

CAPITOLCREAG
*Signature
Team*



introduction

THE CAPITOL CREAG SIGNATURE TEAM IS A GROUP OF RETIRED GSA PERSONNEL WHO HAS SPENT SIGNIFICANT TIME AS GSA EMPLOYEES AND ARE KNOWN AS THE MOST EXPERIENCED IN THEIR FIELD.

WHEN WORKING WITH A MEMBER OF THE CAPITOL CREAG SIGNATURE TEAM, YOU CAN REST ASSURED THAT YOU ARE WORKING WITH CONSULTANTS WHO ARE WELL EQUIPPED TO HANDLE EVEN THE MOST DIFFICULT GSA TASKS. ADDITIONALLY, THESE CONTRACTORS ARE TRAINING THEIR PERSONAL STAFF TO MAKE SURE THE TRADITION OF KNOWING THE INS AND OUTS OF GSA CONTINUES AT CAPITOL CREAG.

YOU CAN TELL A LOT ABOUT A PERSON BY THEIR SIGNATURE. YOU CAN TELL A LOT ABOUT A COMPANY BY THEIR SIGNATURE TEAM.



THOMAS H. WALKER, PE

professional profile

SENIOR-LEVEL EXECUTIVE with a solid track record in managing multimillion-dollar property development, construction, leasing, and facilities management projects and programs. Related strengths in leadership, analysis, team building, lease and contract negotiations, subcontract management, strategic planning, creative problem solving, marketing and budgeting. Hands-on experience with capital program development, portfolio management, design/construction, marketing, leasing, property management, and security.

- Federal Top Secret Security Clearance
- Knowledge of government processes, policies, procedures and psychology. Excellent contacts.
- Strong bottom-line orientation. Proven ability to achieve project goals, meet deadlines, and successfully manage multiple tasks simultaneously.
- Dynamic leader with well-developed management, marketing, leadership, and analytical skills.
- Ability to communicate effectively with staff members, brokers, attorneys, consultants, architects, contractors, politicians, and community leaders.
- Especially effective at mentoring and developing people, both right out of college and experienced executives.

experience

SENIOR DIRECTOR GOVERNMENT PROGRAMS - ATLANTA, GA
OPUS CORPORATION - ATLANTA, GA

2006-2008

WORKING OUT OF OPUS ATLANTA OFFICE responsible for national government GSA programs throughout all Opus regions. Leads the proposal development and presentation for GSA government projects and assists all Opus offices in design and construction of GSA projects.

PUBLIC BUILDING SERVICE (PBS) / GENERAL SERVICES ADMINISTRATION (GSA)

ASSISTANT REGIONAL ADMINISTRATOR – ATLANTA, GA

1999-2006

SENIOR REAL ESTATE EXECUTIVE responsible for federal public building services in region that includes North Carolina, South Carolina, Florida, Georgia, Mississippi, Alabama, Kentucky, and Tennessee. Responsibility includes management and operation of 18 million square feet of government owned space, leasing of 22 million square feet of commercial leased space, disposal of all excess federal property east of the Mississippi, and design and construction for half of the national Federal Courthouse Construction Program, valued in this region alone at over a billion dollars. Serves 125,000 federal tenants with a staff of 560 real estate and construction professionals and an annual operating budget in excess of a half billion dollars through a highly leveraged outsourced facility maintenance and cleaning, construction, design, and brokerage operation. During tenure improved regional performance from tenth out of eleven regions to top three for the last two years prior to retirement including first for two of those three years against national performance metrics. Responded to eleven hurricane “hits” within the region in the last two years, including Katrina, while maintaining normal regional business operations. Established an Intern Program for CO-OPS and young college graduates run by Georgia Tech and Georgia State University on a special contract relationship not used at any other GSA location. Known for developing leaders. At one point half of Public Buildings Service Senior Executives had been direct reports at one time in their career and many of the Interns mentored are in significant mid-career and senior positions. Retired from Federal Service after 33 Years in 2006.

THOMAS H. WALKER, PE

ASSISTANT REGIONAL ADMINISTRATOR – KANSAS CITY, MO 1993-1999

SENIOR REAL ESTATE EXECUTIVE responsible for federal public building services in four state region that included Missouri, Nebraska, Kansas, and Iowa. Responsibility included management and operation of 10 million square feet of government owned space, leasing of 6 million square feet of commercial leased space, and design and construction for three Federal Courthouses.

DEPUTY ASSISTANT REGIONAL ADMINISTRATOR – WASHINGTON, DC 1992-1993

PRIMARY DEPUTY to senior real estate executive responsible for federal public building services in the largest GSA Region, the National Capital Region, which included Washington DC.

