

July 16, 2020

**Subject: Job Search - Career Transition Assistance**

**Reference: Project Architect and/or Project Manager**

Dear Friends and Colleagues,

I hope you and your families are doing well in light of this pandemic.

I am writing today to let you know that I have recently launched a job search, my first in almost 9 years of dedicated service as a senior project manager at Texas State Technical College (TSTC).

In brief, I am a registered Architect (TBAE #17104) and senior level project manager with a record of leadership and success managing an array of projects, most recently with higher education.

If you know of any employers that might be hiring project architects, project managers, or know of any particular job opportunities, I would appreciate it if you could let me know. I have attached my resume for your reference; feel free to pass it along to any contacts you may have that might know of a possible job opportunity.

Meanwhile, if you would like to contact me or have further questions, please feel free to call me on my cell phone at (956) 345-7473, or email me at [a3aia.alvarez@yahoo.com](mailto:a3aia.alvarez@yahoo.com).

Thank you all for your help, time, and understanding.

I look forward to catching up with all of you very soon.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adán A. Alvarez, Jr.', with a stylized flourish at the end.

Adán A. Alvarez, Jr., M.Arch, AIA

## Summary of Qualifications

Qualified Registered Architect and Senior Project Manager with 30 years of experience in the planning, project management, and construction of various public and private projects. Successful completion of multi-million-dollar higher education and K-12 projects to include biomedical research, engineering technology, teaching, health care, sports, performing arts centers, landscaping and infrastructure. Team leader with a proven ability to manage & supervise Architects, consultants, inspectors, and contractors during design and construction, and deliver projects on-time and within budget. Excellent communication, interpersonal and problem-solving skills; organized and detail-oriented; positive attitude with commitment to excellence in design, production, and customer service. Proficient with computers and multiple software systems to effectively track and produce project reports, budgets, schedules, design/construction documents, and specifications. Bilingual, able to read, write, and speak English & Spanish.

## Employment History

**TEXAS STATE TECHNICAL COLLEGE** Harlingen, Texas  
*Texas State Technical College (TSTC) is committed to providing students the knowledge and skills that are the basis of a world class education. The Facilities department at TSTC is a professional and dedicated project management team that supports this philosophy by providing the highest value facilities needed by TSTC statewide.*

Served TSTC as a **Senior Construction Project Manager / Architect**, a dual role unique within the organization, providing professional project management and leadership, in-house architectural consultation and design, and safety guidance on multiple small and medium, higher education academic, mechanical, safety, and technical projects at the college; directed design and construction professionals and administered contracts to meet project goals.

**Senior Construction Project Manager / Architect** July 2016 – June 2020  
**Project Manager / Architect** September 2011 – June 2016

Provided professional project management and leadership on new & renovation projects and Architectural design services for light to medium sized internal campus projects; major responsibilities include the coordination of design and construction activities between administrators/staff/faculty and design professionals, consultants, agents, vendors, and contractors.

- Facilitate definition of project scope (program), goals, and deliverables.
- Develop full scale project plans and comply with Codes and Regulations applicable to design and construction.
- Manage projects from initiation through completion of construction and responsible for project budget by developing detailed budget formats to track expenditures in collaboration with local campus accounting procedures.
- Review and approve project expenditures for consultant services, service contracts, construction pay applications, and Owner-provided technical services (e.g., geo-tech, survey, TAB, audit, forensics, etc) within authority limits.
- Procure design and construction services; facilitate timely decisions by campus representatives; and report progress and issues impacting the project goals to stakeholders.
- Ensure design and construction documents comply with project requirements; facilitate timely review of contract documents by TSTC personnel and consultants at Schematic design, design development, and construction document phases; and facilitate timely reviews of accessibility, building and fire code compliance, Storm Water Pollution Protection plan, Historically Under-Utilized Business plan, and SECO to avoid delays to the project.
- Review and approve design and construction contracts, changes, and technical service contracts as required.
- Monitor the construction process during critical phases of construction; conduct on-site inspections of work in place and in progress as a basis to determine compliance with the contract documents and payment; report all observed deficiencies to project architect and campus administrators.
- Implement and manage project changes and interventions to achieve quality project outputs.
- Assess project results to facilitate future improvements.

**Safety, Health & Environmental Affairs Officer** (*Collateral Duty*) September 2011 – August 2014  
Assisted the Associate Vice President of Facilities to ensure college facilities maintain compliance with the standards promulgated by OSHA, NFPA, ADAAG, EPA and other applicable regulatory and accrediting agencies.

- Develop and implement new safety college operating policies/procedures (COP's), assess unsafe and/or hazardous conditions, and communicate safety education to all employees.
- Assist building liaisons with implementation of the campus fire/safety plan and drills.
- Participate in Emergency Preparedness and ORP response protocols.
- Coordinate annual inspections and maintain record of all Fire Safety systems, Fire Extinguishers, and Elevators.
- Conduct and maintain record of annual chemical inventory.

