

Namindra Subedi, EIT
16 Talbot Street
New Hyde Park, NY 11040
namindrasubedi@yahoo.com
347-272-5470

Summary of Expertise

Reliable Construction Professional offering more than **14** years of success in managing public and private construction projects, remodeling buildings, and site maintenance activities including public schools and colleges, office buildings, trailers, hospitals, apartment buildings. Career history of administering, designing, constructing, coordinating multi-million dollar projects and maximizing profitability through skillful contract negotiation, project estimation, and material purchasing, dedicated to ensure the highest levels of construction quality, maintaining full adherence to all deadlines and specifications. Reputation for effectively promoting the sub contractors. Proven ability to create, develop, and motivate highly efficient construction project teams. Project Team Leadership. Building code & Permits, Planning, Designing and overseeing of the projects, Scheduling & Maintaining, Safety Compliance, Quality Control, Project Budgeting & Monitoring, Materials Management, Client and Vendor Relations, Proficient in AutoCAD and Knowledge of Project Management Software. Quantity take off and preparation of bid package, Preparation and get approved required shop drawings and submittals for specific project.

Education:

MS in Civil Engineering- 2007
California State University, Los Angeles.
Bachelor Degree in Civil Engineering – 2003
Tribhuban University, Nepal

Professional Work Experience

Project Manager

Zoria Housing, LLC
87-28 130 Street
Richmond Hills, NY 11418
June 2018 to Current

Worked on all aspects of construction/Restoration of NYCHA projects “Sedgwick House (\$ **9.2 Million- Exterior masonry renovation and roof replacement**). Bronx River House (\$ **18.32 Million,- Exterior masonry renovation and roof replacement**) & Farragut House (**23.5 Million - Exterior masonry renovation, roof railing replacement and roof replacement**)

Duties and responsibilities:

- a. Preparation of all submittals and shop drawings. Coordinate with sub-contractors for their part of submittals. Obtain DOB permits.
- b. Coordination for DEP filing (**ACP 5,7,8,15 and 21**)

- c. Keep track of submittal log, RFI log, Payment log etc.
- d. Schedule of work in the sequential order to complete with in time frame.
- e. Preparations of two week look ahead and participate in by-weekly progress meeting with NYCHA/CM project Manager / architect.
- f. Co ordinate with all the sub contractors and preparation of daily reports and submit to NYCHA/CM
- g. Visit job site to ensure the quality of work as per contract drawing and specification.
- h. Write RFI to get clarification for drawings and field condition during the progress of work.
- i. Preparation of payment requisition and payment package.
- j. Preparation of closeout document and close the Job.

Assistant Civil Engineer MTA New York City Transit.

08/11/2014 to 04/30/2018

Duties and responsibilities:

Worked as assistant to resident engineer.

- Worked as Engineer In-charge (**EIC**) for the Steinway Tube Projects C-33850 (**29.0 Million**) and E- 40815 (**12.0 Million**).
- Co-ordination with contractors and sub- contractors with various transit divisions such as General orders, Flaggers, Work Trains and Access and Protection (A&P), as per contractor's request.
- Review and Process Shop Drawings and submittals submitted by contractor via construct ware.
- Field supervision to maintain safety and quality of work as per contract documents.
- Review payment package submitted by contractor and process it.
- Worked as Engineer-In-Charge for the tunnel lighting TLR/EDR and Pump Room 2057 rehabilitation work under the contract # E-33887.
- Worked for closeout for the Contract C-33850 and E-40815.
- Worked with Design Manager to review the design phase contract drawings and specifications.

Project Manager/Estimator

Adam Developers Enterprises, Inc.

249-02 Jericho Turnpike

Floral Park, NY 11001

2014 January to May 2014

Duties and responsibilities:

Worked on all aspects of construction/Restoration of NYCT project "Upgrade Bus Washer Equipment at Ulmer Park Bus Depot and Flatbush Bus Depots (**\$ 2.78 Million**). Long Island Rail Road project "Sutphin Blvd. Bridge Painting Phase I (**\$ 2.7 Million**)

k. Preparation of all submittals and shop drawings. Coordinate with sub-contractors for their part of submittals.