ASSISTANT COMMISSIONER PROPERTY MANAGEMENT – GSA HQ, WASHINGTON, DC 1989-1992

SENIOR REAL ESTATE EXECUTIVE responsible for national public buildings property management program for 7,000 government owned and operated buildings housing over one million federal tenants with an annual operating budget of \$1.8 billion. Responsibility included fire safety, energy conservation and environmental programs. Testified to Congressional Committees on environmental, facilities maintenance and repair, fire safety, and energy conservation programs.

UNITED STATES NAVY/MARINE CORPS

DEPUTY DIRECTOR FACILITIES MANAGEMENT UNITED STATES MARINE CORPS – WASHINGTON, DC 1985-1989

PRIMARY CIVILIAN ENGINEERING DEPUTY TO MARINE COLONEL responsible for worldwide USMC facilities maintenance and repair; minor construction, fire safety, and bachelor and family housing programs.

DIRECTOR, FACILITIES MAINTENANCE, PUBLIC WORKS CENTER – SUBIC BAY, PHILIPPINES 1982-1985

Responsible for all facilities maintenance, repair, renovation, and cleaning at the Subic Bay Naval and Air Base and two outlying locations with a staff of over 2,000 local national employees and 24 US civilians. PWC Subic Bay was selected best in class during my last year.

DIRECTOR, FACILITIES MAINTENANCE, PUBLIC WORKS CENTER – PENSACOLA, FL 1979-1982

Responsible for all facilities maintenance, repair, renovation, and cleaning for three military bases in Northwest Florida with a staff of over 300 professional trades personnel. PWC Pensacola was selected best in class during my last year.

INDUSTRIAL ENGINEER, NAVAL FACILITIES ENGINEERING COMMAND – SAN BRUNO, CA 1978-1979

Performed Industrial Engineering/facilities management consulting for Naval Bases in California, Nevada, and Alaska.

DIRECTOR, MAINTENANCE CONTROL, NAVAL STATION – EXMOUTH, WESTERN AUSTRALIA 1976-1978

Responsible for facilities maintenance/repair/renovation planning, scheduling, and budgeting for remote location that provided VLF communications to strategic and tactical submarines.

INDUSTRIAL ENGINEER, NAVAL FACILITIES ENGINEERING COMMAND – NORFOLK, VA 1973-1976

Completed Engineering Management Training Program and performed Industrial Engineering/facilities management consulting for Naval Bases in the eastern United States, Caribbean, and Southern Europe.

THOMAS H. WALKER, PE

other

ADJUNCT PROFESSOR – Production Control Certificate Program, University of Virginia (1976)

ADJUNCT PROFESSOR – Production Control Certificate Program, University of Virginia (1976)

education

- MISSISSIPPI STATE UNIVERSITY – BS Industrial Engineering
- UNIVERSITY OF WEST FLORIDA – Masters in Business Administration
- NATIONAL WAR COLLEGE - Industrial College of the Armed Forces
- HARVARD - Program for Senior Managers in Government
- OPM - Federal Executive Institute

affiliations

- Registered Professional Engineer – Commonwealth of Virginia
- National Society of Professional Engineers
- Virginia Society of Professional Engineers
- Building Owners and Managers Association International (Past Chair Government Buildings SIG, Vice Chair Government Advisory Committee, Board of Directors BOMA Atlanta)
- BOMA National Advisory Council
- BOMA Foundation Board of Directors
- International Facility Managers Association
- International Association of Corporate Real Estate Executives
- Federal Senior Executives Association
- Mississippi State University Bagley College of Engineering Industrial and Systems Engineering Advisory Council
- MSU Epsilon Epsilon Chapter Alpha Tau Omega Fraternity Housing Corporation Board of Directors
- Mississippi State University Alumni Association
- MSU Development Foundation Torchbearer
- University of West Florida Alumni Association
- National Association of Retired Federal Employees
- Federal Executive Institute Alumni Association



CHRISTY SKIRCHAK

professional profile

A **FEDERAL CAREER** has provided the opportunity to be an acquisition expert with a diverse background while providing exposure to every type of acquisition with the ability to learn acquisition including project management principles. The past several years of progressively responsible positions further enhanced leadership, management, communication and human relations.

EXTENSIVE KNOWLEDGE, SKILLS AND ABILITIES regarding acquisition and acquisition management; especially knowledgeable in construction and architect/engineering acquisitions of high level complexity. Recognized as a subject matter expert in the field of acquisition

experience

GENERAL SERVICES ADMINISTRATION (GSA)

DIRECTOR, PROCUREMENT MANAGEMENT REVIEW DIV., OFFICE OF CHIEF ACQUISITION OFFICER 2007-2008

As **DIRECTOR**, responsible for the Procurement Management Reviews conducted for the agency. These reviews encompass all aspects of acquisition with General Services Administration (GSA). The Procurement Management Review is conducted to assess the overall operation of the acquisition community on a national level. These reviews have high focus related to Office of Federal Procurement Policy and Interagency Agreements with GSA. It also relates to Performance Measurements in accomplishing related goals and accomplishments in the acquisition arena for GSA. This requires extensive knowledge of the Federal Acquisition Regulations along with all policies and procedures within GSA plus other agencies.

