YOLANDA VELEZ MONTILLA

Civil Engineer with over 20 years of experience supporting infrastructure and construction projects through project management, inspections, design review, consulting, and quality assurance. Proven ability to provide technical oversight, support procurement and contract processes, and deliver compliant, results-driven solutions. Strong analytical and decision-making skills with a practical, hands-on approach. Fully bilingual in English and Spanish.

Work Experience:

2023-Present - Regulatory Compliance Services Corp.
Technical Specialist / Engineer

Provide technical, procurement, and regulatory support for federally funded infrastructure, recovery, and hazard mitigation projects administered by government agencies.

- Develop public procurement and bid packages funded with federal grants, including scopes of work, technical specifications, cost structures, and supporting documentation in compliance with applicable procurement regulations and funding requirements.
- Conduct field inspections and site assessments to document existing conditions, damages, and project needs for the development of Project Worksheets (PWs) and supporting technical documentation.
- Support the preparation of procurement packages derived from approved PWs, ensuring consistency between field conditions, approved scopes, and bid documents.
- Assess the technical feasibility of proposed designs for infrastructure, recovery, and hazard mitigation projects, including projects developed under Hazard Mitigation Grant Program (HMGP / Section 404).
- Ensure proposed designs comply with applicable federal, state, and local regulations, industry standards, safety requirements, and best engineering practices.
- Review and evaluate technical scopes of work, drawings, and specifications to confirm accuracy, completeness, and alignment with project objectives and funding requirements. Identify ambiguities, inconsistencies, or gaps requiring clarification or revision.
- Evaluate scalability and adaptability of designs to accommodate future operational needs, resilience improvements, or system upgrades.
- Analyze the suitability of proposed materials, equipment, and technologies in relation to project conditions, performance requirements, risk exposure, and budget constraints.
- Support procurement processes by analyzing technical and commercial proposals submitted in response to RFPs and IFBs, verifying responsiveness, compliance, and alignment with evaluation criteria.
- Participate in proposal evaluations, scoring, and comparative analyses, supporting the determination and recommendation of selected proponents in accordance with established procurement procedures.
- Perform cost analysis and support independent cost estimates (ICEs), including price reasonableness evaluations, cost comparisons, and funding eligibility assessments.
- Assist in the development and review of Benefit-Cost Analyses (BCAs) for mitigation projects, ensuring alignment with FEMA-approved methodologies and supporting assumptions.
- Support contract management activities, including technical clarifications, negotiations, evaluation of alternates, and review of change orders to ensure scope, cost, and schedule consistency.
- Assess the availability and adequacy of required resources, including personnel, equipment, and construction methods, to evaluate feasibility of proposed execution plans and schedules.
- Identify opportunities for cost optimization and value engineering without compromising safety, compliance, or project performance.

Regulatory Compliance Services, Corp



Education:

Polytechnic University of Puerto Rico

- *BS in Civil Engineering*

Expertise:

- Hands on experience in soil analysis
- Cost Estimating
- Preparation of Project scope of work and specifications

Training:

- SharePoint
- Safety Control
- FEMA Certifications
- Grants Portal
- DRS
- OSHA
- ISO 9000
- Energy Star
- RSMeans
- Quickbook
- AutoCAD
- Bluebeam

Computer Skills:

- Word
- Excell
- Power Point
- MS Project
- Quickbooks
- AutoCAD

- Collaborate with multidisciplinary teams (engineering, procurement, legal, and finance) to ensure technical solutions align with program objectives and regulatory requirements.
- Communicate complex technical information clearly to non-technical stakeholders, supporting informed decision-making during evaluations, negotiations, and award recommendations.
- Provide technical support during RFP/BID meetings, clarification processes, and negotiations, addressing technical questions and supporting agency determinations.

2022 - GP Strategies Corp. / Quest Development & Finance
Deputy Program Manager / Public Assistance Specialist

- Assist the Program Manager in providing overall leadership to teams assisting and implementing post-disaster recovery efforts
- Schedule and assign staff
- Allocate resources, assess risk and manage risk
- Coordinate various components that contribute to the project as a whole to ensure on-time delivery
- Ensure that deadlines are met
- Keep all parties informed of progress and any outstanding issues
- Provide general programmatic assistance to applicants and maintain currency of and compliance with applicable state and federal grant management policies and procedures relating to the Public Assistance Grant Program
- Participate in meetings and briefings with applicants
- Perform damage assessments to establish potential eligibility for FEMA funding and extent of applicable damages
- Conduct and/or revise detailed cost estimates of damages using RS Means
- Assist with the performance of project validation reviews and address any inconsistencies, special considerations, and compliance issues with management.
- Recommend hazard mitigation determinations and recommendations to reduce or eliminate the chance of damages occurring in the future
- Recommend technical guidance and recommendations to management
- Assist with the review supporting documentation for the assigned subawards to ensure that each subrecipient receives appropriate reimbursements
- Validate scopes of work to ensure all damages have been repaired and comply with all FEMA requirements.
- Make versions to scope and cost of PWs obligated when needed

