



Submitted By
RYCARS Construction, LLC

The Source for Commercial Roofing

Certificate of Responsibility Number 14879-MC

503 Coleman Place
Kenner, Louisiana 70062

www.rycars.com

504-305-5309

Proposal For
A Roof Renovation Project For
West Side Head Start Center
1540 Wiggins Street
Jackson, Mississippi
Bid # 0225R28319

Submit To
Shirley Gibbs
Hinds County Human Resource Agency
258 Maddox Road
Jackson, Mississippi 39212

Date & Time Due: Thursday March, 27 2025 By 2:00P.M.

Corporate Office
503 Coleman Place
Kenner, Louisiana 70062
Telephone • 504.305.5309
Facsimile • 504.305.5308

Georgia Office
3450 Buffington Center • Suite B
Atlanta, Georgia 30349
Telephone • 404.209.9991
Facsimile • 404.209.9936

www.RYCARS.com

SECTION 00400 - PROPOSAL FORM

THE PROJECT AND THE PARTIES

TO: Hinds County Human Resource Agency
Fiscal Department of
Attn: Shirley Gibbs
258 Maddox Road
Jackson, Mississippi 39212

Date: March 27, 2025


RE: A Roof Renovation Project for:
West Side Head Start Center
BID # 0225R28319

Prepared by: McElroy Architecture, PLLC/
William L. McElroy AIA, NCARB
4880 McWillie Circle
Jackson, Mississippi 39206

Ladies and Gentlemen:

I/We having carefully examined the Drawings, Specifications and all Addenda issued prior to the bid opening date, having visited the Project site and apprised myself/ourselves of the conditions affecting the work to be performed, and having obtained and correlated any other information deemed necessary by me/us to submit this bid, hereby propose to furnish all services and labor, and all supplies, materials, and equipment required to complete the work at the cost indicated herein below. I/We will not withdraw this bid for forty-five (45) days from the date of the bid opening. If written notice of acceptance of this bid is received by me/us from Hinds County Human Resource Agency within sixty (60) days after the date of the bid opening, I/we shall submit to the Project Administrator, within ten (10) working days after the receipt of such notice, an executed contract and all other documentation required by the bid specifications. **I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS BID TO ME/US BY HINDS COUNTY HUMAN RESOURCE AGENCY NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS BID SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN HINDS COUNTY HUMAN RESOURCE AGENCY AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH HINDS COUNTY HUMAN RESOURCE AGENCY AND ME/US OF A FORMAL, WRITTEN AGREEMENT.**

Respectfully submitted,

RYCARS Construction, LLC
Contractor

Signature
Ryan E. Burks
Print Name
President
Title

503 Coleman Place, Kenner, Louisiana 70062
Mailing Address
503 Coleman Place, Kenner, Louisiana 70062
Street Address
504-305-5309
Business Telephone Number
504-305-5308
Facsimile Number

14879-MC Certificate of Responsibility Number, If Required

October 8, 2025 Certificate of Responsibility Number Expiration Date

BASE BID

All labor, materials, and equipment to complete the entire Scope of Work (Modified by Addenda as applicable) for the following project:

PLEASE INCLUDE IN YOUR BASE BID A CONTINGENCY ALLOWANCE: \$15,000.00

Three Hundred Fifty Thousand _____ Dollars

(\$ 350,000.00)

CEMENTITIOUS ROOF DECK – UNIT PRICE

Provide unit price per 32"x96"x2" cementitious roof deck panel removal and replacement. Unit price to include cost of procurement, delivery, removal of existing panel, and installation of new panel.

Four Hundred Fifty _____ Per Panel (\$ 450.00 _____ Per Panel)

ROOF INSULATION REMOVAL AND REPLACEMENT – UNIT PRICE

Provide unit price per square foot of existing roof insulation removal and replacement beyond scope identified as base bid requirements in project documents. Unit price to include cost of procurement, delivery, removal of existing insulation, and installation of new insulation.

Eight Dollar _____ Per Square foot (\$ 8.00 _____ PSF)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) from the bid closing date. If this bid is accepted by Hinds County Human Resource Agency within the time period stated above, we will:

1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Hinds County Human Resource Agency, Mississippi by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this Bid is accepted, we will:

Complete the proposed Scope of Work to allow the entire project to be completed within **Forty Five (45)** calendar days from Notice to Proceed.

CHANGES TO THE WORK

When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:

Fifteen (15%) percent overhead and profit on the net cost of our own Work;

Ten Percent (10%) percent on the cost of work done by any Subcontractor.