This position includes entrance and exit briefs, one-on-one interaction and speaker presentations in regard to acquisition initiatives and the program initiatives. It is a highly responsible position and impacts the total acquisition process and procedures within GSA.

DIRECTOR OF ACQUISITION DIV., PBS, REAL ESTATE DESIGN AND CONSTRUCTION - REGION 4 2004-2007

As **DIRECTOR**, had broad responsibility to manage the region-wide Construction and A/E Acquisition Division. Management responsibilities included two Branches for the planning, directing and administering of all regional procurement activities for construction, repair, alterations, improvements to existing real property, design/build projects, term and indefinite quantity construction. It included providing policy directives and program objectives. Provided technical guidance and support to subordinate staff with supervisory responsibilities. These matters included precedent-setting policy determinations.

During the past year as Acquisition Management Director of 38 acquisition professionals in the Real Estate Design and Construction Organization, managed a workload valued at \$2.1 billion; \$1.8 billion in capital projects (including space planning, environmental, energy, etc.). Successful in awarding contracts with a total value of over \$461,512,674 including approximately \$27 million in Repair and Alteration projects. These awards were made to Small Business as follows: **SMALL BUSINESS** at \$45,182,569; **8(A)** at \$19,037,765; **SMALL DISADVANTAGED BUSINESS** at \$24,455,315; **HUB ZONES** at \$13,472,896; **SERVICE DISABLED VETERAN OWNED BUSINESS** at \$2,536,079; **WOMEN OWNED BUSINESS** at \$6,101,003; and **LARGE BUSINESS** at \$416,330,105. This included giving acquisition support to the Armed Forces Retirement Home in Gulfport, Mississippi for the total construction of that facility valued at \$220 million.

CHRISTY SKIRCHAK

The duties included evaluation and approval of business line budget, setting performance goals and achieving or exceeding performance measures. Represented the Assistant Regional Administrator and Deputy Regional Administrator in negotiations on unusually large, complex or precedent-setting contracts. Held an unlimited authority to award and sign advertised and negotiated contracts.

This position afforded the opportunity to establish contact and maintain liaison with representatives of business and industry, regional and national GSA officials, Federal officials, state and local governments, congressional staffs and committees and the general public to ensure a coordinated approach for solving problems of mutual interest.

This position included providing extensive training to employees either in a classroom setting, during staff meetings, in team dynamics or on a one-on-one basis. It included developing the curriculum, directing and conducting the sessions with an objective in mind.

The knowledge required of this position included a comprehensive knowledge of Federal procurement principles, techniques and laws, including the latest procedures and best practices. This included a mastery of contract procedures contained in regulatory and statutory directives sufficient to plan procurement strategy and to coordinate essential procurement related activities to meet specific objectives and timeframes.

This position also included a mastery of the procurement discipline and general knowledge of the technical and business practices associated with broad based Public Buildings Service programs. It required the ability to apply a significant spectrum of precedent actions and legal decisions to numerous high dollar value contracts.

Other skills included mastery of oral and written communication sufficient to serve as expert advisor to top management concerning procurement program adequacy; draft revisions to regulation or policy; provide instruction and direction to implement policies and practices; provide procurement guidance and respond to intergovernmental, congressional, and private sector correspondence.

GS-14 CONTRACTING OFFICER, PENTAGON RENOVATION PROGRAM

2002-2004

BEGAN AS A CONTRACT SPECIALIST and converted to a GS-14, Contracting Officer in DOD, Pentagon Renovation Program for large complex A/E, Design/Build, construction renovation projects. These acquisitions related to the Pentagon infrastructure, related ancillary projects and support contracts. As a warranted level III Contracting Officer and team leader procured, administered and oversaw all types of contracts including supplies and services. These procurements were highly complex and involved in-depth source selection for cost and non-cost type contracts. Served on several integrated project teams associated with various projects which included awarding the Memorial project. Gained an integrate knowledge of incentive contracting in a fast past environment.