2021 – 2022 - Federal Emergency Management Agency (FEMA)
Department of Homeland Security
Public Assistance Costing Specialist | Consolidated Resources Center-Atlantic

- Work with preliminary damage assessments in the field for infrastructure projects.
- Prepare complex project worksheets for the purposes of determining project eligibility, scopes of work and estimating costs to repair or replace a facility or structure damaged by Hurricane Irma, Maria and Earthquake.
- Review, evaluate and analyze applicant-provided cost claims for reasonableness and accuracy as related to the scope of work.
- Review and validate completed work submitted by applicant with force-account labor, material and equipment, as well as contracts.
- Develop cost estimates using RS Means software and make sure all repair/replace costs are the cost effective

2019 – 2021 - GP Strategies Corp.
Program Manager/Federal Program Lead | Disaster Recovery

- Work with municipalities and government agencies managing Public Assistance Federal grants for the long-term disaster recovery of hurricane Irma and Maria.
- Responsible of a daily office and field operation of the municipality recovery, work on site with FEMA and COR3 (state) staff providing support and technical assistance.
- In charge of the project formulation of the PA program, which includes damage

- Bluebeam

assessments, development of the scope of work and the fixed cost estimate with RS Means.

- Perform project validation reviews and address any inconsistencies, special considerations, and compliance issues with management.
- Make hazard mitigation determinations and recommendations to reduce or eliminate the chance of damages occurring in the future.
- Perform Benefit Cost Analysis for future risk reductions of hazard mitigation projects.
- Provide support on the recovery strategic plan and help on the grouping of projects under the section 428 of the Stafford Act, work with the 44 CFR for the Alternate and Improved projects, 406 mitigation opportunities and other funds such as BBA, CDBG-DR, FTA, PPDR.
- Provide the team with procedures to ensure compliance and determine whether the subrecipient's procurement policies, procedures, and business practices comply with Federal regulations and FEMA guidelines.
- Ensures goals are met including customer satisfaction, safety, quality and team member performance.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Meeting with Municipality Mayors, Agencies and States Representatives to make communication easy and transparent regarding project issues and decisions.
- Develop written monthly progress reports and presentations for the municipalities including recommendations on how to manage and execute work following the municipality recovery plan.
- Assist the Grants Administrator with QA/QC of the DRS document upload and force account labor, material, equipment and contracts for the Reimbursement process required by the State.
    - ★ Municipalities: Branch I (Isabela, Añasco), Branch II-Manatí (Morovis, Comerío), Branch III-Caguas (Caguas, Loíza, Dorado), Branch IV-Ponce (Villalba, Aibonito), Branch V (Catano)

2018 – 2019 - ICF International Inc. (CMA Architects and Engineers, LLC)
State Program Delivery Manager | Disaster Recovery

- Liaison between Puerto Rico State and Municipalities providing coordination for the recovery, reconstruction and resiliency.
- Responsible for the coordination with the Task Force the project formulation including damage assessment, scope of work and fixed cost estimates.
- Responsible of providing assistance to the municipalities with insurance claims, providing guidance on the procurement process and FEMA's requirements for public assistance.
- Monitor staff on the request for reimbursement process and provide guidance with FEMA on determining emergency work eligibility.
- Provide guidance on the 428 process, 404 and 406 mitigation, assist municipalities on the PW's to be bundle as one project and help providing information on the PPDR and CDBG funds.
    - ★ Municipalities: Branch II-Manatí (Morovis, Naranjito, Comerio, Orocovis, Corozal and Barranquitas) Branch IV-Ponce (Coamo, Villalba, Juana Díaz, Salinas, Santa Isabel, Aibonito and Guayama) Branch III-Caguas (Cidra and Cayey

2017 – 2018 - AT&T Puerto Rico
Project Manager | Disaster Recovery

- Work as project manager with AT&T under hurricane recovery program
- Coordinated with contractors for the maintenance and refueling of all telecommunication towers around Puerto Rico during the disaster from hurricane Maria.
- Coordinated with staff the removal, relocation, and deployment of portable generators to sites without power.
- Monitor the usage, fuel, and maintenance of each portable and fixed generator on

each facility.

