#### Cindy Keigher

# Role: Project Coordinator

**Length of Service**

* Years with IMC: Just started
* Years at other firms: 10

**Areas of Expertise**

* Document Control
* Subcontractor Negotiations and Buyout
* Insurance Compliance
* Project Closeout
* Textura
* Subcontracts
* Certified Payroll

**Education**

* University of Colorado
* University of the Rockies

**Certifications & Training**

* Notary

***Summary of Qualifications:***

Ms. Keigher has 10 years of experience in the construction industry as a

Project Coordinator. She has spent 10 years professionally coordinating with

various staff for operational support and served as a liaison between departments and field. Efficiently perform office and project administrative functions including maintaining a database of activities, taking calls and

direct inquiry resolution. Continually reinforced client loyalty by effectively managing daily job tasks, building productive relationships and making customer satisfaction a personal priority. Recognized in annual performance evaluations for effective customer service via written and oral communications, both within the organization and outside vendors. Highly self-motivated, organized and disciplined; thrives in fast-paced environment, which demands initiative and professionalism.

*As Project Coordinator:*

* Her role was perform pre-award contract activities, contractor pre-qualification, interface with engineering, project and client personnel to support preparation of RFP.
* Built subcontracts per Estimator/PM/ Superintendent parameters.
* Reviewed signed contract for accuracy and markups.
* Verified insurance from subcontracts for compliance.
* Tracked lean waivers that were required for sub-tiers and suppliers. Requested risk insurance and bonds, tracked bonds submitted by subcontractors for compliance.
* Assisted with the development and implementation of project specific HSE plan.
* Assist with job start-up and project file set-up in accordance with processes and procedures. Effectively review and monitor execution of subcontracts, material suppliers and project-specific requirements.
* Assisted with timely processing of pay applications by monitoring compliance holds, subcontractor/supplier information forms, second tier lien waivers and related documentation.
* Tracked RFI’s, change orders and submittals. Distribute project schedules and acknowledgement letter to subcontractors as required.
* Responsible for issuing, completing and executing subcontractor finalization letters, material valuation forms and consent of sureties by date of substantial completion. Submit O&M manuals by date of substantial completion.
* Compile and distribute meeting minutes in timely manner.
* Audited to ensure compliance with site certified payroll, SBE, MBE and WBE reporting requirements.
* Audited certified payroll.

***Representative Experience:***

* **Alamosa Justice Center – Alamosa, CO – 2017 $12M – Role: Project Coordinator**
* **San Rafael Hospital – Del Norte, CO – 2017 – $18M – Role: Project Coordinator**
* **San Luis Valley Oncology & Infusion Addition & Renovation – Alamosa, CO – 2017 – $8M – Role: Project Coordinator**
* **Discovery Canyon Gym Expansion – Colorado Springs¸ CO – 2017 – $8M – Role: Project Coordinator**
* **Colorado College East Campus Housing – Colorado Springs, CO –2016 – 2017 – $19M – Role: Project Coordinator**
* **Colorado College Tutt Library Addition & Renovation – Colorado Springs, CO –2016-2017 – $35M – Role: Project Coordinator**
* **Oracle 3rd Floor IT Renovation – Colorado Springs, CO – 2016 – $3M – Role: Project Coordinator**
* **UTC Aerospace Furnace Expansion – Pueblo, CO – 2016 - $16M – Role: Project Coordinator**
* **Cherry Creek Parking Improvement - Denver, CO – 2016- $8M – Role: Project Coordinator**
* **CSU Pueblo General Classroom Building – Pueblo, CO – 20015 - $100k – Role: Project Coordinator**
* **Colorado School of Mines Track & Field – Denver, CO - 2015- $25M – Role: Project Coordinator**
* **Adam State Renovation – Alamosa, CO - 2015- $19M – Role: Project Coordinator**
* **Commuter Train Maintenance Facility – Denver, CO – 2013- 2014 - $65M – Role: Project Assistant**
* **Denver Federal Center Infrastructure Upgrade– Denver, CO – 2010-2013 - $40M – Role: Project Assistant**
* **Nist Laboratory Facility – Boulder, CO –2010 – $30M – Role: Project Assistant**
* **Vestas Tower Manufacturing Plant– Pueblo, CO – 2009 - $115M – Role: Project Assistant**
* **Command Control Facility, Fort Carson, CO – 2008 -$35M – Project Assistant**