



## MEMORANDUM

**Agenda Item 15(C)2**

---

To: Honorable Chairman Dennis C. Moss, and  
Members, Board of County Commissioners

Date: September 1, 2009

From: Harvey Ruvin, Clerk  
Circuit and County Courts

Subject: Appointment of Kurt Dyer  
to serve as a member of the  
Community Small Business  
Enterprise Advisory Board

Diane Collins, Acting Division Chief  
Clerk of the Board Division

*Diane Collins*

---

It is recommended that the Board consider the appointment of Kurt Dyer to serve as a member of the Community Small Business Enterprise Advisory Board (CSBE).

In accordance with Section 10-33.02 of the Miami-Dade County Code, the Latin Builders Association organization shall recommend a member to the Board of County Commissioners to serve on the CSBE Advisory Board. The Department of Small Business Development has submitted the name of Mr. Dyer as a qualified candidate to fill the seat vacated by Mr. William Delgado.

The memorandum from the Department of Small Business Development along with the Latin Builders Association's recommendation letter and Mr. Dyer's resume, has been attached for your review.

KS:sm  
Attachment

# Memorandum



**Date:** July 7, 2009

**To:** Shania Moore, Boards Coordinator  
Clerk of the Board

**From:** Alice Hidalgo - Gato, Divison Director *AG*  
Contract Monitoring and Compliance Division  
Department of Small Business Development

**Subject:** Appointment of Community Small Business Enterprise (CSBE) Advisory Board Member

---

Attached please find correspondence from the Latin Builders Association, Inc. (LBA) wherein they recommend Mr. Kurt Dyer, Business Development Manager for MCM Corp., to represent the LBA on the Community Small Business Enterprise (CSBE) Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at 305-375-3153. Thank you in advance for your prompt attention to this matter.

Attachments

c: Penelope Townsley, Director, Department of Small Business Development

CLERK OF THE BOARD  
2009 JUL -9 AM 8:03  
CLERK, CIRCUIT & COUNTY COURTS  
DADE COUNTY, FLA.  
#1



LATIN BUILDERS ASSOCIATION, INC.

CLERK OF THE BOARD  
2009 JUL -9 AM 8:03  
CLERK, CIRCUIT & COUNTY COURTS  
DADE COUNTY, FLA.  
#1

June 30, 2009

Alice Hidalgo-Gato  
Miami-Dade County, Dept of Small Business Development  
Board Liaison

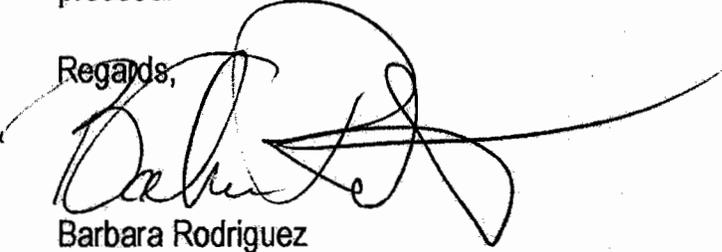
RE: CSBE Advisory Board

Dear Mrs. Hidalgo-Gato,

This is to advise you that the Latin Builders Association, Inc would like to fill their vacant seat on the CSBE Advisory Board with Mr. Kurt Dyer. As per your request I have included Mr. Dyer's resume for you to review as well as the BCC.

Please kindly notify me if you need any additional information for the appointment to proceed.

Regards,



Barbara Rodriguez  
Director of Governmental Affairs

**Kurt D. Dyer**

**6201 SW 70<sup>th</sup> Street, 2 Floor, Miami Fl. 33143 • (305) 541-0000 (O) • (786) 402-4390 (C)**

[kdyer@mcmcorp.com](mailto:kdyer@mcmcorp.com)

**Business Development Manager, Construction Operations**

Client focused, results orientated, high energy professional with a propensity to propel industry leading construction firms through variable growth cycles. Continuously evaluating the industry to capitalize on opportunities within core and evolving markets by providing strategic solutions. Exceptional communicator, with strong negotiation, problem resolution and client needs assessment aptitude. Always leads by setting high standards which inspires others to be successful and work toward accomplishing the goals of the organization.

