

# Complete Company Packet

## PROJECT TEAM OVERVIEW

### Management Structure

Barnard & Sons Construction, LLC is qualified to oversee multiple projects in various locations throughout Mississippi, Alabama, Arkansas, and Louisiana. The owner maintains direct contact with all on-site personnel and is involved with weekly on-site inspections and monthly OAC meetings.

Our numerous years of experience make us uniquely qualified to embark on various project types. We are talented and experienced in renovation projects, design build and working on varied types of government complexes. We have renovated several historical locations at Alcorn State University, new construction at several National Guard Readiness Centers, and new construction of various hotel chains. Our office and field personnel give us many years experience and knowledge in working through any problem which may arise while under construction.

Barnard & Sons Construction continues to practice building strong, lasting commitment with the design community and Owner satisfaction.

The management team within our home office located in Mendenhall, Mississippi, is dedicated to providing support for all ongoing projects.

On-Site superintendents are equipped to hire future employees upon job start-up. Applications can be completed on site. Upon hiring, company policies are outlined, with description of job position and the knowledge that drug and alcohol testing can be performed randomly at job sites. All new hires are given an employee handbook, which provides information in regard to what Barnard & Sons Construction expects from all employees.

Barnard & Sons Construction home office estimating department is responsible for subcontract acquisition and execution. All subcontracts are written on AIA 401 and amended to be job specific and to incorporate the Equal Opportunity Clause set forth in 41 C.F.R. Section 60-1.4(A) (1)-(7), and for subcontracts and purchase orders in excess of \$10,000 or more the affirmative action clauses set forth in 41 C.F.R. Section 60-741.4 (A)-(F), and C.F.R. Section 60-250.4(A)-(M). Executive Order 11246.



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Upon commencement of all projects, schedules are provided to all subcontractors, suppliers, Owners and Architects. Monthly meetings are mandatory and all subcontractors must have a representative present at these meetings. Barnard and Sons management staff and superintendent are also present at all meetings. Topics of discussion include progress schedule, submittal status and RFI's. Minutes are recorded and distributed to all subcontractors & suppliers.

Barnard & Sons ultimate goal and responsibility is to ensure all projects are built to specification, on schedule, within budget and to the Owner and Architects acceptance. This ensures that we can effectively organize and coordinate a joint effort for a successful project. We are committed to our motto "a strong foundation built on performance, quality and reputation".

## **TEAM ORGANIZATION & MANAGEMENT** **NARRATIVE**

### **Owner / Member**

Paul H. Barnard provides overall management for Barnard & Sons Construction, which also includes direction of multiple projects. He maintains a quality building relationship with prime client contact and monitors ongoing project construction, including all financial and administrative activities. He is located at the home office in Mendenhall, Mississippi.

### **Owner / Member**

William Chalk provides estimating for various projects throughout the state including design build. He oversees the total construction effort to ensure project is constructed per plans and specifications, budget and schedule. He maintains a quality building relationship with prime client contact and monitors ongoing project construction, including all financial and administrative activities, quality control, and project scheduling. He is located at the home office in Mendenhall, Mississippi.



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## **Project Superintendent**

Our on-site superintendents provide leadership for various projects in Mississippi & Alabama to ensure projects are built to specification, within budget and schedule. Past experience includes experience in all trades, which proves to be a valuable company asset. One of our superintendents duties is to maintain good working relationship with all subcontractors and suppliers, which helps projects to stay on schedule.

## **Safety Director / Project Management**

Cindy Gibson provides on site Safety Inspections for all ongoing projects and is OSHA certified. Other duties include review & approval of submittals, issues subcontracts and purchase orders, coordination of material on a weekly basis, review of as-builts drawings and coordination and review of O & M Manuals and all closeout documentation. Has direct contact with owners, architects, subcontractors and material suppliers. Past experience gives great in site to the construction of various projects and assists in on time project completion.

## **Assistant Project Mgr**

Angie Gillen provides direct assistance to all office personnel. Responsibilities include submittal of project documentation for review, writing subcontracts, purchase orders, RFI's with Architect and Owner representative and Owner change orders. Coordination of closeout documents, monthly billing on AIA G702 & AIA G703. Direct contact with owners, architects, subcontractors and material suppliers. Maintaining all project files throughout the project and writing proposals.