## THE UNIVERSITY OF TEXAS SYSTEM

Edinburg, Texas

*The Office of Facilities Planning & Construction (OFPC) is a professional project management organization that provides the highest value facilities needed by the uniquely superior institutions of the University of Texas System (UT System).*

Served UT System - OFPC as a **Project/Resident Construction Manager**, a dual role unique within the organization, providing professional project management and leadership on multiple large, complex higher education academic, healthcare, biomedical research, sports, and performing art projects at UT System campuses; the capital improvement program for the RGV is currently at \$122M. Directed design professionals and administered contracts necessary to meet project goals.

### **Project Manager** (UT System - OFPC)

May 2006 – May 2011

Managed the planning, design and execution of multiple complex capital projects for the two satellite Rio Grande Valley University System Campuses consisting of The University of Texas at Brownsville/Texas Southmost College and University of Texas Pan American by providing project leadership, communication, coordination and conflict resolution.

- Managed projects from initiation through completion of construction and responsible for project budget by developing detailed budget formats to track expenditures in collaboration with local campus accounting procedures.
- Reviewed and approved project expenditures for consultant services, service contracts, construction pay applications, and Owner-provided technical services (e.g., geo-tech, survey, TAB, audit, forensics, etc) within authority limits.
- Procured design and construction services; facilitate timely decisions by campus representatives; and reported progress and issues impacting the project goals to stakeholders.
- Ensured design and construction documents complied with project requirements; facilitated timely review of contract documents by OFPC engineers and consultants at Schematic Design, Design Development, and Construction Document phases of the work; and facilitated timely reviews of accessibility, building and fire code compliance, Storm Water Pollution Protection Plan, Historically Under-Utilized Business plan, and SECO to avoid delays to the project.
- Reviewed and approved design and construction contracts, changes, technical service contracts, and facilitated UT System approvals as required.

### **Resident Construction Manager** (UT System - OFPC)

May 2006 – May 2011

Managed the construction, move-in, and occupancy procedure of multiple complex capital projects for the two satellite Rio Grande Valley University System Campuses consisting of The University of Texas at Brownsville/Texas Southmost College and University of Texas Pan American by providing project leadership, communication, coordination and conflict resolution.

- Assured project compliance (time/budget) with contract documents by monitoring monthly construction schedules for timely project delivery, conducting weekly project construction meetings to resolve and mitigate issues and in further minimizing risk (budget/schedule).
- Reviewed and coordinated timely submissions of Guaranteed Maximum Price submittals, bid documents, shop drawings, requests for information, payment applications, change order processes, and necessary inspections with the design team, contractor, various specialty consultants, and owner representatives.
- Ensured project safety plans and goals were also adhered to throughout the duration of the project. Participate/monitored the bid process and accepted/approved buy-out of CMaR recommended subcontracts.
- Stay current with Codes and Regulations applicable to design and construction, including International Building Codes, NFPA 101, TDLR, OSHA, ADA, ASHRAE 90.1, SWPPP, and any special requirements of the building type (e.g., healthcare, research labs, special campus project types, etc.) or the local jurisdictions.
- Directly supervised and evaluated 2 construction inspectors.

## EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Edinburg, Texas

*The ECISD is located in the Educational Center of the Lower Rio Grande Valley in Edinburg, Texas. The district encompasses 945 square miles making it one of the largest school districts in the nation and offers 3 high schools, 5 middle schools, 27 elementary schools, and 1 alternative campus.*

### **District Architect**

February 2003 – May 2006

As District Architect, served as the Assistant Coordinator for the Maintenance & Facilities Department; major responsibilities included coordination of design and construction activities between the school district and the design professionals, consultants, agents, vendors, and contractors in the implementation of the Districts Capital Improvement Plan prior to and during the construction phases. The Capital Improvement plan in 2000 was an \$80 Million dollar Bond/Local program that encompassed 1 new high school, 3 new elementary schools, additions & interior renovations to 1 high school and 6 elementary schools, and multiple roofing and civil improvements.

- Negotiated and accepted all major design/construction and job order contracts; recommended professional services and construction contracts to Senior Administrators, Facilities Committee, and the School Board for approval; managed all construction contracts to ensure compliance with all terms and conditions of the contract for District's best interest.

- Monitored the construction process during critical phases of construction; conducted on-site inspections of work in place and in progress as a basis to determine compliance with the contract documents and payment; report all observed deficiencies to project architect and to school administrators.
- Reviewed and coordinated timely submissions of schematic, design development, and construction documents, change order/additional service proposal processes, and necessary review meetings with the design team, contractor, various specialty consultants, and owner representatives.
- Reviewed and approved project expenditures for consultant professional services, construction pay applications, vendor purchase/job orders, and Owner-provided technical services (e.g., geo-tech, survey, TAB, audit, forensics, etc) within authority limits.
- Directly supervised and evaluated 1 project manager and 1 administrative assistant.
- Managed & supervised subcontractors & in-house crews (+30 tradesmen) during construction & remodel projects.
- Wrote Consent Agendas Items to be included in upcoming School Board meetings.
- Attended biweekly School Board meetings to report on project statuses, change orders, and payments.

