

Carl L. Cote

5 Pittman Place
Palm Coast, FL 32164
(386) 206-3634

EDUCATION:

Wentworth Institute of Technology, Boston MA

Bachelor of Architecture, Dean's List GPA - 3.3/4.0, May 1994

Associate in Architectural Engineering Technology, Dean's List - GPA 3.35/4.0, May 1991

PROFESSIONAL STANDING:

State of FL:

- *Registered Architect*, Number AR92732
- *Building Code Administrator*, Number BU1547
- *Standard Plans Examiner*, Number PX2586 (*Building, Electrical, Mechanical, Plumbing Modifiers*)
- *Standard Inspector*, Number BN5908 (*Building, Mechanical Modifiers*)

State of NH:

- *Registered Architect*, Number: 028091

ICC:

- *Certified Building Official*, Number: 5265683-CB
- *Combination Plans Examiner*, Number: 5265683-C3
- *Building Plans Examiner*, Number: 5265683-B3
- *Electrical Plans Examiner*, Number: 5265683-E3
- *Mechanical Plans Examiner*, Number: 5265683-M3
- *Plumbing Plans Examiner*, Number: 5265683-C3
- *Commercial Building Inspector*, Number: 5265683-2B
- *Commercial Mechanical Inspector*, Number: 5261449-2M
- *Residential Building Inspector*, Number: 5265683-1B
- *Residential Mechanical Inspector*, Number: 5261449-1M

WORK EXPERIENCE:

City of Palm Coast- April 2005-Present

-Director Stormwater & Engineering

March 2019-Present

Administer and supervise a department of thirty employees in the operations/planning/execution of the City of Palm Coast's capital improvement projects and stormwater treatment, maintenance, and structures. Responsible for preparing multi-departmental budgets to meet City needs while balancing fiscal responsibilities and occurring conditions. Manage and execute all of the City's capital improvement projects, ensuring timely deadlines are met, contractors and contracts meet standards, and providing a high level of oversight to ensure projects are completed efficiently and within budget constraints. Additionally, collaborate with various stakeholders, including city officials, engineers, contractors, and community members, to ensure projects align with the City's goals and requirements, fostering effective communication and stakeholder engagement throughout the project lifecycle. In addition, thorough review of plans to ensure compliance with applicable federal, state, and local codes and regulatory standards governing construction and infrastructure development and maintenance. Some immediate examples are below while other projects listed at the end of resume.

Florida Department of Transportation LAP Projects:

- Fire Station #24 and #25
- Waterfront Park
- Ralph Carter Park
- Palm Harbor Golf Course Renovation
- Bridge 734062 Rehabilitation
- Bulldog Drive Improvements

Florida Department of Transportation LAP Projects:

- Graham Swamp Trail – Phase One (418823)
- Belle Terre Multi-Use Path – Phase One (428431)
- Whiteview Multi-Use Path – Phase Two (428534)
- Palm Harbor Parkway Multi-Use Path (428535)
- Belle Terre Multi-Use Path – Phase Three (428537)
- Rymfire Multi-Use Path (410769)
- Old Kings Road Extension (415962)
- Old Kings Road Widening (415964)
- Palm Coast Parkway 6-Laning (415963)

-Construction Manager

June 2008 – March 2019

Provide managerial oversight of consultants, contractors, technical staff, and are responsible for supervising inspection activities involving the review and evaluation of architectural/engineering plans and specifications in support of the implementation of the City's comprehensive plan. Ensure compliance with applicable federal, state, and local codes and regulatory standards governing construction and infrastructure development and maintenance.