**Experience:**

**MCM**

**02/09 – Present**

**Business Development Manager**

- Responsible for developing objectives and strategies in support of the overall corporate business development goals.
- Research, identify and develop potential markets and customers that fit the overall strategic business plan.
- Develop and execute business development action plans for targeted market sectors and monitor sector volume activity to adjust market changes.
- Coordinate with marketing and preconstruction personnel in the development of proposals and presentations.
- Establish and maintain effective contact with current clients and potential clients and provide planning, liaison and advice.
- Serve as a member of the corporate marketing task force.
- Maintain an active leadership role in leading industry associations and community organizations.

**Pavarini Construction SE Inc.**

**10/06 – 01/09**

**Cost Manager, Operations and Cost Department**

- Independent financial risk analysis of multi projects within the Business Unit. Primarily responsible for reviewing nine (9) projects approximately valued at \$930 million and producing and reviewing Cost Reports for each.
- Develop project specific risk mitigation and recovery plans focused on project procurement, change order management, construction and owner contingency, and contract allowance management.
- Evaluate updated General Conditions Forecast for all active projects and collaborate with project teams to mitigate any possible risk and recognize any possible project savings.
- Analyze all project claims issues for schedule recovery and cost entitlement.
- Manage and train the Business Unit's Project Cost Management Teams, Project Accountants, Cost Engineers and Project Managers by assigning operational requirements and delegating multiple levels of responsibility, and aligning operational goals set by Operations.
- Implement new financial procedures and policies.
- Prepare the Business Unit's Operational Overview Reports and present data findings to the President & COO, VP of Operations and VP of Finance. These reports evaluate Project Schedules, Change Order Management, Project Procurement Status, Project General Conditions and major Owner and Subcontractor project issues.
- Responsible for audit compliance and reviewing Cost Reports with internal corporate auditors.
- Responsible for continuing development and improvement of the organization cost system.
- Responsible for the coordination and implementation of new operations initiatives as they relate to policies and procedures for the Business Unit.
- Business Unit Trainer responsible for "Train The Trainer Program", "Project Close-out", "Green Building 101 - introduction to sustainable building practices and LEED (Leadership in Energy and Environmental Design)"
- Engaged in recruiting entry level talent through local college career fairs.
- Engaged in business development and community affairs by increasing local community relationships and identifying business opportunities with existing and new clientele.

**Pavarini Construction SE Inc.**

06/05 – 10/06

**Assistant Project Manager, Operations and Cost Department**

- Independent financial risk analysis of all projects within the Business Unit. Primarily responsible for reviewing all project Costs Reports
- Evaluate owner contract documents to determine contractual reporting requirements for tracking cost, risk and entitlement.
- Evaluate updated General Conditions Forecast for all active projects and collaborate with project teams to mitigate any possible risk and recognize any possible project savings.
- Analyze all project claims issues for schedule recovery and cost entitlement.
- Evaluate and coordinate all existing and new operational policies and procedures with Pavarini (SE) and Structure Tone, Pavarini (SE) parent company on various Operations Task Force Initiatives. Responsible for the coordination and implementation of new operations initiatives as they relate to policies and procedures for the Business Unit.

**Turner Construction Company**

07/02 – 06/05

**Assistant Project Manager - Park Vista High School, West Boynton Beach, Fl.**

08/04 – 06/05

Assistant Project Manager for a \$54 million, 388,537 square foot High School.

- Coordinate the closeout process between the general contractor, the subcontractors and the owner.
- Coordinate and document all final project demonstrations.
- Schedule and oversee final inspections with the building department to achieve Certificate of Occupancy.
- Create and maintain a tracking process to monitor the Architectural Punch List, Building Inspections and owner concerns.
- Coordinate with field staff on completed Punch List items and walk with Architect to approve all pending Punch List items.
- Process Change Orders to owner and subcontractors using Prolog.