Acknowledgment of Receipt of Addenda

M3A Architecture, PLLC/
William L. McElroy AIA, NCARB
Copyright 2025©

A Roof Renovation Project for:
West Side Head Start Center
HINDS COUNTY HUMAN RESOURCE AGENCY
Jackson, Mississippi

Contractor shall acknowledge receipt of all addenda issued during the course of this bid process. In addition to acknowledging receipt of addenda, the addenda may require additional information from the Contractor (e.g., additional or modified pricing information), in which case the addenda shall not only be acknowledged below but shall be completed and attached to Contractor's bid at the time of submission. Receipt of the following addenda issued during the course of this bid is hereby acknowledged:

Addenda No. 1 Date: 3/17/2025

Acknowledgement: _____

Addenda No. 2 Date: 3/24/2025

Acknowledgement: _____

BID FORM SIGNATURE(S)

The Corporate Seal of:

RYCARS Construction, LLC

(Bidder - print the full name of your firm)

Ryan E. Burks

was hereunto affixed in the presence of:

Ryan E. Burks, President

(Authorized signing officer, Title)

President

(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION 00410



AIA Document A310™ - 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
RYCARS Construction, LLC

PO Box 370
Kenner, LA 70063

OWNER:

(Name, legal status and address)
Hinds County Human Resource Agency
258 Maddox Road
Jackson, MS 39212

BOND AMOUNT: 5% of Amount Bid

SURETY:

(Name, legal status and principal place of business)

Great Midwest Insurance Company
800 Gessner, Suite 600
Houston, TX 77024

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:

(Name, location or address, and Project number, if any)

Roofing Renovation Project for Westside Head Start Center

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27th day of March 2025

Mari Bates
(Witness)

Gemma Harney
(Witness)

RYCARS Construction, LLC

(Principal)

(Seal)

(Title) Ryan E. Burks, President
Great Midwest Insurance Company

(Surety)

Melissa Propst
(Title) Melissa Propst, Attorney-in-Fact

(Seal)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Inf.

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051110

POWER OF ATTORNEY
Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:

Kenneth Albert, Steven Michael Baas, Lakala Carter, Melissa Propst, Christiaan Volkert

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1st day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Twenty-Five Million dollars (\$25,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.



GREAT MIDWEST INSURANCE COMPANY

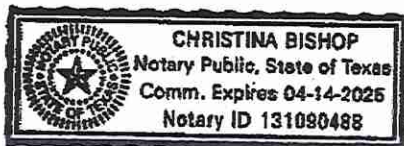
BY _____

Mark W. Haushill

Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY _____

Christina Bishop

Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 27th Day of March, 2025.



BY _____

Leslie K. Shaunty

Leslie K. Shaunty
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

ATTORNEY-AT-LAW
Kim M. Graham
5710 St. Bernard Avenue
New Orleans, Louisiana 70122

March 27, 2025

RE: Non-Resident Contractor's State's Preference In Letting Contracts For Public Work

Dear Sir/Madame:

Attached is a copy of the latest Revision of Louisiana Law RS 38:2225 for Public Contracts, works and Improvements.

RYCARS Construction, LLC is a licensed contractor governed under the laws of the State of Louisiana. Every Louisiana Contractor shall be granted the same preference over contractors domiciled in the other state favoring contractors.

Bidders shall familiarize themselves with and shall comply with all applicable Federal and State Laws, County/Municipal Ordinances, Resolutions, and the rules and regulations of all authorities having jurisdiction over construction of the project.

Yours truly,



Kim M. Graham
Attorney-At-Law
LA Bar # 20932



"The Source for Commercial Roofing"

Certification of Signature Authority

Be it known that as of March 12, 2025 the Members and Managers of RYCARS Construction, LLC (a Louisiana organized limited liability company) hereby authorizes and empowers its Member, Ryan E. Burks to negotiate for and sign any and all bid proposal documents and/or contracts which this Limited Liability Company might enter into for the furnishing of services for the Company under such terms, conditions and stipulates, and for such consideration as he might deem to the best interest of the Company.

Respectfully,
RYCARS Construction, LLC

Ryan E. Burks
Managing Member

Company Seal



Georgia Office
3450 Buffington Center • Suite B
Atlanta, Georgia 30349
Telephone • 404.209.9991
Facsimile • 404.209.9936

Corporate Office
503 Coleman Place
Kenner, Louisiana 70062
Telephone • 504.305.5309
Facsimile • 504.305.5308

Tampa FL Office
501 East Kennedy Blvd • Ste 1400
Tampa, Florida 33602
Telephone • 813.778.7360

Texas Office
600 Congress Ave • 14th Floor
Austin, Texas 78701
Telephone • 512.650.0212



CAPABILITIES STATEMENT



RYAN E. BURKS, PRESIDENT
EMAIL: RYANBURKS@RYCARS.COM
PHONE: 504.305.5309
FAX: 504.305.5308

ROOFING
IS WHAT WE KNOW
AND WHAT WE DO.