-Chief Plans Examiner

July 2007 – June 2008

Review plans and specifications for permitting construction projects to ensure conformance with applicable codes, ordinances and laws in effect and to train, coordinate, support and supervise the Plans Examiners. Confer with architects, engineers, customers, inspectors and staff. Provide advice and assistance to field staff regarding code interpretations. Responsible for managing the Plans Examiner staff in ensuring all plans and specifications submitted for construction permitting comply with established regulatory requirements. Responsible for directly and regularly supervising five to eight employees with no indirect supervision. Duties include assigning, directing, evaluating, and reviewing work of subordinate employees, providing on-the-job training, evaluating job performance, recommending selection of new staff members, promotions, status changes, and discipline, and planning, scheduling, and coordinating work operations. Take on role as Chief Building Official when necessary. In addition provide managerial oversight of consultants, contractors, technical staff, and are responsible for supervising inspection activities involving the review and evaluation of architectural/engineering plans and specifications in support of the implementation of the City's comprehensive plan. Ensure compliance with applicable federal, state, and local codes and regulatory standards governing construction and infrastructure development and maintenance.

-Senior Plans Examiner

April 2005 – June 2007

Review plans and specifications for permitting construction projects to ensure conformance with applicable codes, ordinances and laws in effect. Confer with architects, engineers, customers, inspectors and staff. Provide advice and assistance to field staff regarding code interpretations. Provide on-the-job training of plans examiners and take on role of Chief Plans Examiner when necessary.

NHDOT – Bureau of Public Works, Concord, NH

-Project Manager III

January 2001 – March 2005

-Project Manager I

August 1998 – January 2001

Responsibilities include the ability to communicate with using agencies to investigate, evaluate and analyze their needs and criteria to develop a program. Design, coordinate and supervise projects of various scopes through complete in-house design or with an architect and engineering consultants, managing them from schematic design through construction. Review consultant's plans and specifications for conformance to programs, codes and standards. Conduct project meetings and inspections, review and approve shop drawings and review and approve contractor and consultant payments. Coordinate computer issues such as computer problems, software upgrades, new computers or upgrades and software purchases with Information Technology Services as the Public Works Technology Coordinator. Maintain Public Works Cad systems by coordinating and implementing software upgrades, patches, technical support, office standards and provide training and Cad guidance for all users. See attached Project Sheet for specific project responsibilities.

C.N. Carley Associates, Concord, NH

-Architectural Designer/CADD Technician

June 1994 – August 1998

My position involved all phases of commercial, municipal and residential projects. This included inspecting and measuring existing structures; meeting with clients and consultants, producing schematic designs, code and material research, assembling working drawings, specification writing, coordinating mechanical, electrical and structural systems, attending job meetings and reviewing and approving shop drawings. In addition I produced 3D computer models showing multiple design solutions for new and additions to existing buildings. See attached Project Sheet for specific project responsibilities.

SELECTED PROJECTS:

The following is a select list of projects for a variety of project types, size and scope. Each project listed is given a brief description along with my involvement and responsibilities.

Palm Harbor Golf Course – Palm Coast, FL

2007-09

- The renovation consists of the engineering and design to correct drainage issues, replacement of the irrigation system, reconstruction of all tees and greens, additions/deletions or modification of all bunkers, pond creation including an irrigation pond, removal of trees, driving range tee area with range features, replacement of cart paths, grassing the entire course.
- Project Manager* – Coordinated program and design, attended meetings with various entities including but not limited to SJRWMD and Friends of Golf. Reviewed and approved consultant payments. Project entailed the management of the consultant through the entire project. Project anticipated to be completed in 2009.

Waterfront Park – Palm Coast, FL

2008-10

- Waterfront Park, formerly known as North Park, is the only City owned waterfront property along the Intra-Coastal Waterway (ICW). As a result the Park's 20 plus acres are a focus as a future recreation center piece for the City. Park should be passive: infrastructure, family picnic pavilions, playground, paved access road and parking, restrooms, lateral fishing pier, shoreline stabilization, and trails. The trails are especially important because the linkage they will provide will bring together the FIND Trail and the Colbert lane sidewalk. The sidewalk will link to the County's Lehigh Trail which will link to the trails the City will be building parallel to Graham swamp and Old Kings Road. In essence this linkage gives Waterfront Park a dual use, passive waterfront park and trailhead. The City has successfully applied for a Florida Inland Navigation District (FIND) Waterways Assistance program (WAP) grant.
- Project Manager* – Coordinated all aspects of the consultant and assisted with application for additional grant funds. Project anticipated to be bid and constructed in 2009.

