

# Thomas D. Montero, AIA, FCSI/CDT

AR-0005828

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## Objective

To obtain a rewarding position with a firm that provides excellent projects for quality clients in a professional atmosphere that will allow me to contribute by my education, experience and background to the future and continued success of that firm in the capacity of full-time, part-time or hourly consultant.

## Work Experience

Feb 2005 – Sept '08

### Director, Contracts & Construction Administration

The Evans Group, Orlando, Florida

- Director of the Construction Administration department handling a multitude of responsibilities, including site visits and report writing, detailed correspondence with contractors, responding to RFIs, issuing SIs and RFPs, and evaluating the contractor's proposals for Change Orders.
- Reviewing agreements to determine responsibilities and authorization for Work to be performed.
- Reviewed construction documents for constructability with attention to detail, provide on-site scaled sketches to help resolve construction challenges.
- Representative Projects:
  - Tarpon Marina Building V – 19 Story Condo/Resort Hotel (\$170M) in 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 in Sarasota, FL.
  - Ferran Mechanical, Inc. Corporate Office Facility – Award Winning Commercial Building on I-4 in Orlando, FL.
  - 15 – 3 Story 12 Unit Apartment Buildings with Clubhouse & Site Amenities – Birmingham, AL.

Jan 2004 – Feb '05

### On-Site Architect's Representative

Rhodes & Brito Architects, Orlando, Florida

- Was the architect's full-time representative during the construction phase of the Florida A & M College of Law School in Orlando,
- Provided on-site interpretation of the contract documents & interpretative sketches to assist the GC to better understand the design intent,
- Participated in weekly Contractor/subcontractor Meetings, teleconference OAC meetings, submittal reviews, coordinated consultant contract document reviews & visits to the project site,
- Reviewed & authorized GC Certificates of Payment, and other duties as outlined by AIA Document A201.

1983 – Jan '04

### Project Management, Specifier, Construction Administrator, Owner Representative

HHCP, Architects, Inc., Maitland, Florida

- Sr. Project Manager duties included;
  - Participating in presentations, preparing Owner/Architect Agreements, consulting with clients to confirm their project program and was the firm's direct contact with the Owners throughout the duration of the projects.

- Negotiated and prepared the Architect/Consultant Agreements.
- Prepared 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 make sure they understood the project program and confirmed that the design and specified materials were within the estimated budget.
- **Construction Contract Administrator** duties included;
  - Reviewed submittals/shop drawings,
  - Provided interpretive documents for the contractors with field sketches to resolve construction issues,
  - Responded to RFIs, issued SIs, reviewed contractor RCOs, reviewed and authorized contractor pay applications, and authored and issued change orders,
  - Performed site visit, 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.
  - Representative Projects:
    - University of Central Florida – Rosen School of Hospitality Management –New 160,000 sq. ft. Two Story Facility, Orlando, FL
    - University of Central Florida – Biological Sciences Projects – New Four Story Research facility & Remodel of Existing Building, Orlando, FL
    - Seminole Community College – New Community Campus w/ Student Services Building/Learning Resource Center
    - University of Florida - Leigh Hall Science Building, Gainesville, FL
    - Lake Howell Sr. High School Expansion
    - Lake Mary Sr. High School Science Suite Addition
    - Boone High School Laboratories/Classroom
    - Marriott Grande Vista Resort - Orlando, FL
    - Marriott Cypress Harbour Resort - Orlando, FL
    - Marriott Imperial Palm Resort Project – Osceola County, FL
    - Forum at Deer Creek – Deerfield Beach, FL
    - Everland Family Hotel for Joong-Ang Development (SAMSUNG)-Soul, Korea
- **Owner Representative**
  - Representative Projects:
    - Merchandise Shop - Mickey's of Hollywood - WDW, Orlando, FL
    - Restaurant Remodel - Hollywood and Vine Restaurant - WDW, Orlando, FL
    - Exhibit & Merchandising Facility - Kodak's Exposition Center - WDW, Orlando, FL
    - Attractions & Exhibit - 15 Project Millennium Attractions at Epcot – WDW, Orlando, FL

## **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 ongoing changes in the construction industry

## **Registration/**

Architect, Florida AR 0005828

**Affiliations**

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

**Qualifications/**

Forty years in the profession with a high level of competence as an Architect, Project Manager,

**Accomplishments**

Specifier, Construction Contracts Administrator, and Owner Representative through a wide variety of projects.

President, Single Proprietor Firm

President, A/E Firm

Respected in the profession/industry for my concern for quality, while maintaining budget and schedule control.

Management skills.

Leadership expertise.

Computer proficient in Microsoft Word, Excel, Schedule, ProLog, and other related programs.

President, Tampa and Greater Orlando Chapters of the Construction Specifications Institute

Region Director, Southeast Region Construction Specifications Institute.

Leadership Awards by the Construction Specifications Institute.

Awarded 'Fellow' by the Construction Specifications Institute.

Vice President, Construction Specifications Institute.