CAPITAL PROJECTS ADMINISTRATOR, CITY OF DENTON – DENTON, TX

2000-2002

AS CAPITAL PROJECTS ADMINISTRATOR carried out the overall program for the City of Denton for new and repair/alterations in construction plus acquisition of A/E (professional) services. This included a review of proposed projects to determine the best method of approach for procurement and to administer a wide-range of services, supplies and equipment. While serving in this capacity, dramatic changes in state and local contracting were enacted by law. I awarded the first Design/Build, source selection, negotiated procurements for this city. Developed and trained review boards and directors in these processes. This was a big shift from sealed bid, low bid to these types of procurements. At this time, the City of Denton had a very large Capital Project Program being initiated in which fell into my responsibility to develop and administer.

CHRISTY SKIRCHAK

CONTRACT SPECIALIST/CONTRACT ADMINISTRATOR, PUBLIC BUILDINGS SERVICE

1986-2002

BEGAN CAREER IN CONTRACTING AS A GS-1102-5 TO A GS-1102-11, then in 1993 became a GS-12, 1102 Contract Specialist/Contract Administrator, Team Leader. I have been responsible for all contracting transactions from initiation to recommendation of the award plus the administration of such contracts. I reviewed procurement requests from the program office to determine the appropriate method of procurement. Developed procurement plans by reviewing previous history specifications, compiling source lists, preparing and issuing solicitation documents.

During contract administration, reviewed changes to the contract, coordinated with on-site representatives all contracting activities, certified accuracy of invoices, payrolls, clearances and payments. Researched and completed final settlements.

This included functioning as a team leader/advisor/reviewing official with full performance journey level Contract Specialist/Administrators. It included coordinating team members' assignments, distributing and balancing the workload.

As reviewing official on all contracts exceeding \$500,000, I have a vast knowledge of the Federal Acquisition Regulations and related policies. Worked on extensive claims and protests.

Performed comprehensive research, review and analyses of the pricing and procurement to ensure the responsiveness to a changing market and policy environment. Served as a principal contact on unique or unusual contract situations on a variety of procurements.

education

- DALLAS BAPTIST UNIVERSITY - Cum Laude, Bachelor Degree, Business Administration
- Extensive training list available upon request.

certificates

- CERTIFICATION IN CONTRACTING - General Services Administration
- LEVEL III FEDERAL ACQUISITION CERTIFICATION - Federal Acquisition Institute, Issued Aug. 14, 2007



CAROL A. DUNHAM

professional profile

CAREER SENIOR EXECUTIVE (retired) with demonstrated leadership skills and a broad background in federal budgeting, financial management, internal controls, and strategic planning. Skilled at providing advice and guidance at the Secretariat level and representing the Executive Branch with Congress. Top Secret Clearance.

experience

DEPARTMENT OF HOMELAND SECURITY

CHIEF FINANCIAL OFFICER, SCIENCE AND TECHNOLOGY DIRECTORATE **2005-2008**

SENIOR EXECUTIVE reporting to the Under Secretary as the first agency CFO. Responsible for establishing strategic planning and multi year budgeting, financial management and internal controls for over \$1B in research and technology acquisition programs.

EXECUTIVE DIRECTOR, BUDGET, U.S. CUSTOMS AND BORDER PROTECTION **2003-2005**

SENIOR EXECUTIVE responsible for bringing together budgets for four diverse agencies to secure the Nation's Borders at the start of the Department of Homeland Security and to create the Customs and Border Protection Agency. Oversaw the policy, procedures and management of almost \$6B in appropriated and user fee funding.

SPECIAL ASSIGNMENTS

DIRECTED THE STRATEGIC OPERATIONAL AND PLANNING ASSESSMENT BRANCH of the Secretary's Integration Staff. Responsible for overseeing the integration of departmental planning for national security events.

DEVELOPED AND ESTABLISHED operational procedures and long range strategic planning and budgeting for the lines of business in the Office of Management, Federal Emergency Management Agency (Human Capital, Information Technology and Services, Acquisition Management, Facilities Management, Security and Records Management).

DEPARTMENT OF TREASURY

EXECUTIVE DIRECTOR, BUDGET, U.S. CUSTOMS SERVICE **2000-2003**

SENIOR EXECUTIVE responsible for multi-year budgets, execution and cost accounting of almost \$4B in appropriated and user fee funding.

CHIEF/TEAM LEADER, BUDGET FORMULATION, U.S. CUSTOMS SERVICE **1991-2000**

DIRECTED THE DEVELOPMENT of multi-year budgets, legislative proposals, justifications to Congress and oversaw the congressional appropriations hearing strategy.

CAROL A. DUNHAM

DEPARTMENT OF AGRICULTURE

BUDGET AND FINANCE OFFICER, OFFICE OF THE INSPECTOR GENERAL

1989-1991

Responsible for budget development and justification, establishing internal management funds controls and maintaining a system of records for processing administrative payments, billings, and collections.