Holland Park Improvements – Palm Coast, FL

2008-12

- Holland Park, an existing park facility located at 18 Florida Park Drive, is an active use park that offers two baseball fields, two soccer fields, lighted tennis courts, racquetball courts, bocce ball courts, shuffle board courts, pavilions and grills, playground, a paved exercise trail with par course, lighted basketball courts, and a Youth Center. A Master Plan for future development and improvements of park facility

was completed in 2007. This improvement project will a phased project that will provide a revised entrance, complete looped roadway system with additional parking, lighting of sports fields, new ADA compliant restroom pavilion, perimeter trail system, infrastructure improvements and provisions for a future skate park and playground.

-*Project Manger* – Project is currently in the design stage. Coordinated with Holland Foundation – Project C.O.A.S.T. group that will be designed and constructing the playground and splash park. Provide oversight of the consultant.

Fire Station #25 – Palm Coast, FL

2007-08

- Design and Construction of a new Administrative facility with four double apparatus bays to house City equipment, medical squad trucks and a County transport medical unit. Interior bunk rooms, crew living areas and office space completes the impressive 16,927 square foot facility.

-*Project Manger* – Coordinated program and design, attended meetings with various entities including by not limited to FDOT, SJRWMD, and Flagler County. Project entailed the management of the consultant and contractor. Project anticipated to be completed before 2009.

Fire Station #24 – Palm Coast, FL

2007-09

- Design and Construction of a new Prototype facility with three double apparatus bays to house City equipment, medical squad trucks and a County transport medical unit. Interior bunk rooms, crew living areas and office space completes the impressive 8,643 square foot facility.

-*Project Manger* – Coordinated program and design, attended meetings with various entities. Reviewed and approved consultant payments. Project entailed the management of the consultant and contractor through the entire project. Project anticipated to be completed in early 2009.

Ralph Carter Park – Palm Coast, FL

2007-08

- Design and Construction of a new neighborhood park adjacent to Rymfire School. Park will include 3 lighted multi-purpose fields, lighted basketball court, lighted skate park, trails, restroom pavilion, and gazebo.

-*Project Manger* – Coordinated program and design, attended meetings with various entities Reviewed and approved consultant and contractor payments. Project entailed the management of the consultant and contractor through the entire project. Project anticipated to be completed by 2009.

Graham Swamp Trail – Palm Coast/Flagler County, FL

2007-09

- Design and Construction of a portion of a pedestrian and bike trail along the western edge of Graham Swamp from an existing trail head on Old Kings Road to a new Trail Head on Colbert Lane. Trail consist of coquina shell paths, wooden boardwalk at wetland areas and prefabricated metal bridges over existing drainage ditches. This project was funded by a DOT grant therefore design and construction completed to comply with DOT standards.

-*Project Manger* – Coordinated program and design, attended meetings with various entities including by not limited to FDOT, SJRWMD, and Flagler County. Reviewed and approved consultant payments. Project entailed the management of the consultant through the entire project. Project anticipated to be bid and constructed in 2009.

NH Records and Archives Management Facility – Concord, NH

2003-05

-Addition and Alteration of an existing facility into a new 65,000 sf building to incorporate the Division of Archives and Records Management, Division of Vital Records and the Help America Vote Act staff. The facility will include a large public research work room, offices, vaults, stack areas, and other spaces.

-*Project Manger* – Project was bid as a low-bid bridged design-build contract. Coordinated program and design, attended meetings with various divisions, reviewed and approved consultant payments. Project entailed the management of the consultant through the entire project.