## **KELL MUÑOZ ARCHITECTS, INC.**

San Antonio and McAllen, Texas

*Kell Muñoz (now Muñoz & Company, Inc.) is a professional full-service architecture firm with a diverse practice that encompasses governmental, institutional, higher education, public education and corporate work.*

### **Project Architect**

February 2002 - February 2003

Provided technical authority and projects on architectural and engineering issues by providing direction and guidance throughout various phases of design from preliminary planning, design, and construction of various new K-12 academic facilities.

- Accurately prepared project construction documents to comply with local and state building codes;
- Communicated & coordinated the preparation of design documents with consultants, contractors, & team members;
- Reviewed shop drawings, project submittals, and RFI's for document compliance;
- Reviewed and approved project expenditures for construction pay applications and technical services (e.g., geo-tech, survey, TAB, construction material testing, etc) within authority limits.
- Conducted construction field visits and executed field observation reports.
- Attended biweekly School Board meetings to report on project statuses, change orders, and payments.

## **ARCHITECTO▲MÎDA**

McAllen, Texas

*Architecto▲Mîda was formerly a professional full-service architecture firm with a diverse practice that encompassed residential, banking, medical, and commercial office buildings.*

### **Project Architect**

August 2000 - February 2002

Managed and executed the planning, design and construction of multiple commercial and residential projects by providing project leadership, communication, coordination and conflict resolution.

- Provide technical authority and project supervision on architectural and engineering issues by providing direction and guidance throughout the various phases of design from preliminary planning, design, and construction.
- Accurately prepared project construction documents to comply with local and state building codes;
- Communicated & coordinated the preparation of design documents with consultants, contractors, & team members;
- Reviewed shop drawings, project submittals, and RFI's for document compliance;
- Reviewed and approved project expenditures for construction pay applications and technical services (e.g., geo-tech, survey, TAB, construction material testing, etc) within authority limits.
- Conducted construction field visits and executed field observation reports.

### **Intern Architect/Project Manager**

November 1997 - August 2000

Managed and executed the planning, design, and construction of multiple commercial and residential projects by providing project leadership, communication, coordination and conflict resolution.

- Refer "Project Architect" above for similar duties and responsibilities.

## MORALES-BEST HINOJOSA ARCHITECTS

Edinburg, Texas

*Morales-Best Hinojosa was formerly a professional full-service architecture firm with a diverse practice that encompassed banking, governmental, educational, and commercial office buildings.*

### **Intern Architect/Project Manager**

October 1996 – November 1997

Managed and executed the planning, design, and construction of multiple commercial and residential projects by providing project leadership, communication, coordination, and conflict resolution.

- Provide technical authority and project supervision on architectural and engineering issues by providing direction and guidance throughout the various phases of design from preliminary planning, design, and construction.
- Accurately prepared project construction documents to comply with local and state building codes;
- Communicated & coordinated the preparation of design documents with consultants, contractors, & team members;
- Reviewed shop drawings, project submittals, and RFI's for document compliance;
- Reviewed and approved project expenditures for construction pay applications and technical services (e.g., geo-tech, survey, TAB, construction material testing, etc) within authority limits;
- Conducted construction field visits and executed field observation reports;
- Code research.

## BOULTINGHOUSE SIMPSON & ASSOCIATES, INC.

McAllen, Texas

*Boultinghouse Simpson (now Boultinghouse Simpson Gates Architects) is a professional full-service architecture firm with a diverse practice that encompasses restaurants, medical, recreational, religious, government, cultural, warehouse/mfg, apartment/condo, hotel/motel, banking, residential, educational, and commercial office buildings.*

### **Intern Architect**

July 1996 – October 1996

Assisted the project Architect with design and production of construction documents for a new Medical Office for Dr. Mike Kilgore.

## MÎDA, INC.

McAllen, Texas

*Mida was formerly a professional full-service architecture firm with a diverse practice that encompassed custom residential and commercial office buildings.*

### **Intern Architect**

July 1993 – July 1996

Assisted the project Architect with design and production of construction documents for various facility types ranging from commercial office, medical, pharmaceutical, and custom residential.

## RIKE OGDEN FIQUEROA GUERRA ARCHITECTS

McAllen, Texas

*Rike Ogden Figueroa Guerra (now ROFA, Inc.) is a professional full-service architecture firm with a diverse practice that encompasses restaurants, medical, recreational, religious, government, cultural, warehouse/mfg, educational & commercial office buildings.*

### **Intern Architect**

July 1991 – July 1993

Assisted the project Architect with design and production of construction documents for various facility types ranging from commercial office and warehouse, religious, educational K-12, and municipal government.

## V•A ARCHITECTURE

McAllen, Texas

*V•A Architecture was formerly a professional full-service architecture firm with a diverse practice which encompasses medical, educational, and commercial office buildings.*

### **Intern Architect**

January 1990 – July 1991

Assisted the project Architect with design and production of construction documents for various facility types ranging from commercial, educational K-12, and municipal & county government.