- l. Keep track of submittal log, RFI log, Payment log etc.
- m. Schedule of work in the sequential order to complete with in time frame.
- n. Preparations of two week look ahead and participate in by-weekly progress meeting with LIRR and NYCT project Manager / architect.
- o. Co ordinate with all the sub contractors and preparation of daily reports and submit to LIRR/NYCT
- p. Visit job site to ensure the quality of work as per contract drawing and specification.
- q. Write RFI to get clarification for drawings and field condition during the progress of work.
- r. Preparation of payment requisition and payment package.

Project Manager/Quality control manager

Triangle General Contractors, Inc.

Brooklyn, NY 11231

February 2013 to December 2013.

Duties and responsibilities:

Responsible to oversee the all aspects of construction/Restoration of **NYC SCA** projects JHS 08 Queens(**2.8 Million**) and new roof installation **PS 290 Queens**(\$ 900,000.00). Duties and responsibility performed as project manager.

- a. Preparation of all required paper for the DOB Permits.
- b. Coordinate to prepare site specific safety plan, baseline schedule, Schedule of value, DEP filing for asbestos abatement work.
- c. Preparation of all submittals and shop drawings. Co ordinate with sub contractor for their part of submittals.
- d. Schedule of work in the sequential order to complete with in time frame.
- e. Preparations of two week look ahead and participate in by-weekly progress meeting with SCA project officer and project architect.
- f. Co ordinate with all the sub contractors and preparation of daily reports and submit to SCA.
- g. Visit job site to ensure the quality of work as per contract drawing and specification.
- h. Co ordinate with SCA project officer to schedule control inspector according to the related trade.
- i. Write RFI to get clarification for drawings and field condition during the progress of work.
- j. Preparation of payment requisition and payment package.
- k. Co ordinate with the SCA project officer for safety meeting and progress inspection.
- l. Preparation of closeout documents.

Scope of work: Roof Replacement, Roof railing replacement, exterior masonry restoration, Asbestos abatement, Concrete pavement repair/replacement, interior plaster and painting.

Project Manager / Estimator

GTS Construction, Corp.

Hicksville, NY 11415

2012 January to 2013 January

Duties and responsibilities:

Responsible for quantity takeoff and preparation of bid package, preparation of required shop drawings and submittals, negotiating with consultants, contractors and sub-contractors and suppliers and managing projects conception through completion. Projects ranged from \$100K to \$5 million in sizes. Efficiently managed all trades and aspects of the project.

Projects:

- a. DOT region 10 head quarter, roof replacement. (Agency OGS)
- b. Fishkill correctional facility Building No 21 Roof replacement.(Agency OGS)
- c. Port Washington public library, roof replacement.

Assistant Project Manager

One Ten Restoration, Inc

Brooklyn, NY

2009 June to 2011 December

Duties and responsibilities:

Worked with Project Manager in the all aspects of construction/Restoration of projects in 5 boroughs. Prepare working schedule and Co-ordinate with Different trades and sub contractors. Perform progress meeting and progress Inspection with project officer/architect/ inspectors and comply safety as per job site safety requirement. Preparation of shop drawing and submittal as per contract drawing and specification. Completed Projects: **PS 94 Brooklyn** (3.312 Million), Scope of work: exterior masonry restoration, roof replacement, asbestos abatement, interior plaster and paint, door and window replacement. **PS 219 Brooklyn**, (3Million): Scope of work, exterior masonry restoration, Roof replacement, parapet replacement. **PS-105 Bronx** (2.1 Million): Scope of work, school playground development, concrete retaining wall construction.

Civil Engineer

CaliLand Engineering, Inc.

Alhambra, CA 91801.

2008 January to 2009 May

Duties and responsibilities:

Grading and Drainage Plans Design and drafting. Perform hydrology calculations and Preparation of Standard Urban Storm Water Mitigation Plan (SUSMP) Plans. Site Visit for data collection and quality control. Engineering cost and quantity estimate. Hydrology calculation and report preparation.

Preparation of WQMP and SWPPP as per state and local agency requirement. Street Improvement Plan design and drafting. Preparation of construction drawing and specification. Preparation of structural calculation for retaining wall.

Certifications/Training

- FE/EIT

- NYC DOB SST

- Construction fire Safety manager Training.

- Auto Cad, Construct ware, E-Builder., Blue beam

Namindra Subedi

August., 2022.