VARIOUS BUDGET POSITIONS

1980-1989

Career growth from GS-5 including positions in the Departmental Budget Office as desk officer responsible for \$40B in farmer loans and grants and the Food and Nutrition Service as desk officer for \$5B in school lunch programs.

education

- AVERETT UNIVERSITY - BBA Business Administration
- FEDERAL EXECUTIVE INSTITUTE - Leadership for a Democratic Society
- TREASURY EXECUTIVE INSTITUTE – Executive Leadership Program



MICHAEL E. ROPER

professional profile

SENIOR-LEVEL EXECUTIVE who retired in January 2006 after 33 years service with the U.S. General Services Administration (GSA) Public Buildings Service. After several years experience in the commercial real estate brokerage field, joined the Real Estate Division of the U.S. General Services Administration (GSA) Atlanta Regional Office in 1973. Spent seven years as Deputy Director of the Real Estate Division, managing the Region's leasing program and pioneering several large unique lease-construct partnerships with local governments. During last five years with GSA, served as Director of Planning and Development, where responsibilities included the forward planning for large traditional Federal construction projects and large lease-construct projects around the southeastern United States. These duties included management of the site selection and acquisition process for both the traditional and lease-construct projects. On several occasions those duties also required Mr. Roper to make Prospectus approval presentations before the Office of Management and Budget (OMB) and to U.S. House and U.S. Senate Committees. These projects included several U.S. Courthouse projects and other large unusual lease-construct projects that had no precedent or established procedure.

experience

REPRESENTATIVE PROJECTS UNDER MR. ROPER'S DIRECT MANAGEMENT:

SAM NUNN ATLANTA FEDERAL CENTER

1,700,000 square feet design-build lease developed in partnership with the City of Atlanta, with development costs in excess of \$200 Million. The project was financed by City Revenue Bonds, GSA rent pays down the bonds, and upon retirement of bonds the Federal Center becomes property of the U.S. Government. Mr. Roper represented GSA in securing Congressional approval for this unique lease arrangement. Mr. Roper successfully developed and managed the relationships with the City of Atlanta, and personally negotiated and managed all the major contracts while serving as the project's Senior Project Manager and Contracting Officer. The project was completed 4 months ahead of schedule with \$7 Million left unspent, and with no claims.

HOWARD BAKER UNITED STATES COURTHOUSE – KNOXVILLE, TN

376,000 square feet courthouse developed by purchase and conversion of an existing building, the first ever such project where an existing building was successfully converted for use as a U.S. Courthouse. Mr. Roper successfully sought and received approval from the U.S. Congress to re-program funds ear-marked for new construction in order that an existing building in downtown Knoxville could be purchased and converted for use as the new U.S. Courthouse. This project also required the involvement and cooperation by the City of Knoxville where the City accepted a complex property exchange in order for the project to be financially viable. Mr. Roper served as the chief negotiator with all participating parties, and served as the project's Senior Project Manager and Contracting Officer. The project was completed on schedule, on budget and with no claims.

MIAMI FEDERAL JUSTICE BUILDING

350,000 sq. ft. U.S. Courthouse and Federal Building, build-to-suit lease developed in partnership with City of Miami, financed by City Revenue Bonds. GSA rent directly pays down bonds, upon retirement of bonds, the building becomes property of U.S. Government. Mr. Roper successfully developed and managed the relationships with the City of Miami, as well as serving as the Project Manager and Contracting Officer for the project itself. The project was completed on schedule with \$2.5 Million left unspent, with no claims.

MICHAEL E. ROPER

FORT MYERS U.S. COURTHOUSE AND FEDERAL BUILDING

300,000 sq. ft. traditional design-bid-build project, where Mr. Roper successfully partnered with the City of Fort Myers allowing the City to choose the project site in exchange for the City funding one-half of the site purchase price. The City of Fort Myers now credits this courthouse project as being the spark that ignited a very successful redevelopment of the downtown area. The courthouse project was completed on schedule with \$1.8 Million left unspent with no claims.

NATCHEZ, MS U.S. COURTHOUSE

Mr. Roper assisted in the negotiation of an agreement with the City of Natchez that provided for a no-cost donation of an existing historic building in downtown Natchez for use as a U.S. Courthouse. The project was successfully completed in early 2007.

DOD U.S. SOUTHERN COMMAND (SOUTHCOM) MIAMI

700,000 square feet build-to-suit project in partnership with the State of Florida. The State agreed to a no-cost donation of the land on which the new building will be constructed, and committed to a 20-year firm term on the new lease while giving GSA a no-cost cancellation right after the first ten years of occupancy. Mr. Roper personally managed all aspects of the project for GSA and was retained by contract after retirement from GSA to continue in the Project Manager role and as the voting member of the State's evaluation and selection board to select the developer. Congressional action resulted in direct construction funding for this project.



