

Charles L. Allen, Jr., AIA

Education

University of Florida — Master of Architecture, 1992 (4.0 GPA)

University of Florida — Bachelor of Design, 1990 (with High Honors)

Professional Registrations

Registered Architect: Florida

Relevant Experience

Smith Santiesteban Allen Architects, Inc. Tampa, FL (2000-Present)

Owner/Principal responsible for implementing and leading the firm's contract document production, quality standards, and marketing design concepts.

Simultaneously managed multiple luxury high rise condominium projects, ranging from \$35M to over \$80M in construction costs, through all phases (from initial design and construction documents through permitting approval and throughout construction) utilizing AutoCAD, Sketchup, Constructware, Microsoft Outlook, Microsoft Excel, and Microsoft Word.

Presented design concepts to client executives, contractors, governing boards, and planning committees to gain design, code compliance, scope, and budget approvals. Directed and coordinated design team of multiple disciplines to achieve project scope, schedule, quality control, and budget for domestic and international projects.

Provided construction administration and supervision services to ensure the contractor's compliance with the contract documents and responded to problematic issues during construction. Regularly involved with defining code requirements and resolving disputes and claims raised by the contractor and condominium association's legal counsel.

Prepared written fee proposals, requests for qualifications, submitted requests for proposal, negotiated contracts with clients and consultants, developed client relationships, and assisted other team members with the daily management of the company's affairs.

Responsible for designing and developing graphic marketing materials (website, portfolio, presentation graphics, business forms, and company logo/brand identity) utilizing Adobe Photoshop CS2, AutoCAD 2007, Microsoft Office, iPhoto, iWeb, utilizing both Windows and Mac operating systems.

Conducted forensic investigation of an existing building in various phases of work progress (demolition of existing interiors to completion of new renovation). Tasks included developing an inventory of the level of completion of residences, identifying conditions that were not in compliance with state building codes, determined strategies to achieve code compliance, and

developed a written reports with photographs, drawings, and code references. Goal of investigation was to accurately document and report findings to a court appointed receiver for an apartment to condominium conversion that was in receivership.

CH2M Hill Orlando, FL (1999-2000)

Forensic Architect responsible for field investigations and design solutions for moisture problems. Areas of experience include building envelope assessment and repair, moisture intrusion investigations, mechanical systems' contribution, and development of construction documents to provide design solutions for the remediation of moisture problems.

Developed written proposals for conducting investigations of existing facilities to determine moisture intrusion and building envelope failures through both destructive and non-destructive testing. These investigations lead to the development of fee proposals for the necessary remediation of the problems discovered.

Projects included: Disney's Grand Floridian Resort, Disney's Boardwalk Resort, U.S. Federal Courthouse in Ft. Lauderdale, Florida, the Atlantis Resort, and several other hotel properties. Investigations were conducted during the ongoing operations and occupancy of the facilities and required coordination and communications with the building owner/operator.

While at CH2M Hill, completed the company's Project Delivery System training. This course helps project managers understand the company's project delivery process and develop the skills and tools to use this process consistently and effectively in the successful implementation of client projects to achieve high levels of client satisfaction while building team relationships.

Rowe Architects Incorporated Tampa, FL (1995-1999)

Project Manager primarily responsible for the management and coordination of elementary, middle, and high school projects, as well as university and community colleges. Additional areas included historic preservation, retail, and municipal parking facilities.

Project Manager responsible for communications with Hillsborough Community College Facility Managers and staff to develop design solutions for the renovation of existing classroom facilities and exterior building envelope remediation for two original 1960's classroom buildings.

Coordinated and developed solutions to unforeseen existing conditions that arose during the construction phase, while maintaining project schedule and budget within acceptable parameters.

Project Manager for the renovation of an existing library the University of South Florida, St. Petersburg campus to incorporate student services, offices, and classrooms. Required on-site involvement with the contractor and university architect to develop solutions to issues that arose as a result of existing field conditions.

Construction Administration Manager for a new library facility for the University of South Florida, St. Petersburg campus. Responsible for managing, reviewing, and approving the contractor's submittals and shop drawings to confirm compliance with the contract documents.

Criswell, Blizzard, and Blouin Architects, Inc. St. Petersburg, FL (1994-1995)

Assistant Project Manager for high school remodel and new additions. Conducted field measurements of existing building conditions to determine design solutions for the incorporation of mechanical systems and interface of new building additions. Responsible for the production of design development and construction documents of new 2-story classroom building.

Responsible for client relations and communication to ensure compliance with program requirements and schedules.

Rañon & Partners Architects, Inc. Tampa, FL (1992-1994)

Assisted with the production of schematic, design development, and construction documents utilizing AutoCAD software. Reviewed and managed shop drawings and product submittals from the contractor to ensure compliance with the contract documents. Assisted with the coordination of the design with mechanical, electrical, plumbing, structural, and civil engineering consultants.

O'keefe and Associates Architects, Inc. Clearwater, FL (1986-1988)

Assisted with the development of construction documents and color presentation drawings for nursing homes and adult congregate living facilities, under the supervision of a registered architect.

Professional Affiliations

- American Institute of Architects
- Lifework Leadership (Tampa Bay)
- Construction Specifications Institute (past member)
- Tims Memorial Presbyterian Church

Partial List of Clients

- The Lutgert Companies Naples, FL
- Barron Collier Company, Naples, FL
- JMC Communities, St. Petersburg, FL
- Byrd Corporation, St. Petersburg, FL
- Walt Disney World, Lake Buena Vista, FL
- Universal Studios, Orlando, FL
- Amtrak, Chicago, IL
- The Atlantis Resort, Paradise Island, Bahamas
- University of South Florida, Tampa, FL
- Hillsborough Community College, Tampa, FL

- Hillsborough County School Board, Tampa, FL
- General Services Administration, Atlanta, GA
- St. Joseph's Hospital, Tampa, FL
- City of Clearwater, Clearwater, FL