## **Education**

SOUTHERN ILLINOIS UNIVERSITY, Carbondale, Illinois

Master of Architecture

December 16, 2017

UNIVERSITY OF TEXAS AT ARLINGTON, Arlington, Texas

Bachelor of Science in Architecture

December 16, 1989

MCALLEN HIGH SCHOOL, McAllen, Texas

Diploma

May 1984

## **Licensure & Certificates**

TEXAS BOARD OF ARCHITECTURAL EXAMINERS (TBAE)

TBAE Architect Registration No. 17104 – Certified August 25, 2000 – Expires February 28, 2021 (*see attached*)

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

NCARB Record No. 55169 – **Candidate certification is under review & in process**

EMERGENCY MANAGEMENT INSTITUTE (FEMA)

IS-00800.b – National Response Framework – December 23, 2012

IS-00700.a – National Incident Management System (NIMS) – December 16, 2012

IS-00200.b – ICS for Single Sources & Initial Action Incident (ICS-200) – December 21, 2012

IS-00100.he – Incident Command System for Higher Education (ICS-100) – December 16, 2012

TEXAS ENGINEERING EXTENTION SERVICE (TEEEKS)

Senior Officials Workshop of All-Hazards Preparedness – October 24, 2012

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)

OSHA 30 – General Industry Safety and Health – August 29, 2012

MEDIC FIRST AID

Basic Plus – CPR, AED, and First Aid for Adults – July 13, 2012

THE UNIVERSITY OF TEXAS SYSTEM – OFPC

SWPPP Training for Storm Water Regulations, Plans, BMP's, Inspections & Qualifications for Inspectors – April 14, 2010

Safety Leadership Training – June 26, 2009

Life Safety Technical Training: Fire Alarms, Fire Sprinkler, & Roofing Systems – April 4, 2007

Life Safety Technical Training: Domestic, RO & DI Water Purity – April 4, 2007

Professional Training: Professional Ethics – April 3, 2007

Life Safety / Accessibility Technical Training – April 3, 2007

U.S. GREEN BUILDING COUNCIL (USGBC)

LEED® Green Associate Exam Preparation– April 14, 2012

LEED® For New Construction Technical Review– September 27, 2007

## **Notable Accomplishments & Awards**

### **“GREEN BUILDING CERTIFICATIONS”**

*Leadership in Energy and Environmental Design (LEED)  
U.S. Green Building Council (USGBC)*

*LEED SILVER – TSTC Building SS Renovation – May 2018  
LEED GOLD – TSTC Building D Renovation – February 2017  
LEED GOLD – TSTC Engineering Technology Center Phase 1 – June 2015  
LEED SILVER – TSTC Consolidated Student Service Center – October 2014  
LEED GOLD – TSTC University Center – October 2012*

### **“RESOLUTION OF APPRECIATION”**

*Texas State Technical College – August 2017*

### **“FIVE YEAR SERVICE AWARD”**

*Texas State Technical College – September 2016*

### **“HUB AWARD” for Outstanding Commitment to Special Underutilized Business Initiatives**

*The University of Texas-Pan American at Starr County, Rio Grande City, Texas  
The University of Texas System-OFPC - Resident Construction Manager – October 2010*

### **“FIVE YEAR SERVICE AWARD”**

*The University of Texas System – June 2010*

### **“STEP GOLD AWARD” for demonstrated leadership in safety excellence**

*Biomedical Research & Health Professions Building Project at UT Brownsville, Brownsville, Texas  
The University of Texas System-OFPC - Project Manager – April 2010*

### **"STEP SILVER AWARD" for demonstrated leadership in safety excellence**

*Biomedical Research & Health Professions Building Project at UT Brownsville, Brownsville, Texas  
The University of Texas System-OFPC - Project Manager – February 2010*

### **"STEP SILVER AWARD" for demonstrated leadership in safety excellence**

*The University of Texas-Pan American at Starr County, Rio Grande City, Texas  
The University of Texas System-OFPC - Resident Construction Manager – February 2010*

### **“FACULTY CITATION OF MERIT”**

*The University of Texas at Arlington – 1989*

### **“CERTIFICATE OF MERIT FOR SCHOLASTIC ACHIEVEMENT”**

*The University of Texas at Arlington - 1985, 1986, 1987 & 1988*

### **“WHO’S WHO AMONG AMERICAN HIGH SCHOOL”**

*McAllen High School – 1984*

## Key Skills

- Project / Construction Management
- Contract Preparation & Negotiation
- SD, DD, & CD Plan Review & Coordination
- Project Budgets & Schedules
- Schematic Design, Design Development, and Construction Documentation
- Architectural Drafting, Rendering & Modeling
- Chemical Inventory & Reporting
- Fire Drills & Building Evacuation
- Hurricane Preparedness
- MS Office Suite 2013-2020:
  - Excel
  - OneNote
  - Outlook
  - PowerPoint
  - Project
  - Word
- AutoCAD 2015 & 2018
- AutoCAD Architecture 2015
- Revit 2015 & 2018
- Sketch up 2018
- Archicad
- Adobe Acrobat 11 & 20 Professional
- OPUS Accounting (*OFPC's Project Unifier System*)
- Quicken
- Google Hangouts, Skype, WebEx, Zoom