**Turner Construction Company**

**Project Management Control Systems Engineer**

07/03– 07/04

Project Management Control Systems Engineer (Cost Engineer) is an independent project auditor who reports directly to the Operations Manager and General Manager.

- Prepare "Indicated Outcome Reports" for internal use by Operations as well as the Financial Department each month.
- Review owner contract documents to determine contractual reporting requirements for tracking cost.
- Audit the construction budget procedures, including Change Order Requests, Subcontractor Change Orders and General Condition Costs.
- Identify insurance requirements, non-reimbursable costs and contract allowances.
- Update and forecast the project General Condition Costs.
- Update and forecast all weekly payroll and staff cost balance to complete.
- Verify mark-up for general conditions, fee, bond and insurance as outlined by contract.

**Projects Audited Includes:**

- Gables Club Tower II: \$45 million Guarantee Maximum Price (GMP).
- Grand Flamingo: \$95million Guarantee Maximum Price (GMP).
- Continuum: \$120 million Guarantee Maximum Price (GMP).
- Diamond View Elementary School: \$10.5million Guarantee Maximum Price (GMP).

**Superintendent**

07/02 – 06/03

**Projects Includes:**

Grand Flamingo \$95million Guarantee Maximum Price (GMP), 32-story main tower and a connected 16-story mid-rise tower.

Alexan at Coral Gables \$22 million Guarantee Maximum Price (GMP), 321,000 sq. ft. Apartment building.

**Education:**

**Florida International University, School Of Engineering, Miami, Florida**

**M. Sc. Construction Management, May 2002:** Curriculum focused on Project Management, Construction Project Development, Contracts, Advanced Scheduling, Claims, Value Engineering, Marketing in Construction and International Construction.

**Florida International University, School Of Engineering, Miami, Florida**

**B. Sc. Construction Management, May 2000:** Curriculum focused on Project Management, Estimating, Scheduling, Construction Law, Cost Analysis, Concrete Design, Steel Design, Formwork Design, Construction Materials, and Safety.

**Committees/Honors/Memberships:**

- “Associated Builders and Contractors Handlebars for the Holidays” Turner Award, 2004.
- Turner Construction Youth Force 20/20” Award, 2004.
- **Co-Chair Pavarini Construction Standard Actions Committee** – Company Implemented Initiatives Standardization of Project Close-out Policies and Procedures, Project Change Order Management Policies and Procedures, Project Punch List Policies and Procedures, Project Permitting Policies and Procedures (06/05 – 08/06)
- **Team Leader “Structure Tone / Pavarini Construction Operation’s Task Force”** – Development and Implementation of Operation’s Project Field Manual focused on increasing operational standardization and efficiency with project staff. (05/06 – 09/07)
- **Team Leader Structure Tone / Pavarini Construction** – System Generated General Conditions Forecasting Initiative focused on creating system generated environment allowing the project team to forecast their project general conditions within the cost management system.(05/07 – 12/07)
- **Corporate Safety Committee** – Develop and produce Organizational project site safety video for the Structure Tone organization.
- **Constructability Chair for Structure Tone / Pavarini Construction Sustainable Building Practices Task Force** Development of Standard Indoor Air Quality Plan and Waste Management Plan for the business unit. Additional areas of focus includes the creation of cost data base tracking cost relating to the Leadership in Energy and Environmental Design (LEED) process. (07/07- 07/08)
- **FMI Train the trainer certificate** (02/07)
- **Dale Carnegie Leadership Training For Managers certificate** (02/07)
- **Member of 100 Black Men of South Florida Chapter.** (04/08 – Present)
- **Advisory Board Member and Chair of Civic Committee for the Miami Dade Chamber of Commerce Young Professional Network** (10/08 – Present)
- **Member of the Overtown Youth Center activity committee.** (11/08)

**Computer Skills**

Prolog Version 6.5, MS: Word, Excel, CCCS, CGC and Power Point.