Joint Command Readiness Center – Concord, NH

2003-06

-Addition and Alteration of an existing Hanger building at the State Military Reservation into a new 65,000 sf building to serve as a Readiness Center for the NH National Guard. The facility will include classrooms, training rooms, offices and an emergency management center. Project designed to meet

National Guard Standards as well as LEED Silver Certification.

- Project Manger* – Coordinated program and design, reviewed construction drawings and specifications, attended meetings with National Guard Bureau, reviewed and approved consultant payments. Project entailed the management of the consultant and contractor through the project.

NH Community Technical College Mobile Equipment Center – Berlin, NH 2003-06

- Construct a new 14,525 sf building to serve as a training facility for the College's Mobile Equipment & Diesel Technology Program. The facility will include classrooms, shop, laboratory, and offices.
- Project Manger* – Project is initial development as part of a long range master plan study for the entire technical college system. Project will entail the selection and management of consultant and contractor through entire project. Coordinate program, design, review construction drawings and specifications, conduct job meetings, review and approve contractor and consultant payments, and alteration orders.

Armory Renovations to the Plymouth, Concord, and Nashua Armories 2002-04

- Renovation and addition to armory buildings to provide a more friendly public experience, update classrooms and offices, new locker rooms and accessible washrooms and entrances, replacement of windows and the addition of a new larger kitchen.
- Architect & Project Manger* – Met with Using Agency to establish program. Produced design sketches showing schematic plans and elevations. Prepared estimates assembled working drawings and specifications; coordinated and reviewed drawings. Conduct job meetings, review and approve shop drawings, review and approve contractor payments. Supervised employees that provided assistance with preparation of working drawings

Colebrook Rest Area Addition - Colebrook, NH 2001-02

- Renovation and addition to the Colebrook Rest Area. Renovate existing rest area to provide office and conference space for the Great North Woods Chamber of Commerce. Create a new addition to serve as a new entrance and information area and the construction of a new multifunction space to provide an area for the display of U.S. Fish & Wildlife Silvio O. Conte National Fish and Wildlife Refuge items and space for the Great North Woods Interpretive Center Committee to display items and/or meeting space for lectures and presentations.
- Project Manger* – Managed consultant and contractor through entire project. Coordinated program, design, reviewed construction drawings and specifications, conduct job meetings, reviewed and approved contractor and consultant payments, and alteration orders.

Dwinell Building Renovations - Laconia, NH 2000-01

- Total renovation of approximately 12,000 sf and a 1,600 sf addition completed through various construction phases. Conversion of existing vacant institutional spaces into a NH 911 emergency call center. Project included various specialties such as bullet resistant assemblies, raised access floor and conformance to NFPA 1221.
- Architect & Project Manger* – Produced design sketches showing schematic plans and elevations. Assembled working drawings and specifications; Coordinated and reviewed drawings, Managed consultant for addition and structural consultant for renovation; Conduct job meetings, review and approve shop drawings, review and approve contractor and consultant payments. Supervised employees that provided assistance with preparation of working drawings.

Barry Conservation Camp Multi-Use Facility - Milan, NH 2000

- Construct a new building to accommodate the following services; showers, infirmary, kitchen, dining and office spaces to meet ADA and American Camping Association Standards.
- Architect* – Established program with using agency; produced design sketches showing schematic floor plans, site plan and elevations. Assembled working drawings and specifications for construction and sub-bids by using agency.

Family Physicians of Hopkinton - Hopkinton, NH 1997-98

- Construct a new primary care physician's office including exam rooms, procedure rooms, and support

spaces.

- Transferred design sketches into schematic floor plans, site plan and elevations. Produced 3D models showing various design solutions. Assembled working drawings.

Administrative Office Building of the Courts - Concord, NH

1994-98

- New two story 6,800 sf office building.
- Transferred design sketches into schematic plans and elevations. Produced 3D models including the existing NH Supreme Court building showing various design and site placement solutions. Assembled working drawings; Attended meetings with consultants coordinated and reviewed drawings; Produced structural drawings through structural engineer consultations; Managed several job site meetings; Reviewed all shop drawings.