## Professional Affiliations

- American Institute of Architects - *1992 to present*
- Texas Society of Architects / AIA
  - *Vice President of Practice - 2009*
  - *LRGV Director – 2007 & 2008*
- Lower Rio Grande Valley AIA
  - *President – 2006*
  - *President Elect – 2005*
  - *Vice President – 2003 & 2004*
  - *Secretary/Treasurer - 2002*
- Valley Interns for Valley Architecture (V.I.V.A.)
  - *Architect Advisor - 2001*
  - *President – 1999*
  - *Founder – 1997*

## Personal Interest

- Cursillos in Christianity – Retreat Team Leader
- Travel
- Camping
- Sports - Baseball, Basketball, Football, Golf
- Hunting - Quail, Dove, & Deer
- Fishing - Bay & Deep Sea

## Project History

- January 1990 – June 2020
- *See attachment (page 1-4 of 4)*

## References

- *See attachment (page 1 of 1)*

## Recommendation Letters

- Laura Lara, AIA
- David R. Dixon
- Richard de Leon, AIA
- *See attachments (3 letters total)*



## **EDUCATIONAL projects**

- 2019 **Building 20H1 Renovation - P.B.E. HVAC Technology** – TSTC, Harlingen, Texas  
*Texas State Technical College – Architect & Senior Construction Project Manager*
- 2020 – Design Development, Construction Documents, and Construction Administration
  - 2019 – Contract Negotiations for Professional Design Services & Schematic Design
- 2019 **Statewide Campus Wayfinding System** – TSTC (statewide), Texas  
*Texas State Technical College – Architect & Senior Construction Project Manager*
- 2019-20 – Research, Schematic Design, and Program Deliverable
- 2019 **Building 2LRC Interior Improvements - Library** – TSTC, Harlingen, Texas  
*Texas State Technical College – Architect & Senior Construction Project Manager*
- 2018 **Engineering Technology Center Phase 2** – TSTC, Harlingen, Texas  
*Texas State Technical College – Senior Construction Project Manager*
- 2017 **Building SS Renovation** – TSTC, Harlingen, Texas  
*Texas State Technical College – Senior Construction Project Manager*
- **2018 - LEED SILVER CERTIFICATION – USGBC**
  - 2017 - Construction Documents, GMP, & Construction
  - 2016 – RFQ/P's, Programming, Schematic Design, Design Development, & Construction Documents
- 2015 **Building D Renovation** – TSTC, Harlingen, Texas  
*Texas State Technical College – Senior Construction Project Manager*
- **2017 - LEED GOLD CERTIFICATION – USGBC**
  - 2015 - Construction Documents, GMP, & Construction
  - 2014 – RFQ/P's, Programming, Schematic Design, Design Development, & Construction Documents
- 2014 **Cafeteria Interior Renovation** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager & Architect*
- 2014 **Building EK – S.S.C. Advisement Center Expansion** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager & Architect*
- 2013 **Consolidated Student Service Center** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- **2014 - LEED SILVER CERTIFICATION - USGBC**
- 2013 **New Engineering Technology Center Phase 1** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- **2015 - LEED GOLD CERTIFICATION – USGBC**
  - 2013 – Construction Documents, GMP, & Construction
  - 2012 – RFQ/P's, Schematic Design, Design Development, & Construction Documents
  - 2012 – Scope Development Documentation (Programming)
- 2013 **New Rainwater Cistern Harvesting System for ETC Phase 1** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- 2013 **New Challenger Learning Center** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- 2013 **New Renewable Energy System – 8 Wind Turbines and PV Solar Array**  
*SECO Innovative Energy Demonstration Grant Program --- Texas State Technical College – Project Manager*
- 2013 **Service Support Center Reroof** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- 2013 **New Student Center Athletic Pavilion** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- 2013 **Oak Tree Village Exterior Stair Perkins Compliance** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- 2012 **Crosswalk Safety Staff Study Report** – TSTC, Harlingen, Texas  
*Texas State Technical College – Project Manager*
- 2011 **New Biomedical Research Facility Phase II** – UT Brownsville, Brownsville, Texas  
*The University of Texas System (OFPC) – Project Manager*
- 2011 **New Utility Infrastructure Improvement** – UT Dallas, Richardson, Texas  
*The University of Texas System (OFPC) – Resident Construction Manager*

