

8/4/2014

## **Don Houston**

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**EDUCATION:** M.A. Architecture, 1982  
B.A. Environmental Design, 1975  
University of California at Berkeley

### **PROFESSIONAL HISTORY:**

#### **Facilities Manager**

**02/10 to present**

Mission Community College  
West Valley/Mission Community College District

- Provide support for activities related to the \$450 million dollar bond and capital outlay program, including various programming, design and construction related activities.
- Implement Public Contract Code in relation to construction bid process, and the Uniform Building Code and other State and federal regulations related to building safety, architectural requirements, and contracts.
- Administer assigned budgets and maintain related records and documentation; assist the Director, Facilities in preparing cost estimates and specifications for building modifications, equipment installation and facilities projects.
- Supervise major, ongoing and seasonal projects related to the care and maintenance of facilities.
- Supervise methods, materials, tools and equipment used in skilled carpentry, plumbing, HVAC and electrical work.
- Ensure the timely and proper completion of work projects within budgetary limitations.
- Plan, schedule, coordinate, organize and oversee maintenance and grounds keeping work.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively, both orally and in writing.
- Maintain effective public relations with the larger community.
- Assure smooth operations within the areas of responsibility.

#### **Instructor**

**09/09 to present**

Facilities Management  
University of California Extension

#### **Adjunct Faculty**

**06/09 to present**

Architecture  
West Valley Community College

#### **Educational Consultant**

**10/97 to 1/10**

Graphic Designer  
Web Designer

Network Administrator  
Motivational Speaker

Projects:

University Of California at Berkeley

- MEAS Program

Vantage Business Support and Insurance Services

- Web Master

Mayor's Office of Community Development and The Department of Children, Youth and their Families

- Ingleside Community Center  
Math, science, and engineering instruction 2<sup>nd</sup> thru 12<sup>th</sup> grades, introductory architectural design methodologies, web design (HTML, Java), graphic design, animation, and network administration.

**Kuhn and Kuhn Associates**

**4 /04 to 6/ 06**

Contract Administrator

Project:

DPH Health Centers Energy Efficient Lighting Upgrade

Coordinate design consultants and all design changes, respond to requests for information, and process change orders, interpret contract documents and review contract claims.

**Thurston Design Group**

**1/99 to 2/06**

Contract Administrator

Community Out Reach Specialist

Project:

Middle Harbor Park, Port of Oakland

Coordinate construction schedule and procedures with department staff, project phasing, hazardous waste management and remediation, process requests for information, instruction bulletin distribution, submittals and shop drawings review and coordination, chairing weekly project meetings

**Xanthos Community Services**

**10/ 97 to 5 /99**

Owner's Representative

Project:

Xanthos Community Services Office Building

Owner's Representative during construction, coordination of design consultants and all design changes, respond to requests for information, and process change orders, interpret contract documents and review contract claims.

**The Radcliff Architects**

**1/96 to 10/97**

Sr. Construction Administrator

Project:

Replacement Hospital: Phase II and III, San Mateo, CA.

Finalize contract documents, coordinate client's bidding procedures, assisting in contractor selection, act as Owner's Representative, coordinate design consultants and design changes, respond to requests for information, and process change orders, interpret contract documents and review contract claims.

**University of California  
Medical Center at San Francisco**  
Construction Manager

**1/94 to 5/96**

Projects:

Pediatrics OR, Sterile Processing, Fluoroscopy, Radiology, Gene Therapy and Bone Marrow Transplant Unit

Coordinate construction schedule and procedures with department staff, project phasing, hazardous waste management and remediation, infection control, and quality control, review contractor's schedules, procedures and safety methods; assist contractors in securing utility shutdowns, working in noise sensitive areas, authorizing overtime and additional work and resolving construction related disputes and construction claims.

**Turner Construction Company**  
Project Engineer  
Project Manager  
Superintendent

**6/92 to 1/94**

Projects:

Sprint Switching Facility, major HVAC upgrade  
Stouffer Chemical Engineering Bldg., 90,000sf conversion H-7 lab  
Lockheed Building 152, satellite-loading dock.