- ★ Key Projects: USVI, Vieques and Culebra

2015 -b2017 - Coco Beach Resort
Project Manager/Facilities Manager

- Responsible to develop & maintain professional & productive relationships with owners, investors, design professionals, inspectors, our self-performance crews, subcontractors, and material suppliers.
- Developed construction schedules and worked with project superintendent to ensure that all fieldwork was undertaken safely and that the project deadlines were achieved.
- Slashed project costs by 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services by monitoring expenses and payments.
- Overseed construction project progress and finished on time without penalties. Some finished before scheduled.
- Solicited quotes and negotiated contracts obtaining the best quality products with better prices.
- Planned and prevented problems that may delay or have strong cost impact.
- Developed, reviewed, processed and maintained construction project budget, schedules, reports, RFI logs, change order requests, payment requests and submittal logs.
- Prepared monthly, quarterly and annual reporting, monthly review statements for the investors, also, generated and presented regular reports and reviews of contracts, expenditures and purchases to be discussed with shareholders.
- Conducted and documented regular facilities inspections, ensure compliance with health and safety standards and industry codes,
- In charge of the remodeling of 24 luxury apartments inside Coco Beach Resort property in Rio Grande
    - ★ Key Project: Trump International Founders Residences remodeling, Coco Beach Water Treatment Plant, Coco Beach Resort remodeling

2013 – 2015 - AFI-Llop Development Group
Project Manager

- Documented a project plan including timelines, budgeted costs, identifying major tasks to be performed by subcontractors or self-performed by the company.
- Tracked the project plan and updated management on a recurring basis regarding meeting project timelines and budgeted costs.
- Inspected project plans and designs to ensure conformance with building code and local ordinance, including building setbacks and other covenants and building codes.
- Inspected work performed by subcontractors and employees to ensure conformance with specifications.
- Documented any change orders and receive customer confirmation in writing including agreed price.
- Completed final walk-thru with management and final customer upon project completion and document final acceptance.
    - ★ Key Project: World Plaza Building, Hato Rey under Puerto Rico Financial Authority of Puerto Rico; Blanes Residence Remodelling Project; Puigdorfila Residence Remodeling

2012 – 2013 - Construction Control Corp
Project Manager

- Performed a long and detailed assessment on the buildings and the site to determine the need of improvement and the compliance with ADA requirements. This was coordinated with the architect, residences and federal representative.
- Monitored the usage of ARRA Federal Funds and HUD funds
- Analyzed and interpreted all specifications and blueprints as per contracts and monitored all deviations.
- Monitored and performed regular check on all contractor work progress and maintained

knowledge on all project requirements.

- Ensured compliance in all local and federal regulations in all construction activities and maintained variety of all logs.
- Monitored all construction activities and its progress and ensured adherence to all procedures and specifications
    - ★ Key Project: Res Los Lirios, Res. Brisas de Cupey, Res. Jardines de Montellano, Res. El Coqui

2010 – 2012 - Construction Control Corp.
Quality Control Manager

- Responsible for the quality control of 11 modernization projects under the Puerto Rico Public Housing Administration Federal contracts.
- Responsible for the coordination with the Engineering Department, PR Government and San Juan Municipality staff the successful temporary relocation of residents and animals around the perimeter of impact for the Las Gladiolas Public Building implosion.
- Directed meetings for the implementation of new company standards according to the Puerto Rico Public Housing Administration requests.
- Responsible to ensure inspection processes and procedures adhere to appropriate quality standards according to the PRPHA requirements, construction codes, regulations and Company norms.
- Determined training needs for associates, provided leadership and guidance to promote efficiency gains.
- Responsible for ensuring compliance with appropriate procedures to process change orders and ensure that the staff verify that contractor is performing work according to the contractor contract.
    - ★ Key Project: Res. Los Lirios, Res. Brisas de Cupey, Res. Jardines de Montellano, Res. Jardines de Guánica, Res. Agustín Stahls, Res. Santa Catalina, Res. Jardines de Orientes, Res. Los Mirtos, Res. Narciso Varona, Res. Las Gladiolas, Res. Luis Muñoz Rivera, Res. El Coqui.

2002 – 2009 - Vista Systems, Inc.
Project Manager and Designer

- Responsible for new construction and remodeling glass and steel projects of up to $4MM from initial design stage to final implementation ensuring compliance with specifications and all applicable government standards.
- Performs cost analysis and calculations ensuring project costs are on budget maintaining quality and efficiency.
- Provides assistance to sales representative in estimating, proposal preparations, client negotiations and relations.
- Prepares drawings, budget and negotiates materials purchases with suppliers from US, China, Canada and South America.
- Responsible for coordinating work schedules and supervision of up to 6 contractors with over 60 indirect reports.
- Prepares reports, invoices and coordinates delivery logistics.
- Evaluates and coordinates alternate shipping options ensuring optimum delivery in both time and cost.
    - ★ Key Projects: Caribe Hilton Hotel, La Concha Renaissance Resort,MapFre Insurance, Condo Tower at La Concha Renaissance Resort,Eli Lilly Pharmaceuticals, El Comandante Race Track, Colgate Palmolive Building, St. Regis Resort.