## EDUCATIONAL projects - *continued*

- 2011 New Campus Services & Bookstore Building – UT Dallas, Richardson, Texas  
*The University of Texas System (OFPC) – Construction Inspector / RCM*
- 2011 New Student Housing Living & Learning Center Phase II – UT Dallas, Richardson, Texas  
*The University of Texas System (OFPC) – Construction Inspector / RCM*
- 2010 New Fine Arts Academic & Performance Complex – UT Pan American, Edinburg, Texas  
*The University of Texas System (OFPC) – Project Manager*
- 2010 New Starr County Upper Level Center – UT Pan American, Rio Grande City, Texas  
*The University of Texas System (OFPC) – Project & Resident Construction Manager*
- 2009 New Science & Technology Learning Center – UT Brownsville, Brownsville, Texas  
*The University of Texas System (OFPC) – Project & Resident Construction Manager*
- 2009 R.A.H.C. Building Envelope Repair - UTHSC San Antonio, Harlingen, Texas  
*The University of Texas System (OFPC) – Resident Construction Manager*
- 2007 New Recreation, Education & Kinesiology Center – UT Brownsville, Brownsville, Texas  
*The University of Texas System (OFPC) – Resident Construction Manager*
- 2006 Retro-Roofing Upgrade to Monte Cristo Elementary - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2005 Additions & Renovations to Austin, Lee, & Canterbury Elementary - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2005 Anne L. Magee Elementary School - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2005 New Stadium Restroom Facilities for ENHS & EHS - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2005 ADA Upgrades to New Harwell Middle School - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2005 Civil Improvements to Lee, Canterbury, Brewster, Gonzalez, & Travis - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2005 Additions & Renovations to Brewster School - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2004 District Wide Civil Improvements Feasibility Study - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2004 New Maintenance Facility Shops - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2004 Additions & Renovations to Freddy Gonzalez Elementary - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2004 Carmen V. Avila Elementary - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2004 Edinburg North High School Additions & Renovation - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2003 New Stadium & Tennis Court Lighting at ENHS & JEHS - Edinburg, Texas  
*Edinburg CISD – District Architect*
- 2003 New Elementary School for Los Fresnos I.S.D. – Los Fresnos, Texas  
*Kell Muñoz Architects, Inc. – Project Architect*
- 2002 Edinburg North High School Additions & Renovation - Edinburg, Texas  
*Kell Muñoz Architects, Inc. – Project Architect*
- 2002 Carmen V. Avila Elementary School - Edinburg, Texas  
*Kell Muñoz Architects, Inc. – Project Architect*
- 2002 South Pharr Elementary School – Pharr, Texas  
*Kell Muñoz Architects, Inc. – Project Architect*
- 2002 San Juan Elementary School – San Juan, Texas  
*Kell Muñoz Architects, Inc. – Project Architect*
- 1993 New Auditorium for the Marine Military Academy - Harlingen, Texas  
*Rike Ogden Figueroa Guerra Architects – Intern Project Designer*
- 1993 Ninth Grade Middle School - Mission, Texas  
*Rike Ogden Figueroa Guerra Architects - Intern Project Designer (Job Captain)*
- 1991 A.P. Solis Middle School Addition - Donna, Texas  
*V•A Architecture - Intern Project Designer*

## **EDUCATIONAL projects - *continued***

- 1991 Guzman Elementary School - Donna, Texas  
*V•A Architecture - Intern Project Designer*
- 1990 Roma Library & Lecture Facility - Roma, Texas  
*V•A Architecture - Intern Project Designer*
- 1990 New Elementary School - McAllen, Texas  
*V•A Architecture - Intern Project Designer*
- 1990 Victor Fields Elementary Renovation - McAllen, Texas  
*V•A Architecture - Intern Project Designer*
- 1990 Monte Cristo Elementary School - Edinburg, Texas  
*V•A Architecture - Intern Project Designer*

## **BANKING projects**

- 2001 Citizens State Bank Expansion & Remodel - Roma, Texas  
*Architecto ▲Mida – Project Architect & Project Manager*
- 1997 Coastal Banc Branch Facility - Harlingen, Texas  
*Architecto ▲Mida – Intern Project Manager*
- 1997 First National Bank Drive-up Teller Lanes - Brownsville, Texas  
*Morales-Best Hinojosa Architects – Intern Project Manager*
- 1996 First National Bank Branch Facility Renovation - Hidalgo, Texas  
*Morales-Best Hinojosa Architects – Intern Project Manager*
- 1996 First National Bank Branch Facility - Harlingen, Texas  
*Morales-Best Hinojosa Architects – Intern Project Manager*
- 1996 First National Bank Branch Facility - La J6ya, Texas  
*Morales-Best Hinojosa Architects – Intern Project Manager*
- 1996 First National Bank Branch Facility - Pharr, Texas  
*Morales-Best Hinojosa Architects – Intern Project Manager*

## **COMMERCIAL projects**

- 2000 New Bus Wash Facility - McAllen, Texas  
*Architecto ▲Mida – Intern Project Designer & Manager*
- 1995 New Office for Gomez Development - Edinburg, Texas  
*Mida, Inc. – Intern Project Designer & Manager*
- 1994 New Corporate Office Facility for Phillips Properties, Inc. - Palmview, Texas  
*Mida, Inc. – Intern Project Designer & Manager*
- 1992 Caldarola Law Office - Raymondville, Texas  
*Rike Ogden Figueroa Guerra Architects - Intern Project Designer (Job Captain)*
- 1992 Warehouse Renovations - La Feria, Texas  
*Rike Ogden Figueroa Guerra Architects – Intern Project Designer*
- 1991 The Gas Light Club Quality Inn Hotel - McAllen, Texas  
*V•A Architecture - Intern Project Designer*
- 1990 Garza Funeral Home - Pharr, Texas  
*V•A Architecture - Intern Project Designer*