## **Bookkeeping**

Belinda Smith is in our bookkeeping department. She is in charge of payroll, entering contracts into our payment system, insurance and bonding. Assists with questions concerning payments, certified payroll, and government pay scale requirements.



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## **COMPLETED PROJECTS**

### **Village Apartment Renovation**

#### **MHC Project**

Jackson, MS

Renovation: 264 Apartments

Interior & Exterior of Buildings

New Construction: Community building

Architect: Duvall Decker, PA

Owner: Wishcamper Group

Completed: February, 2009

Percentage of Work In House: 30%

### **ADR – Ms. Air National Guard**

Gulfport Ms

Multiple Buildings: Storage, Classrooms, Barracks

Administration, Command Center, Latrine, Vehicle Storage

Design/ Build – JH & H Design/Planners – Barnard & Sons

Completed 2008

Percentage of Work In House: 30%

### **C-17 Crash Rescue Station**

New construction: Living area, kitchen, baths for fire team

Aviation tower with communication network

Architect: Allen & Hoshall

Owner: USPFO-MS

Completed: 2008

Percentage of Work In House: 40%

### **Holiday Inn Express**

Flowood, MS

New Construction: Hotel and Suites, Exterior Parking

Swimming Pool and Meeting Rooms

Architect: Brumfield ,Hopton, Brumfield

Owner: Stonecreek Hospitality

Completed: October 2006

Percentage of Work In House: 30%



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## **Congregate Housing – HUD PROJECT**

Raleigh, MS

New Construction

Architect: JBHM, Columbus, MS, (662) 329-2725

Owner: Region V Housing Authority, Newton, MS, Ph: (601) 683-3371

Start Date: August 1, 2004

Completed: September, 2005

Percentage of Work In House: 40%

## **Bowles Hall Repair, Alcorn State University**

Architect: Duvall Decker Architects, P.A., Ph: (601) 713-1128

Owner: Bureau of Buildings

Start Date: August 1, 2004

Completed: November, 2005

Percentage of Work In House: 50%

## **Historic Pinola School House**

Pinola, MS

Architect: Barranco, PLLC

Owner: Pinola Historic Society

Completed: November, 2005

Percentage of Work In House: 70%

## **National Guard Readiness Center**

Kosciusko MS

New Construction

Architect: JH&H Architect, Ph: (601) 948-4601

Owner: Ms Military Department, Ph: (601) 313-6232

Completed: November, 2005

Percentage of Work In House: 30%

## **TEAM RESUMES**

### **Paul H. “Buddy” Barnard**

#### **Construction Experience**

1998 – Present      Barnard and Sons Construction, LLC  
Owner / Partner  
Mendenhall MS



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Military, Commercial, & HUD Projects  
Projects Dollar Values – 1-15 Million

- 1990-1998      Barnard and Sons Construction  
Joint Venturing Smith Painting & Contracting  
Owner  
Hattiesburg MS  
HUD Projects & New Construction  
Projects Dollar Values – 1-5 Million
- 1982-1990      Sullivan Enterprises  
Estimating, Project Manager & Office Manager  
General Construction  
HUD and Military Projects  
Project Dollar Values – 1-10 Million
- 1980-1982      Robert Cooper Realty  
Real Estate Sales
- 1970-1980      Thweatt Construction  
Operator and Foreman  
Utilities: Sewer, Water and Water Operation Plant

## **William Chalk**

**Qualifications** Registered Contractor in the State of Mississippi  
Project Manager  
Estimator

### **Construction Experience**

1998 – Present Barnard and Sons Construction, LLC  
Owner / Member / Project Manager  
1996 – 1998 Barnard and Sons Construction, LLC  
Project Manager / Estimator  
1992 – 1996 Barnard and Sons Construction  
Superintendent / Estimator  
1990 – 1992 Dunn Construction  
Carpenter Foreman and Assistant Superintendent  
1989 – 1990 Smallberry Manufacturing  
Vice President of Sales and Production