STEVEN LEONARD

professional profile

OVER 30 YEARS FEDERAL PROPERTY MANAGEMENT EXPERIENCE in a wide variety of progressively more difficult and demanding positions. Energetic professional with exceptional analytical, organizational and people skills. Strong personal ethics and integrity. Convey a professional image of honesty and concern for our customers' needs. Works well under pressure and deadlines. Highly organized team-builder with strong leadership experience. Excellent communicator seeking a challenging position with the opportunity for professional growth.

experience

GENERAL SERVICES ADMINISTRATION (GSA)

DIVISION DIRECTOR, PROPERTY MANAGEMENT DIVISION – ATLANTA, GA **2002-2008**

- Directed operation and maintenance of 38M sq. ft. of owned and leased properties in the Southeastern United States.
- Managed \$90M+ annual operating budget and 250 employees.
- Coordinated and directed response in emergency situations (Hurricane Katrina and others, demonstrations, major building malfunctions, fires, floods, earthquakes).
- Received numerous “*Outstanding Performance Awards*” (2007, 2006, 2005); also yearly “*Pay for Performance*” cash awards in recognition of meeting performance targets.

SERVICE CENTER DIRECTOR – MIAMI, FL AND CHARLOTTE, NC **1996-2001**

- Supervised operation, maintenance and customer relations for owned and leased properties in a major metropolitan area (inventory typically 2-4M sq. ft.).
- Supervised subordinate personnel; monitored maintenance, repair and alteration by contract; developed and tracked operating budgets.
- Responded to local security or other emergency situations.

DISTRICT MANAGER – AUBURN, WA AND LOS ANGELES, CA **1989-1995**

- Oversaw subordinate field offices in a large geographic territory (Alaska, Washington, Idaho, Oregon; entirety of Southern California).

FIELD OFFICE MANAGER – MIAMI, FL AND SEATTLE, WA **1984-1988**

- Supervised operation, maintenance and customer relations for owned and leased properties in a major metropolitan area (inventory typically 2-4M sq. ft.).
- Supervised subordinate personnel; monitored maintenance, repair and alteration by contract; developed and tracked operating budgets.
- Responded to local security or other emergency situations.

STEVEN LEONARD

BUILDING MANAGEMENT SPECIALIST – AUBURN, WA

1980-1983

- Provided technical and contracting support for outlying field offices.
- Developed scopes and estimates for service contracts; accomplished organizational and program reviews; developed budgets; identified and justified maintenance staffing.

BUILDING MANAGER – BOISE, ID

1977-1980

- Operated and maintained an inventory of leased and owned properties in Southern Idaho.

MANAGEMENT INTERN – AUBURN, WA AND BOISE, ID

1975-1976

- Graduate of the GSA CIDS internship program (in-depth property management training program).

education

- UNIVERSITY OF WASHINGTON – B.A. Degree - Urban Planning



GERALD B. WALL

professional profile

SENIOR-LEVEL EXECUTIVE in all aspects of property development: requirements development/programming, site selection and acquisition, design, construction, commissioning and move-in. Experience in most project delivery methods including leasing, lease construction, design-bid-build, design-build, and bridging. Major strengths include assimilating new data, assessing people, developing teams, team player, client focus, attention to detail, results orientated, high energy, problem solving through lateral thinking, positive outlook. Total of twenty-eight years experience in property development with the General Services Administration.

experience

PUBLIC BUILDING SERVICE (PBS) / GENERAL SERVICES ADMINISTRATION (GSA)

REGIONAL REPAIR AND ALTERATION COORDINATOR FOR SOUTHEAST REGION

2004-2006

AS REGIONAL REPAIR AND ALTERATION COORDINATOR from 2004 to 2006, led the integration of the program into a new organization utilizing contracting personnel largely unfamiliar with the program. Through my hands-on approach, ability to assimilate vast quantities of data, assemble and manage teams, and deal with difficult stake-holders, led the organization through a steep learning curve to achieve elusive national goals before my retirement.

AS LEAD MANAGER for the Property Development lease construction program in 2004, guided the team in initial internal and client team-building for the 700,000 square foot SSA Payment Center in Birmingham, AL. Oversaw development of the Program, including many face-to-face client meetings. My efforts helped establish a solid foundation that led to development of high performance GSA-client team that resulted in a highly successful project.

PROGRAM MANAGER FOR DESIGN AND CONSTRUCTION STUDIO

1997-2004

PROGRAM MANAGER for construction of several building for the Federal Law Enforcement Training Center on their campuses in Brunswick, GA and Artesia, NM from 1999 until 2003. Led GSA and contractor team in dealing with significant relationship issues with a somewhat reluctant client. Introduced the client to new program management techniques and broader use of CPM scheduling program-wide. Supervised 3 Project Managers constructing 5 different buildings, one of which was a bridging design build. All were completed successfully and to the satisfaction of the client.