## **GOVERNMENT projects**

- 2002 Library & Literacy Center – Rio Grande City, Texas  
*Architecto ▲Mida – Project Architect*
- 2001 New Fire Station – Starr County Precinct #2, Salineño, Texas  
*Architecto ▲Mida – Project Manager*
- 1999 Re-Roofing of the Roma Port of Entry Administration Building – Roma, Texas  
*Architecto ▲Mida – Intern Project Manager*
- 1997 Hidalgo County Pump House Restoration – Hidalgo, Texas  
*Morales-Best Hinojosa Architects – Intern Project Manager*
- 1993 McAllen City Hall - McAllen, Texas  
*Rike Ogden Figueroa Guerra Architects - Intern Project Manager*

## **GOVERNMENT** projects - *continued*

- 1991 McAllen Police Shooting Range - *McAllen, Texas*  
*V•A Architecture - Intern Project Designer*
- 1990 Hidalgo County Multi-Purpose Facility - *Edinburg, Texas*  
*V•A Architecture - Intern Project Designer*
- 1990 New Fire, EMS, & Police Station - *Port Isabel, Texas*  
*V•A Architecture - Intern Project Designer*

## **RESIDENTIAL** projects

- 2000 Armadillo Homes – *Rio Grande Valley, Texas*  
*Architecto ▲ Mida – Project Architect*
- 2000 Obra Homes – *Rio Grande Valley, Texas*  
*Architecto ▲ Mida – Project Architect*
- 2000 Custom Residence for Mari Volpe & Juan Garza – *Weslaco, Texas*  
*Architecto ▲ Mida – Project Architect*
- 1999 Custom Residence for French & Amy Ellison - *Edinburg, Texas*  
*Architecto ▲ Mida – Intern Project Manager*
- 1998 Custom Residence for James Ellison - *Edinburg, Texas*  
*Architecto ▲ Mida – Intern Project Manager*
- 1998 Custom Residence for Martha Ellison - *Edinburg, Texas*  
*Architecto ▲ Mida – Intern Project Manager*
- 1996 Custom Residence - *McAllen, Texas*  
*Boultinghouse Simpson & Associates, Inc. - Intern Project Designer*
- 1995 Custom Residence for the Salinas Family - *Hondo, Texas*  
*Mida, Inc. – Intern Project Designer*
- 1995 Custom Residence for the Edward Family - *McAllen, Texas*  
*Mida, Inc. – Intern Project Designer*
- 1995 Remodel & Addition to the Wells Residence - *McAllen, Texas*  
*Mida, Inc. – Intern Project Designer*
- 1994 Custom Residence for Stanley Nagraha - *Mission, Texas*  
*Mida, Inc. – Intern Project Designer*
- 1994 Custom Residence for Dr. Ramiro & Mari Caballero - *Pharr, Texas*  
*Mida, Inc. – Intern Project Designer*
- 1994 Custom Residence for the Miranda Family - *Mission, Texas*  
*Mida, Inc. – Intern Project Designer*

## **RELIGIOUS** projects

- 1995 Saint Pius X Catholic Parish Master Plan – *Weslaco, Texas*  
*Architecto ▲ Mida – Intern Project Designer*
- 1991 Sacred Heart Catholic Church – *Escobares, Texas*  
*Rike Ogden Figueroa Guerra Architects - Intern Project Designer*

## **MEDICAL** projects

- 1998 Uvalde County Clinic & Administration Building - *Uvalde, Texas*  
*Architecto ▲ Mida – Intern Project Manager*
- 1996 New Pharmacy at Cornerstone Medical Park for James Olivarez - *Edinburg, Texas*  
*Architecto ▲ Mida – Intern Project Designer*
- 1996 New Medical Office for Dr. Mike Kilgore – *McAllen, Texas*  
*Boultinghouse Simpson & Associates, Inc. - Intern Project Designer*
- 1995 New Orthopedic Medical Clinic for Dr. Raul Marquez, M.D. – *Edinburg, Texas*  
*Architecto ▲ Mida – Intern Project Manager*
- 1994 Cornerstone Medical Park Development – *Edinburg, Texas*  
*Mida, Inc. – Intern Project Designer*

# **Adán A. Alvarez, Jr., M.Arch., AIA**

## **References**

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**Office of Facilities Planning and Construction**  
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2102 Treasure Hills Blvd., Third Floor · Harlingen, Texas 78550  
Phone: 956-365-8653 Fax: 956-365-8657

May 31, 2011

To Whom It May Concern:

I am currently the Senior Project Manager for the UT System, Rio Grande Valley, Office of Facilities Planning Construction and it is a distinct pleasure to recommend to you Mr. Adan A. Alvarez. Mr. Alvarez is a highly qualified professional in the planning, project management, and construction area. I met Adan in early December of 2007 when I first started my position in the management and oversight of projects for both the University of Texas at Brownsville and the University of Texas Pan American.

Adan performed as a project/resident construction manager being one of few in the OFPC organization. Adan's multi-role capacity provided the management and oversight of several research, academic and student-life institutional projects to include program budget and project schedule compliance from design through construction. He has been instrumental in the implementation and success in the design and delivery of several major projects both at the University of Texas in Brownsville and University of Texas Pan American ranging from \$7.8 M to \$33.8M.