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1983 – 1989 Dunn Construction  
Carpenter  
1982 – 1983 Ranger Plant Construction  
Electrician  
1981 – 1982 Ortloff Construction  
Electrician Helper  
1978 – 1981 L. E. Myers Electric  
Laborer (Summer Time Work)

## **Cynthia A. Gibson**

### **Personal Data:**

US citizen  
Requesting full time employment  
Willing to relocate and will travel  
Female

Contact Phone: (601)397-2439  
Work Phone: (601)847-2420

Email address: [cg3237@yahoo.com](mailto:cg3237@yahoo.com)

### **Experience:**

#### **Employer:**

Barnard & Sons Construction, LLC  
3054 Simpson Hwy. 13  
Mendenhall, MS 39114

#### **Supervisor:**

William Chalk  
Owner/Member  
Phone: (601)847-2420  
Cell: 601-382-1257

### **10/2006 to present duties:**

Construction Project Manager  
Assist in submitting bids for projects out for bid  
Compile and submit documentation required for ongoing Military Projects  
Compile and submit documentation for prospective military task orders  
Compile and submit AIA progress payments to project Owners/Architects  
Compile and issue AIA contracts to subcontractors



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Procurement of materials from vendors and suppliers for ongoing projects  
Coordination of subcontractors and vendors for ongoing projects  
Resolve issues which may arise with Owners/Architects for ongoing projects  
Review/red line/log submittals for materials  
Construction plans and specification interpretation  
Maintaining an open line of communication with Project Superintendents,  
Subcontractors, Vendors, Owners, and Architects  
Maintain files for ongoing project for project close out documents/compiling said documents  
Conduct and schedule project OAC, Owner/Architect/Contractors, monthly meeting for ongoing projects to resolve construction issues, define any changes which must be made and answer questions which may arise.  
Safety Director – Conduct safety meetings, perform drug tests, job site visits for safety inspections.  
Liaison with OSHA for safety issues and changes in OSHA regulations

#### IT Systems and Software Administrator

Responsible for liaison with outside IT consultation and internal maintenance and troubleshooting of Windows network and software packages specialized for the construction industry. Experience with Timberline Estimating software, SureTrac project tracking, Primavera project and document management software packages as well as Microsoft Office. Proficient in the use of Excel, Word, DODGE PDM, AIA and Primavera PDM.

52 hours per week

\$22.00 per hour with \$500.00 per month allowance

#### **Employer:**

Barnard & Sons Construction, LLC  
3054 Simpson Hwy. 13  
Mendenhall, MS 39114

**03/2004 to 10/2006**

#### **Assistant Project Manager**

Assist with project documentation such as submittals, files.  
Evaluate types of subcontractors and vendors required for bidding specific project types and making contact with these persons.  
Coordination of material orders for ongoing construction projects



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Employer:  
Barnard & Sons Construction, LLC  
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**03/2001 – 03/2004**

**Assistant Field Superintendent / Field Superintendent**

Assign duties on construction project to fellow employees  
Retain work hours of employees  
Assist in layout of building structures  
Erection of metal stud walls and various construction phases including installation of doors, frames, hardware, and exterior waterproofing. Preparation of concrete floors for acid stain and applying stain and sealer to floors.  
Assure completion of all phases as the work progressed on various construction projects and final close out of projects

**01/1980 – 03/2004**

**Self Employed**

**Co-owner of residential construction company**

Some of the services which I performed with varying number of employees are listed below. I was fortunate to have the opportunity to work with several different highly qualified contractors who were gracious enough to teach me their trades. Included in this group were plumbing contractors, painting contractors, and building contractors.

**Duties performed:**

Commercial Cleaning of new construction projects including hospitals, apartment complexes and housing developments  
Residential plumbing including installation of copper water lines, pvc lines, setting of plumbing fixtures and devices  
Painting contractor for realtors and condominium managers  
Minor electrical that include change out of electrical outlets, switches, and lighting fixtures.

**Education**

GED – Fort Worth, Texas  
Trade School – Architectural Drafting  
CIT Degree – Construction Industry Technician – National Education Foundation



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**Professional Organization Membership**

NAWIC – National Association of Women In Construction

Past Vice-President

2 years as president

Current board member



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