

Tracy Rennison is an experienced construction and facilities management professional with over 18 years of experience. As an owner's representative, she has skillfully managed projects and facilities nationwide and in Puerto Rico. Her enthusiasm, organizational skills, and attention to detail have repeatedly resulted in successful projects, and she continues to gain client satisfaction through responsiveness, excellent communication skills and her fierce protection of the clients' interests. Prior to managing projects and facilities as an owner's representative, Tracy managed a multitude of projects for national retail construction companies and a wide array of construction projects for Houston area general contractors, where she learned to wear many hats. The experience she gained as a general contractor has provided her with an extensive knowledge of the entire construction process. In addition, her cost estimating experience provides her the skills needed for in-depth budget and cost analysis.



REPRESENTATIVE EXPERIENCE

Federal Bureau of Investigation Portfolio Management Program

Texas Locations

Real Estate Portfolio Manager for over 465K sf of Federal Government office space responsible for leasing and facilities management, as well as construction management during the design and build-out stages for new space or renovation of existing spaces.

- Provided customer service based facilities and leasing management of Federally owned and leased buildings. Supported the client's field divisions' facilities needs by working with the local facilities teams, GSA PBS, building management, and Lessors to resolve facility issues.
- Tasks included strategic planning in direct coordination with GSA PBS and FBI Capital Planning to acquire new leased spaces and renewal of existing leases, attending regular leadership meetings to discuss acquisitions and updates, preparing preliminary cost estimates to assist in obtaining funding commitments for long and short-term budget planning, and daily conversations with customers regarding facilities issues.
- Provided construction management services through all phases of a project, from the requirements gathering, to the market survey and funding procurement, design intent, design completion, and throughout all aspects of the construction and occupancy phases.
- Acted as the primary point of contact to coordinate contractor clearances and site access, inspections to ensure the project met physical security, and occupational, safety and environmental regulations, FF&E design, procurement and installation, installation of IT networks, and tenant moves.

Federal Bureau of Investigation Secure Work Environment (SWE) Program

Nationwide Locations and Puerto Rico

Program level project management for the design and construction of 50+ SCIF retrofit projects in multiple locations nationwide and in Puerto Rico.

- Project team lead responsible for strategic planning, stakeholder buy in, budget development, funding procurement, project tracking, and performance metrics.
- Tasks included facility assessments and surveys, swing space coordination and design, development of Design Intent Drawings and project budget, funding procurement, design management, coordination of security inspections and contractor clearances, and design and construction administration.
- Project Deliverables included space planning, project funding, final space design, FF&E design, procurement and installation, and final SCIF accreditation.
- Communicated status updates and issues directly to client leadership and project stakeholders.
- Provided guidance to GSA, Lessors, and general contractors to ensure project goals were met.
- Assisted with final occupancy, and O&M of both the space and FF&E items.

Confidential Retail Client National Rollout Program***Nationwide Locations and Puerto Rico***

Project Manager on a national rollout program for this publicly traded retailer's end-to-end store development program, encompassing a 1,000-plus site, multi-brand real estate portfolio across the United States.

- The program included rebranding and renovations of existing stores, as well as construction of new stores, from flagships to pop-ups.
- Services included store design and planning, RFP development, bid leveling, contractor selection, design management, construction management, FF&E procurement, inventory and installation, store turnover, close-out, and warranty maintenance.

OfficeMax***Nationwide Locations and Puerto Rico***

Managed all phases of design and construction for new OfficeMax stores in multiple locations nationwide and in Puerto Rico.

- Responsible for on-time completion of construction and occupancy of space, management and coordination of client's vendors, RFP development, bid leveling, contractor selection, creation of punch list and verification of punch list completion, maintenance of client's schedule and budget reporting tools, and project close out.
- Heavily involved in client's fixturing, merchandising, and store opening processes. Many of these stores were constructed in new project developments and were challenged with insufficient site and shell building preparedness.

Discovery Channel Retail***Nationwide Locations***

Managed all phases of estimating, bidding, construction and occupancy of new mall-based stores throughout the nation.

- In addition to constructing retail spaces with unusually sophisticated finishes, each of the new stores required procurement and installation highly technical video displays and other high-tech interactive equipment.

Pacific Sunwear***Nationwide Locations***

Project Management for 22 Pacific Sunwear projects in fourth quarter of 2007.

- Oversight began with permitting phase, and extended through to punch list and turnover, verification of punch list completion, and final close out.
- Each store was on an abbreviated schedule, and all turned over successfully on their targeted dates.
- Responsible for site supervision during fixturing and merchandising.

Big Box and Inline Retail Construction***Nationwide Locations and Puerto Rico***

Managed construction of Big Box projects for retailers such as Linens 'N Things, Home Depot, Office Depot and PetSmart. Mall and shopping center projects for retailers such as Regis Salons, Eddie Bauer, Jones New York, Bandolino and Clarks Shoes.

- Met retailers' expectations of quality construction and high-end finishes for each store.
- Exhibited technical knowledge of installation and start-up of retailers' equipment and advanced energy management systems.
- Often tasked to act as liaison between retailer and the municipalities, landlords, and owner's vendors.

City of Houston Parks and Recreation Department - South Main Community Center

Houston, TX

Project Management for construction of a park and community center for the City of Houston.

- Worked closely with various City departments involved with project to meet state funding requirements.
- Efficiently prepared and submitted all necessary state reporting documentation.

Texas Dow Employees Credit Union

Lake Jackson, TX

Project Management for construction of a 22,000 SF administration building that included executive level office and meeting space.

- This new building was a high profile project for this organization and for the architectural firm, and successfully completed on schedule and on budget.

Rivercenter Development - Community Recreational Center

Missouri City, TX

Project Management for construction of a recreational center for an upscale community development.

- This project consisted of an Olympic-sized pool with a sprinkler play pad, pool building, playground, fishing pier, tennis courts, and jogging paths.

Strickland Office Building

Deer Park, TX

Project Management for construction of a two-story, 40 space office building.

- Site work required meticulous coordination with the owner of the oil and gas pipelines that ran directly through the project site.

La Marque ISD High School - Kitchen Renovation

La Marque, TX

Project Management for the renovation of the La Marque ISD high school's kitchen.

- This project was run on an expedited schedule over the district's summer break.
- Modifications to the ceiling and replacement of all kitchen equipment posed challenges in dealing with the associated complex mechanical piping and fire suppression system work that was completed in close coordination with the city's fire department.

EDUCATION

BS, Business Administration, Lamar University, Beaumont, TX

SECURITY CLEARANCE

Top Secret