His knowledge, skill, and attention to detail have proven to be of great benefit to our team in assuring our projects meet the customer's expectations. Adan's management expertise has also resulted in the delivery of projects on time and within budget with an added savings returned to the Campus' in numerous occasions. In addition, his collaborative team approach and strong negotiation ability resulted in positive working relationships with the multiple contractors, consultants, and Campus representatives involved throughout the course of a project resulting in timely and positive resolution of critical issues.

Adan's dedication to go above and beyond the call of duty is to be commended.

I would without any reservation recommend Mr. Adan Alvarez to your organization. He would be a great asset to your organization and will provide the leadership you are seeking.

Sincerely,

Laura Lara, AIA  
Senior Project Manager  
University of Texas System  
Office of Facilities Planning Construction

The University of Texas at Arlington  
The University of Texas at Austin  
The University of Texas at Brownsville  
The University of Texas at Dallas  
The University of Texas at El Paso  
The University of Texas - Pan American  
The University of Texas  
of the Permian Basin  
The University of Texas at San Antonio  
The University of Texas at Tyler

The University of Texas  
Southwestern Medical Center at Dallas  
The University of Texas  
Medical Branch at Galveston  
The University of Texas  
Health Science Center at Houston  
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Health Science Center at San Antonio  
The University of Texas  
M. D. Anderson Cancer Center  
The University of Texas  
Health Center at Tyler





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Phone: (512) 499-4600

David R. Dixon  
Executive Director  
of Program Management  
512/499-4431 voice  
512/499-4604 fax  
ddixon@utsystem.edu

May 10, 2011

Subject: Letter of Recommendation for Mr. Adan A. Alvarez, Jr., AIA

To Whom It May Concern:

I have had the pleasure of working with Mr. Adan Alvarez over the last five years (his tenure at OFPC), and believe Adan would be a strong addition to any project team. As the Project Manager and Resident Construction Manager, Adan successfully executed and delivered five complex projects ranging from \$4.9M to \$31.7M on UT System campuses at Brownsville, Edinburg, Starr County and Dallas. Adan displayed project management expertise both broad and deep with each of these research, academic and student-life institutional projects, bringing them in on-or-under budget and on schedule. His resume will no doubt give you a good understanding of his experience prior to joining OFPC.

But more important to the success of his assignments over the years have been the leadership and other "soft skills" Adan regularly brings to bear. Let me explain.

Adan's principled, positive, collaborative approach to problem-solving has made him a highly-valued member at each of his campuses. He provides strong guidance to his staff, and reliable support to his managers. As only partial evidence of his leadership skills, Adan is one of only 12 managers in OFPC that has been awarded a Gold "Safety Through Exemplary Performance" Award in the 6 years (and many dozens of projects) that the program has been in force. Last year he was presented with an award for Outstanding Commitment to Special Underutilized Businesses by UT System's HUB department.

Adan is a loyal and dedicated team member who is able to engage project stakeholders in seeking creative solutions to common problems. He is committed to obtaining the absolute best results and highest value for his clients, demonstrated not only in the long hours he routinely works, but more importantly to the high standards he sets for himself and the project team, and then in his willingness to help the team meet those standards.

In summary, I believe Adan would fill with distinction any position offered for which he is qualified. Should you have any questions, or wish to hear other great things about Mr. Alvarez, please do not hesitate to call me.

Sincerely,

D. R. (Dave) Dixon

The University of Texas at Arlington

The University of Texas at Austin

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### Office of Facilities Planning and Construction

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May 19, 2011

Subject: Letter of Recommendation for Adán Alvarez

The University of Texas at Arlington

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The University of Texas at Dallas

The University of Texas at El Paso

The University of Texas – Pan American

The University of Texas  
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The University of Texas  
M. D. Anderson Cancer Center

The University of Texas  
Health Science Center at Tyler

[www.utsystem.edu](http://www.utsystem.edu)

I am pleased to write this letter of recommendation for Mr. Adán Alvarez. Over the past 5 years, Adán consistently performed his duties in an ethical, competent and professional manner. During his time with our organization, he worked as both a Project Manager and a Resident Construction Manager. As a PM, he interfaced with facility users, established budgets and schedules, and managed the project designers. In an often stressful project delivery environment he was responsible for keeping his supervisor and other key stakeholders apprised of project status. As projects evolved, Adán was assigned RCM responsibilities where he was responsible for all aspects of construction from compliance with the contract to adherence to codes and regulations. His responsibilities also included change orders, the pay application process, commissioning, and post construction warranty service.

During his time with our organization Adán worked on 3 major and diverse capital projects: a **Student Recreation and Kinesiology Center**, **Classroom Building** with enhanced sustainability elements, and a **Laboratory Building**, which included a vivarium. You will find Adán extremely competent regarding project delivery methods, CPM schedule analysis, and the intricacies of our complex Skire-based project accounting software.

Adán supervised up to 2 staff and numerous consultants in a highly process oriented environment, and his projects were on schedule, and always within budget. If not for overall workload and the current state of the economy, Adán would be managing design on a new Fine Arts Center. At your convenience, I am happy to elaborate on this letter of recommendation, or to discuss how Adán can immediately be an asset to your organization.

Sincerely,

Richard de Leon, AIA, LEED AP  
Regional Program Manager  
(210) 317-2883 cell