Everett Arena - Concord, NH

1997-98

- Addition and renovation to an existing community hockey rink to provide locker room, shower, coach's offices, officials dressing rooms, new benches and player's boxes, and an expanded press box.
- Transferred design sketches into schematic plans and elevations. Produced 3D models, assembled working drawings, attended meetings with client and consultants, coordinated and reviewed drawings.

Franklin Police Station - Franklin, NH

1996-98

- New Police Station with administrative offices, detention area, personnel support facilities and a sallyport. The building was designed as part of a campus plan including both the Police Station and Franklin District Court (1997).
- Produced 3D computer models; Assisted co-worker with construction drawings and shop drawing review.

Saint Charles Church - Dover, NH

1996-97

- Weatherproofing renovations to an existing 1930's vintage masonry church, including repairs to sloping and flat roofs, restoration of flashing, diagnosis and correction of remote leaks, stone restoration.
- Inspected building; Prepared report with long term plan for repairs and maintenance, Preparation of plans and specifications for first phase repairs.

Green Street Community Center - Concord, NH

1996

- Renovation of an existing Community Center athletic facility to provide new locker, bathroom, shower, storage and multi purpose game room facilities.
- Attended client meetings and prepared program; Code research; Assembled working drawings; Attended meetings with consultants coordinated and reviewed drawings; Managed several job site meetings; Reviewed all shop drawings.

Addition to the Christa McAuliffe Planetarium - Concord, NH

1996

- Addition to the existing planetarium to provide retail, storage and educational facilities.
- Produced existing condition drawings and interior 3D computer models; Assembled working drawings; Reviewed and Coordinated consultants drawings.

PROFESSIONAL:

Compensation Funds of New Hampshire

2001

- Frontline Leadership I1* – Discussion of Leadership versus Management and teamwork. Discussed methodology and tips for interview techniques and the hiring process. Reviewed issues relating to idea-generating, problem solving, the art of delegating and the supervisory role as “coach”.

Advanced Performance Group

2000

- Project Manager as a Leader* – Attended session including interactive leadership tools, feedback, and situational assessments. Discussed techniques and tips for project managers to implement to create effective work styles, motivational skills and improvement of working relationships with employees and consultants.

Compensation Funds of New Hampshire

2000

- Frontline Leadership 1* – Discussion of Leadership versus Management and why leadership is better. Discussed techniques and tips for supervisors to implement to create effective working relationships with employees. Assessed our culture and how it compares to others and what we can do to create a change and positive outlook for others and ourselves.

Bedford Presbyterian Church

2000

- Manse Task Force* – Assisted in developing a report to present to parishioners addressing the sale or renovation of the manse. Inspected and provided information regarding the existing conditions, outlined needed work and repairs and ongoing maintenance. Presented implications regarding any possible expansion or modifications to a structure in the historic district on a non-conforming lot.

AIA –American Institute of Architects, Associate Member

March 1999– March 2000

NHAIA – NH Chapter of American Institute of Architects

January 1999– January 2000

- Associate Representative*- (Elected January 1999), Member of NHAIA Board of Directors. Represented recently registered architects and interns within the AIA by establishing goals for professional growth and leadership by developing a union between architects and interns. Published monthly articles in the NHForum providing a voice for interns and recently registered architects.

NHAIA Young Architects Committee

October 1996 – March 2000

- Chair* - (1999), Completed development of a NHAIA scholarship for interns taking the Architectural Registration Exam. Organized study group sessions and continued improvement of library. Continued progression of ARE issues and national internship topics.
- Librarian* - (1998), Developed NH architectural intern list. Maintained and updated study material library for the Architectural Registration Exam.
- VICA Team Leader* – (1997, 1998), Coordinated meetings, test format and judging for implementing a new exam for the Vocational Clubs of America, (high school students) statewide Architectural Drafting Exam.

National Council of Architectural Registration Boards

- Certification #59583*- 2005/2006.
- Intern Development Program* - Completed program December 1997.