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**PROJECT MGR. OBJECTIVE:** To provide top value to the client and nurture a positive working relationship with the entire project team while delivering a product possessing “Firmness, Commodity & Delight”

**WORK EXPERIENCE:** May 2004 – Dec 2008 **WWCOT**, L.A. (Architecture & Interior – Educational/Medical/Institutional/Civic)  
3130 Wilshire Blvd., 6<sup>th</sup> Flr., Santa Monica, CA 90403

PROJECT MANAGER / OWNER’S REPRESENTATIVE

**Kaiser Permanente / Miscellaneous Projects (\$500 mil budget total):**

- Manage medical campus construction projects.
- Create business cases for medical administrators’ approval.
- Create budget estimates via medical cost-model & constr. estimates.
- Coordinate w/ Department Administrators for hospital planning.
- Coordinate with consulting Architects and OSHPD.
- Review for approval pay applications.
- Issue punchlist for project completion.
- Coordinate preparation of close-out documents.

**Delivery Method:** Multi-Prime via in-house construction division.

Project Contributions:

1. Security Master Plan / WLA (\$10 mil): Revived project by determining realistic budget and program needs for achieving campus-wide security.
2. Fire Alarm Upgrade / WLA (\$5 mil): Determined most efficient strategy for tying old Hospital Bldg into the newly-constructed West Tower fire alarm system.
3. Cardiology Suite Expansion / WLA (\$800K): Enabled Cardio Dept to expand and include important program elements for their increase in patient services.
4. Physical Medicine Suite Expansion / WLA (\$900K): Added greatly-needed exam room for 2:1, room:MD ratio, and ample waiting area. Provided way-finding signage throughout hospital ground floor, especially for ambulatory patients.
5. Occupancy Separation/Phase II / WLA (\$26 mil): Reviewed program requirements; reviewed impact on hospital space adjacencies and timing / phasing for smooth transition and remodel of various hospital departments.
6. Hospital Replacement / Harbor City (\$450 mil): Assisted Project Director with determining program requirements and coordination with GC & utilities.

PROJECT MANAGER

**Schools Federal Credit Union / Exterior Remodel(\$2 mil budget):**

- Create architectural budget and assemble project team.
- Create project schedule, incl. SD, DD, CD, Plancheck/Bid & CA phases.
- Conduct client meetings and coordinate adjustments to arch design.
- Coord. w/ cost estimator for value-engineering to meet client's budget.

**Delivery Method:** Design-Bid-Build w/ Owner.

*Project Contributions:*

1. Assisted client in assessing as-built condition of building exterior and economic feasibility of several exterior re-design options for creating a new business image.

PROJECT MANAGER

**El Rio School District / Riverpark East Intermediate School (\$30 mil budget):**

- Administer contract for construction phase of project.
- Conduct weekly construction site meetings.
- Issue Bulletins and regular correspondence.
- Coordinate with consultants, client and governing agencies.
- Obtain agency approvals for Change Orders.
- Review for approval pay applications.

**Delivery Method:** Multi-Prime with Construction Manager-at-Risk (CMAR).

*Project Contributions:*

1. Assisted building owner/client in re-establishing a constructive / positive working relationship with Construction-Manager-at-Risk (CMAR) and their subcontractors, while administering the architectural contract for construction.

PROJECT MANAGER

**Santa Maria-Bonita School District (\$15 mil budget):**

- Devise notation system for Construction Documents in completing design and construction of (12) separate Elementary and Jr. High School campuses.
- Conduct meetings and coordination with consultants, client and governing agencies.
- Coordinate all entitlements and Public Utility connections.
- Supervise the creation and construction administration of several construction bid packages.

**Delivery Method:** Multi-Prime with Owner (School District).

*Project Contributions:*

1. Assumed responsibilities for new Architect-of-Record for take-over project.
2. Assisted School District in completing abandoned work at (12) campuses.
3. Helped improve the District's relations with local community in providing greatly needed additional classrooms and other school facilities.
4. Helped re-establish District's credibility with DSA and the State for future funding, in closing out the projects.

PROJECT MANAGER

**Proposition 'O' Projects / City of Los Angeles (\$10 mil budget):**

- Supervised preparation of DD and CD drawings for plancheck.
- Coordinate production between design team and client.
- Control production schedule to keep construction cost estimate within budget.
- Projects: Valley Bomb Squad Facility; Metro Bomb Squad Facility

**Delivery Method:** Design-Bid-Build with Owner (City of LA).

Project Contributions:

1. Take-over project management from previous Architect.
2. Get project back on financial course.
3. Ensure all agency approvals for construction permits.

Aug. 2001 - ***Flewelling & Moody***, Pasadena (Architecture – Educational & Commercial)  
May 2004 141 S. Lake Ave., 2<sup>nd</sup> Flr., Pasadena, CA 91101

PROJECT ARCHITECT / CONTRACT ADMINISTRATOR

**Manhattan Beach School District / Mira Costa High School  
New 2-Story Classroom Bldg & Admin Bldg (\$12 mil total)**

- Conduct User Group meetings with staff for programming needs.
- Supervise design and preparation of construction documents.
- Obtain agency approvals for construction.
- Administer contract for construction phase.
- Supervise preparation of close-out documents.

**Delivery Method:** Design-Bid-Build with Owner (School District).

Project Contributions:

1. Remained consistently on project from concept phase through DSA close-out.
2. Ensured that project program include all pertinent school staff needs.

Sept. 1997 - ***McClellan Hunter***, Pasadena (Design/Build - Medical & Commercial/Retail)  
Aug. 2001 120 W. Bellevue Dr., Pasadena, CA 91105 (Note: Former address; MH no longer in bus.)