PROGRAM MANAGER from 1997 to 2004 supervising 16 employees managing 8 to 9 projects valued at over \$400 million. Led a newly created organization which included architects, engineers and contracting personnel as a single work group for the first time. Was successful in changing the culture by integrating contracting personnel into job site teams to create high performance GSA teams from diverse groups.

GERALD B. WALL

PROJECT MANAGER FOR CAPITAL PROJECTS

1991-1997

CRADLE TO GRAVE PROJECT MANAGER for \$140 million 900,000 square foot IRS computer and service center in Memphis completed in 1996. Unusual financing resulted in a lease construction project that was delivered as a design-bid-build. Successfully led the project team through a six month programming of the first new service center for IRS in 20 years. Led highly politicized site selection and acquisition of a 130 acre site. Complicating factors included the buy out of a 450,000 square foot lease, widening of 3 miles of public highway, and a major redesign for the IRS after construction award. Built a strong GSA-IRS team that worked well for over 5 years. The building met all program requirements and has exceeded expectations for flexibility and adaptability as IRS converts to electronic filing.

LEASING TEAM LEADER – ATLANTA, GA

1986-1991

REALTY SPECIALIST – DENVER, CO

1978-1986

OFFICER

UNITED STATES NAVY

1972-1976



ERIC A. DUNHAM

professional profile

THIRTY-SEVEN YEARS OF PREDOMINANTLY SENIOR-LEVEL MANAGEMENT EXPERIENCE with the U. S. General Services Administration specializing in program start-up and turnaround opportunities. Strengths include team building, problem solving, solution development, leadership, inter-personal skills and negotiation. Skills include managing national mechanical maintenance, energy conservation, performance management, and association management.

- Federal Top Secret Clearance
- Understanding of government policies and procedures
- Works well with staff at all levels both inside and outside government
- Ability to communicate effectively both orally and in writing
- Ability to develop staff and mentor personnel
- Both comfortable and successful at developing solutions and effectively marketing those solutions to top management

experience

GENERAL SERVICES ADMINISTRATION (GSA)

DIRECTOR, FEDERAL ASSET SALES INITIATIVE **2007-2008**

MANAGED A GOVERNMENT-WIDE EFFORT to sell surplus, foreclosed and forfeited assets held by the government to the public. Worked with top-level officials of 26 Federal agencies to provide an effective, integrated, and citizen-centric solution for selling these assets.

DEPUTY ASSOCIATE ADMINISTRATOR FOR REAL PROPERTY **2006-2008**

RESPONSIBLE FOR WORKING WITH ALL FEDERAL REAL PROPERTY HOLDING AGENCIES and direction the development of government-wide real property policy.

DIRECTOR OF VENDOR ALLIANCE AND DEPUTY ASSISTANT COMMISSIONER **2004-2006**

RESPONSIBLE FOR DEVELOPING A PROGRAM for the development of acquisition strategies for the Public Buildings Service (PBS) and its 11 regional offices. Additionally, served as primary point of contract and built relationships with major professional associations for PBS related to real estate, facility management and building operation/ownership.

DEPUTY ASSISTANT COMMISSIONER FOR REAL PROPERTY **2002-2004**

MANAGED PBS NATIONAL PROGRAMS for building operation, acquisition and customer satisfaction for the 300 million sq ft inventory of public buildings.

DIRECTOR OF BUSINESS MEASURES **1997-2002**

DEVELOPED, ORGANIZED AND MANAGED PBS initial efforts in performance management. Developed methodologies for measuring performance, implemented performance improvement incentive programs, briefed top GSA, government, and private sector officials on PBS's performance management efforts.

ERIC A. DUNHAM

DIRECTOR OF FACILITIES

1993-1997

MANAGED NATIONAL POLICY and guidance for building operations, building services, concessions.

DEPUTY ASSISTANT REGIONAL ADMINISTRATOR – WASHINGTON, DC

1988-1992

PRIMARY DEPUTY to senior real estate executive responsible for federal public building services in the largest GSA Region, the National Capital Region, which included Washington DC.

education and significant training

- CLEMSON UNIVERSITY - BS Mechanical Engineering
- FEDERAL EXECUTIVE INSTITUTE
- ADVANCED LEADERSHIP DEVELOPMENT PROGRAM – GSA

awards

- VICE PRESIDENTIAL HAMMER AWARD – Performance Measurement - from Vice President Gore
- ENERGY MANAGER OF THE YEAR – Association of Energy Engineers
- MERITORIOUS SERVICE AWARD (GSA's second highest award)



WILLIAM F. NORMAN

professional profile

A **RESULTS-ORIENTED**, energetic real estate professional with 39 years of Federal Government and Private Sector Real Estate experience; of which 31 years were with the General Services Administration (GSA), Public Buildings Service, Realty Services Division, Atlanta, GA. Mr. Norman has maintained a Georgia Real Estate License since 1984 (currently inactive status) and has a talent for building cooperative and productive work environments that foster clients' goals.

