminole Community College  
 Continuing Education for awareness of the ever changing construction industry

#### **Professional Registrations/Affiliations**

Architect, Florida AR 0005828  
 Architect, Louisiana AR 0001294  
 National Council of Architectural Registration Boards  
 American Institute of Architects  
 Construction Specifications Institute

#### **Accomplishments**

Computer proficient in Microsoft Word, Excel, Schedule, ProLog, and other related programs.  
 President, Tampa and Greater Orlando Chapters of CSI  
 Region Director, Southeast Region CSI

CSI National Education Committee  
Awards presented by Chapters, Region and National CSI for Leadership and Organizational skills  
CSI 'Fellow'  
CSI National Vice President  
Educational Presentations to Peer Groups, Attorneys, and Convention Attendees

## **Summary**

With the years of experience in the profession, Tom has developed a high level of competence as an architect, project manager, specifier, construction contracts administrator, and owner representative through a wide variety of projects. He is respected in the industry for his concern for quality, while maintaining budget control on each project undertaken. Tom's management skills have significantly contributed to his budget control track record. Constant monitoring of progress, attention to detail and follow-through to completion of construction all support his leadership expertise.