

# *Thomas D. Montero, AIA, FCSI/CDT*

AR-0005828

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## **Key Qualifications**

Extensive experience, knowledge, education and peer respect as an Architect, Project Manager, Specifier, Construction Contracts Administrator 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**

### **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 help resolve 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 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, 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.
- Negotiate and prepared 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 make sure they understood the project program and confirmed that the design and specified materials were within the estimated budget.
- Construction Contract Administrator duties
  - 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 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, 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 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  
Ethics Committee Chair, Collie Club of America

## **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.