PROJECT MANAGER

**Tarzana Medical Center / Outpatient Medical Suites (\$10 mil budget)**

- Manage project budget and schedules.
- Conduct meetings w/ medical staff for programming needs.
- Design and prepare construction documents.
- Obtain agency approvals.
- Administer contract for construction phase.

**Delivery Method:** Design-Build with Owner (Medical Center).

Project Contributions:

1. Helped to improve doctor/hospital relations by providing suite expansions.
2. Assisted the medical groups in expanding their patient services w/ new facilities.

PROJECT MANAGER / PROJECT ARCHITECT  
**Office Depot Store, La Canada, CA (\$9 mil budget)**

- Supervise design and preparation of construction documents.
- Conduct regular project meetings with client, consultants and GC.
- Obtain agency approvals for construction.
- Administer contract for construction phase and close-out.

**Delivery Method:** Design-Bid-Build with Owner (Office Despot).

**Project Contributions:**

1. Provided complete architectural & field services for all phases of project.

PROJECT MANAGER / PROJECT ARCHITECT  
**Rite Aid Stores: Moorpark, Bakersfield, Arroyo Grande, CA (\$21 mil total budget)**

- Supervise design and preparation of construction documents
- Conduct regular meetings and site visits with client, consultants & GC.
- Obtain agency approvals for construction.
- Administer contract for construction phase.

**Delivery Method:** Design-Bid-Build with Owner (Rite Aid).

**Project Contributions:**

1. Assisted Rite Aid in pursuing their West Coast expansion program.
2. Created a West Coast version of the Rite Aid construction specification.

PROJECT MANAGER / PROJECT ARCHITECT  
**Blockbuster / Radio Shack / Starbuck's / Supercuts Retail Complex (\$11 mil budget)**

- Conduct due diligence phase for entitlements and programming.
- Supervise design and preparation of DD and CD documents.
- Obtain agency approvals for construction
- Administer contract for construction phase and close-out.

**Delivery Method:** Design-Bid-Build w/ Owner (Trammell Crow, Developer).

**Project Contributions:**

3. Assisted client with adaptive re-use project (from existing Wells Fargo Bk.)
4. Provided (4) tenants from single existing business lot.

- Jan. 1997 - **Metsky-Zuckerman**, N.J. (Commercial architectural production)  
Sept. 1997 **Designer/Draftsman:** Construction documents & site planning for mid-sized commercial buildings; space planning for commercial offices.
- Mar. 1996 - **Griffith & Steiner, Inc.**, L.A. (Design/Build landscape design)  
Jan. 1997 **Project Mgr/Draftsman:** Conceptual and presentation drawings, project mgmt., site supervision for ¼ to 10 acre sites.
- Sept. 1995 - **Magee Architects, Inc.**, L.A. (Commercial architectural design)  
Mar. 1996 **Project Site Coordinator:** Valencia Marketplace (1.2 million s.f.) – Liaison for tenants, consultants, vendors, owner, developer and P.M. Organize and distribute civil and design documents.

- Completed Dec. 1996 ***Independent Project for Elias Associates, Inc.,*** L.A. (Commercial music studios)  
**Design Principal:** Planning, Design and construction supervision for 2,500 s.f. addition, including new control room, sound isolation booth, executive offices and client entertainment lounge.
- Jan. 1994 - Feb. 1995 ***Chaix & Johnson, Inc.,*** L.A. (Commercial retail architectural & interior design)  
**Architectural Designer:** Large and mid-sized comm. Retail projects – International (Mexico and Far East) and domestic.  
 Conceptual, working and presentation drawings; finish models.
- Mar. 1990 - Sept. 1993 ***Gensler and Associates, Architects,*** L.A. (Comm. architectural & interior design)  
**Designer/Draftsman:** Drafting, presentation dwgs, model building, paste-up.
- Feb. 1993 - Mar. 1993 ***Frank O. Gehry and Associates,*** L.A. (Commercial architectural design)  
**Model-builder:** Competition – cultural center, Rennes, France.

- EDUCATION:** Grad. Dec. 1993 **SCI-Arc:** *Southern California Institute of Architecture*  
 Masters of Architecture.
- Grad. Dec. 1981 **PENN:** *University of Pennsylvania*  
 Bachelor of Arts – Foreign language/Biology  
 Proficient in reading, writing and speaking Spanish.

- COMPUTER EXPERIENCE:**
- \* AutoCAD
  - \* Microsoft: Project / Excel / Word / Powerpoint.
  - \* Photoshop

- PROFESSIONAL AFFILIATIONS:**
- \* Active member of AIA-Pasadena/Foothill Chapter
  - \* California License Registration # C 29531
  - \* LEED Accredited Professional (LEED AP / Building Design & Construction)
  - \* NCARB Certification (in process)

- COMMUNITY SERVICE:**
- Friends of Hollyhock House & Friends of Ennis House**
- \* Former Volunteer docent for Frank Lloyd Wright’s Hollyhock House (1921), Barnsdall Park, L.A. and Ennis House (1924), L.A.
  - \* Conceptual designer and consultant: “HHH National Access Ramp Competition”
  - \* Secretary, Board of Directors and Corporate Board – Ennis House.
- AIA-Pasadena/Foothill Chapter**  
 Volunteer lecturer for A.R.E. Review Seminars.

- AWARDS:**
- \* Gold Medal Building of America Award – Valley Bomb Squad Facility (LEED Silver)
  - \* First recipient: Gensler and Associates, Intern Scholarship Award.