STRENGTHS INCLUDE: Commitment and reliability, strategic planning, creative problem solving abilities, leadership aptitude, customer relations, team leadership, program development, project management, and I am friendly and outgoing.

experience

DIRECTOR GOVERNMENT PROGRAMS 2006-2008
OPUS CORPORATION - ATLANTA, GA

WORKING OUT OF OPUS ATLANTA OFFICE, provided marketing and management oversight for the development process of assigned or originated projects. Worked closely with the local OPUS Real Estate executives, construction and design teams during the development of Phase I and Phase II bid proposals to ensure that the most attractive lease terms are presented to the government. As a team member of OPUS Government Programs, responsible for lease negotiation support on GSA leases, developing and maintaining a positive network with GSA in all 11 regions. Enhanced the reputation of the OPUS Group of Companies through ethical and professional business practices.

CONSULTANT - MIAMI, FL 2006
GOLD STD. PROPERTY, LLC (GSP)

CONSULTANT ON FEDERAL GOVERNMENT NEW PROJECTS for build-to-suit leased buildings. Assisted GSP with lease management issues for the two large leases they currently have with GSA.

GENERAL SERVICES ADMINISTRATION (GSA)

DEPUTY DIRECTOR, REALTY SERVICES DIVISION (RSD) AND BRANCH CHIEF, PROGRAM SUPPORT 1998-2005

ASSISTED THE DIRECTOR in all aspects of leading the Division towards satisfying our Federal Clients' real estate requirements.

BRANCH CHIEF, LEASING BRANCH, RSD 1989-1998

DIRECTED WORK LOAD for 19 Administrative, Interior Design, and Contract staff members. Managed lease and operating budgets. Managed and planned the Division's year-to-year budget for each program.

RSD LEASE BUDGET was approximately \$400,000,000 per year for 1,400 leases; and the yearly operating administrative budget was approximately \$8,000,000 for salaries, training, travel, and office supplies. Maintained Contracting Officers Leasing Warrant and worked on large complex projects.

WILLIAM F. NORMAN

TEAM LEADER, LEASING BRANCH, RSD 1986-1989

SENIOR REALTY SPECIALIST, ASSIGNMENT & UTILIZATION BRANCH, RSD 1983-1986

SERVED WITH UNLIMITED DOLLAR LEASING WARRANT to sign lease contracts. Responsible for working with the client agencies and assisting them in developing their space requirements for new and expansion projects. Upon completion and approval of space requirement package, translated information into a Solicitation for Offers (SFO) and managed project through build-out of space.

REALTY SPECIALIST ASSIGNMENT & UTILIZATION BRANCH, RSD 1974-1983

TECHNICAL ILLUSTRATOR/DRAFTSMAN 1970-1974

UNITED STATES AIR FORCE, DOBBINS AFB - MARIETTA, GA

TECHNICAL ILLUSTRATOR/DRAFTSMAN 1968-1970

UNITED STATES ARMY, REDSTONE ARSENAL - HUNTSVILLE, AL

TECHNICAL ILLUSTRATOR/DRAFTSMAN 1963-1968

RCA IN HOUSE CONTRACTOR FOR NASA - HUNTSVILLE, AL

noteworthy projects

CO-CONTRACTING OFFICER for the contract negotiations, award, and construction of the James Lawrence King Federal Justice Building, Miami, FL. This project resulted in a 12 story District Court Office Building with 265,342 rentable square feet. The lease has an annual rental of \$3,037,478 for 30 years, for a total contract value of \$91.1 million.

CONTRACTING OFFICER for the development and construction of the Charleston Courthouse, Charleston, SC. This project resulted in a 4 story District Court Office Building is 50,888 rentable square feet. The lease has an annual rental of \$1,678,608 for 20 years, for a total contract value of \$33.5 million.

education

- WESTPORT SCHOOL OF ART - Drafting, Art and Architecture
- MIDDLE TENNESSEE STATE UNIVERSITY

awards

RECEIVED A **MERITORIOUS SERVICE TEAM AWARD** for innovative partnering with the private sector to improve Homeland Security by establishing Airport Security Screening Stations at commercial airports throughout the United States. The Meritorious Service Award is one of the highest awards to be given to employees of the Federal Government.