

Construction Contract Administration

Experience:

City of Chicago Public Works
Georgia Dept of Transportation
GDOT

Highlights:

Construction Contracts
Change Orders
Project Management



Lemongrass Consulting has experienced professionals. Clovia Hamilton leads the Lemongrass team. She is a licensed member of the State Bar of Georgia and has experience in Contract Administration for design and construction projects with Harza Engineering, the City of Chicago and the Georgia Department of Transportation.

Clovia Hamilton has served as a road and bridge field inspector for the Georgia Department of Transportation (GDOT) on the I-20 road construction project.

Clovia also worked for the City of Chicago in the Bureau of Construction Management:



- Managed \$5 Million each year in construction contracts including bridge rehab work along the Chicago Skyway.
- Prepared progress reports, quantity take offs, and cost estimates.
- Checked

contractor payrolls for WBE compliance /MBE compliance and prepared annual contractor ratings. Performed concrete tests and asphalt tests. Used survey equipment to stake out projects and to check the contractors' work.

- Negotiated, drafted, and administered contract change orders.

In a matter of a month, Clovia has been able to meet all objectives required of her, pertaining to project management services. Her appearance and attitude have been outstanding. She has become very competent in the use of the computer programs currently in use for management purposes. She has done this with very little instruction or supervision and I feel this is very commendable due to the complexity of the various programs. Clovia's quality of work is excellent. She grasps new tasks and ideas very quickly and there is no need to repeat instructions to her. Clovia is very willing to work and accept any new challenges."

**Karen Tenke White, Project Manager,
Harza Engineering, '84**

"Seldom makes errors. Meets others halfway and goes out of the way to cooperate. Adjusts to new conditions with little difficulty." –

**Bruce Worthington, Coordinating Construction Engineer
Bureau of Construction Management
City of Chicago Public Works, '90**

"Consistently does an excellent job with few errors. Output unusually high and is exceptionally fast. Is an exceptionally good team worker and invariably goes out of the way to cooperate. Learns new duties or meets changed conditions very quickly and easily. Competent, dependable, hard working. Stays late for field supervision and does paper work required for the job. Takes care of field work and documentation."

**Pablo Redoble, Civil Engineer IV
Bureau of Construction Management
City of Chicago Public Works, '88**