Process requests for information, instruction bulletin distribution, submittals and shop drawing review and coordination, chair weekly meetings, chair subcontractor meetings, construction schedule activities supervision and coordination, manpower allocation, review percentages of completion for monthly billing, secure the owner's authorization for any additional work, submit reasonable requests for additional compensation due to owner created delays, and maintain overall responsibility for project completion on time and within budget.

**TLC/FIELDS General Contractors**  
Assistant Superintendent  
Contract Compliance Officer

**7/91 to 6/92**

Projects:

Alice Arts Center

Process requests for information, instruction bulletin distribution, submittals and shop drawing review and coordination, chair weekly meetings, chair subcontractor meetings, construction schedule activities supervision and coordination, manpower allocation, review percentages of completion for monthly billing, secure the owner's authorization for any additional work, submit reasonable requests for additional compensation due to owner created delays, and maintain overall responsibility for project completion on time and within budget.

**Architects Hawaii Ltd.**  
Senior Contract Administrator  
Project Manager

**12/87 to 3/90**

Finalize contract documents, coordinate bidding procedures, assist in selection of the contractor, act as Owner's Representative, coordinate design consultants and design changes, respond to requests for information, and process change orders, interpret contract documents and review contract claims (see project list).

**Kaplan/Mc Laughlin/Diaz**  
Senior Contract Administrator

2/82 to 9/87

Finalize contract documents, coordinate bidding procedures, assist in selection of the contractor, act as Owner's Representative, coordinate design consultants and design changes, respond to requests for information, and process change orders, interpret contract documents and review contract claims (see project list).

**Design Awards:**

**Precast/Prestress Concrete Institute**  
49 Stevenson, KMD.  
1333 California, KMD.

**Builders Choice Award**  
Downtown Research and Development Award  
Saint Francis Place, KMD

**Pacific Coast Builders Award**  
Mt. Diablo Medical Office Building, KMD

**PROJECTS LIST:**

**EDUCATIONAL:**

Child development Center, Mission College, CA  
Information Services Bldg, Mission College, CA  
Phase 1 Replacement Main Bldg, Mission College, CA  
Wilbur Hall, Stanford, CA.  
Stouffer Chemical Engineering Bldg, Stanford, CA

**HISTORIC REVOCATION:**

Alice Arts Center, Oakland, CA.  
Dearborn Street Station, Chicago, IL.

**HIGH-RISE:**

Nauru Tower, Honolulu, Hi.  
One Waterfront Towers, Honolulu, Hi.  
49 Stevenson, San Francisco, CA.

**MIDRISE:**

St. Francis Place, San Francisco, CA.

**COMMERCIAL OFFICE:**

One Main Plaza, Maui, Hi.  
Walnut Creek Center, Walnut Creek, CA.

Pacific Front, San Francisco, CA.  
Mt. Diablo Medical Center, Concord, CA.  
Morgan Hill Medical Center, Morgan Hill, CA.

**RESORT DEVELOPMENT:**

Kaanapali Masters, Maui, Hi.  
Island Colony Hotel, Honolulu, Hi.  
Waikiki Sunset Hotel, Honolulu, Hi.

**MEDICAL:**

OR Pediatrics, Sterile Processing, Fluoroscopy, Radiology, Gene Therapy, BMT, UCB, San Francisco, CA.  
Bing Dining, Stanford University Medical Center Stanford, CA.  
Oncology, Rad/Therapy, Surgery, ICU, RICU, Pharmacy, Radiology, Maternity, San Jose, CA.  
Hale Nanai Health Center, Honolulu, Hi.  
David Grant Hospital, Travis Air Force base, Fairfield, CA.  
Veterans Administration Medical Center, San Francisco, CA.

**DETENTION FACILITY:**

Santa Cruz Detention Facility, Santa Cruz, CA.  
Halawa Correctional Facility, Honolulu, HI.

**INDUSTRIAL:**

Lockheed building 152, Mountain View, CA.  
Sprint Switching Facility, South San Francisco, CA.