

# ***Luis F. Ortiz Velázquez***

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## ***Objective***

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Obtain a position on the Construction industry and Construction or Project Management, in which contribute with my more than 15 years experience and were my lealthy and nowleht was reconpense. With leading and efficiency, manage all Project development phase, design firms, bid process (local and Federal), procurement, cost analysis and construction or Project Management.

## ***Experiencia***

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2008 - 2009

### **Procurement**

SKANSKA USA  
GASODUCTO DEL SUR, PONCE

- About \$ 30MM Management
- In charge of receive all equipment and material request for proyect.
- Responsible to find all vendor and subcontractors to satisfy the necessity of Project.
- Manage and programing the Project budget.
- Receive, analyze and implement changes in order to leases and subcontractors
- Negotiation with suppliers and sub-contractors domestic and foreign.
- Commissioned by tracking quotes and ordered materials.
- Responsible for the quote and material fallow-up.

2003 - 2010

### **Project Director & Principal**

PIPE'S General Contractors and Developer  
Juana Diaz, PR

- Own Budget management of more than \$ 1.5MM.
- Manage of company personnel and resources
- Prepare and execution of Project Execution Plan
- Prepare all Project submittals
- Manage all estimates and cost proces to be competitive in all Federal and State bid
- Inspect and Manage all architectural desing and constructions plans for oficial building construction permits
- Cost control and cost management
- Manage construction Schedule base on inspections and Project team inputs, trade contractors progress and material deliveries
- Negotiation with suppliers and sub-contractors domestic and foreign.
- Complie reports regarding financial performance of the project
- Responsible for apply all technical knowledge and manage the construction contract.
- Responsible for review, negotiation and execute the construction contract.
- Responsible in preparing local and Federal Bid package.
- Application for insurance policies and guarantees for projects and developments.
- Prepare of monthly Project status reports
- Attend to and/or lead Project meetings

1999 - 2003

**Civil Engineering Technitian**

Pedro Gómez & Asociados / General Contractor and Developer  
Avenida Fogot, Ponce

- Project management and budgets of about \$ 10MM
- Responsible for prepar all construction drawings, technical specifications and manage all project endorsements.
- Person in charge of the department of procurement.
- In charge of all material take-of for construction estimates.
- Assist in preparations of bid pakage.
- Track and inspect material deliveries.

1998 - 1999

**Inspector #1**

Authority for Roads and Public Works  
Región Sur, Ponce

- Project on \$ 60MM
- Resonseble to inspect and report all contractors and sub-contractors performance in rehabilitation of SANTA Isabel Hithway, PR-52 (Luis A. Ferre Highway)

**Profetional works - a refer to a document joined.**

***Educación***

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Instituto Tecnológico, Recinto de Ponce  
**Grado Asociado en Ingeniería Civil, 1996-1999**

Bortech Tecnology Institute

**Project Manager Certification,**

**Lic. # CII-153**

**Construction Estimator Certification,**

**Lic. # CEC-114**

SKANSKA University

**Project Execution Planning**

**Preconstroction Overview**

## ***SKILLS***

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- **Preparation of Construction Drawings**

- . Architectural
- . Structural
- . Electrical & Mechanical
- . Survey (surveying, topography, segregations, profiles, etc.)
- . As-Build
- . 3D Computer Models
- . Preparation of documents and / or technical specifications for holding auctions and / or contributions..

- **Costo and Proposal**

1. Requests for documents and technical specifications
2. Visit auctions and project area for the collection of information
3. Preparation of "take-off"
4. Preparation of Detailed Estimates
5. Calculation of Indirect Costs Business
6. Establish and maintain historical cost information for future projects
7. Preparation and processing of Break-Down
8. Utilization RSMeans
9. Reporting of Direct and Indirect Costs by Project
10. Estimate costs of materials, equipment and Manpower
11. Estimation on the cost of heavy equipment in the Works

- **Procurement**

1. Identify local and international suppliers
2. Suppliers prepare historical report
3. Requested requisition of materials and equipment
4. Price request to suppliers and subcontractors
5. Preparing requisition comparative costs
6. Manage contracts and purchase orders
7. Manage, monitor suppliers and subcontractors
8. Manage contracts of subcontractors and suppliers
9. Manage deliveries of equipment and materials to the warehouse together with administrator
10. Managing and maintaining report contracts and purchase orders for projects (IS)
11. Make claims for breaches of contracts or purchase orders

- **Project and Construction Manager**

1. Coordinate with Project Owners and Designers
2. Management Permits
3. Budgeting for Project
4. Budget Management for Projects
5. Experience in coordination and / or negotiations auction (State, Federal Government and Private)
6. Evaluation of proposals for Contractors, Subcontractors and Suppliers
7. Experience in negotiating contracts with contractors and sub-contractors
8. Development of "Schedule" of jobs and assignments for projects (CPM)
9. Preparation Time Estimates works. (WBS)
10. Assess and Prepare Project Certifications Pay
11. Assess and Prepare for Project Change Orders
12. Projections keep Time and Budget Project
13. Managing project resources
14. Establish Quality Control on site
15. Implement Security Control in the works
16. Experience in rehabilitation projects and Highways Public Housing

- **Experience in computer programs such as:**

- Windows XP and Vista, Microsoft Project, Microsoft's Word, Excel, Power Point, Outlook and Works, Adobe Acrobat, AutoCad for Windows and Mac, SketchUp Pro (Modelos en 3D), Mr. CAD (Developer's Tools), SureTrack Project Manager and Internet Explorer, Safari, otros.
- Experience in the use RSMeans For estimates the Projects.
- Experience in project development and financing of dwellings (houses and apartments).
- Dedicated to work under pressure with a set time and limited

### *Courses, Certifications and Associations.*

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- Technical & Architectural Drawing
- Advanced Auto CAD
- Survey I & II
- Mechanical & Building Materials
- Soil mechanics
- Dear & Costs
- Dear math and Construction Materials
- Water bodies and processes
- Several courses and lectures by MBDC, MBEC, SBDC
- Implementation of the new General Permit JCA (CIAPR)
- Mansory products for the Construction Industry & Retaining Wall Units (CIAPR)
- Installation Retaining Wall "KEYSTONE" (CIAPR)
- Time Management in Project Management.
- Planning, Monitoring and Controlling a Project Management.
- Analysis and Evaluation of a Project Management.
- BIDS Documents & Negotiation
- Certification of the Central Contractor Registration
- DUMS Number
- North American Industrial Classification System (NAICS)
- Standerd Industrial Classification (SIC)
- Member of the Chamber of Commerce of Ponce and southern Puerto Rico
- Member of the United Retailers Association of Puerto Rico
- Partner Real Estate Lessors Association of Puerto Rico
- Partner Comunity Housing Development Organisation (CHODOS)
- Certified vendor A.E.E.
- Certified Vendor A.A.A
- Operator Certification (Lifts & Platforms Aereas).
- License 10hrs. And 30 hrs. OSHA
- License OSHA 40hrs. General Industry
- Electrical hazards in the Construction Industry (OSHA)