LETTER OF INTRODUCTION

Thank you for the opportunity to present our Capabilities Statement.

At RYCARS Construction, LLC, we are committed to providing professional, reliable commercial roofing and construction services. Since our founding in 2002, we have built a strong reputation and an extensive performance history, completing over \$300 million in commercial projects for nearly 100 clients—many of whom have returned for additional services.

Our diverse experience spans multiple industries, including medical facilities, multi-family housing, hotels, educational institutions, water treatment facilities, and disaster response teams. We have served a wide range of customers, from school districts and hospitals to universities, state and federal agencies, and private enterprises. To date, we have successfully completed more than 10 million square feet of roofing and construction work.

We take pride in our ability to manage complex and sensitive projects. For example:

- **Johnson Space Center** – We completed multiple roofs in this high-security and sensitive work environment, demonstrating our ability to manage multiple crews while maintaining strong customer relationships.
- **Robins Air Force Base 169** – This project involved multiple roof levels in a high-security setting, further illustrating our ability to handle sensitive environments with seamless coordination across teams.
- **Atlanta City Hall** – Located in the heart of downtown Atlanta, this project involved complex logistics, including street closures, pedestrian traffic management, and challenging roof levels.
- **Jefferson Parish East Bank Regional Library** – Working under a condensed schedule, we completed this multi-level roof project in 9 months without interrupting operations, showcasing our expertise in traffic management and operational sensitivity.
- **Dan Daniels Army Air Exchange** – At this high-security facility, we replaced over 1.4 million square feet of roofing within 11 months, managing heavy tractor-trailer traffic and 24-hour operations across multiple roof levels.
- **East Jefferson Hospital and Angola State Penitentiary** – Our experience includes working over surgical wings and patient rooms, providing us with the expertise needed to handle sensitive environments like medical facilities and high-security institutions.

Our extensive roof replacement resume rivals and exceeds most in the industry, as demonstrated by the complexity and scale of these projects.





LETTER OF INTRODUCTION

Core Competencies:

- Low Slope Roof Applications
- Steep Slope Roof Applications
- Building Envelope Waterproofing
- Emergency Response and Disaster Recovery
- Rooftop Repairs and Maintenance

We are proud to maintain a portfolio that includes high-security environments, sensitive facilities, and complex logistical challenges. Our technical expertise and years of experience allow us to consistently exceed customer expectations while addressing their unique needs. With both in-house resources and a trusted network of subcontractors, we are equipped to deliver repairs, maintenance, roof replacements, and construction services across a broad region.

Thank you again for considering RYCARS for your project. We look forward to the opportunity to serve you.

Sincerely,

Ryan Burks
President
RYCARS Construction, LLC

ROOFING
IS WHAT WE KNOW
AND WHAT WE DO.





CAPABILITIES STATEMENT - COMPANY DATA

RYCARS Construction LLC is a leading general contractor with over two decades of experience specializing in roofing. We serve both public and private sectors, delivering high-quality, cost-effective solutions on time and within budget.

Our team is composed of skilled professionals who use advanced tools like Procore and Microsoft Project to ensure efficient project management and strict quality control.

At RYCARS, safety, sustainability, and client satisfaction are our top priorities. We are fully licensed, insured, and bonded, and we continue to be a trusted partner for complex, large-scale projects.

Type of Ownership and Parent Company:

RYCARS Construction, LLC is a Limited Liability Company

Year Established: March 12, 2002

Website: www.rycars.com

Company Representative:

Ryan E. Burks | E: ryanburks@rycars.com | P: 512-650-0212

Office Locations:

Louisiana (Headquarters & Mailing)

503 Coleman Place | P.O. BOX 370
Kenner, LA 70063

Florida

501 East Kennedy Blvd., Suite 1400
Tampa, FL 33602

Texas

600 Congress Ave, 14th Floor
Austin, Texas 78701

Georgia

3450 Buffington Center, Suite B
Atlanta, GA 30349

Bonding Capabilities:

Single: \$15 million

Aggregate: \$30 million

DUNS: 015953024 | **Cage Code:** 33VA0

Number of Employees: 36

Experience Modification Rate (EMR): 0.9

NAICS Codes:

236220 - Commercial & Institutional Building Construction*

238130 - Framing Contractors*

238160 - Roofing Contractors*

*Designated Small Business

Certifications/Collaborative Teaming Partnership

Small Disadvantage Business (SDB); National Minority Supplier Development Council (NMSDC)
Louisiana Disadvantaged Business Enterprise (DBE); City of Atlanta African American Business Enterprise (AABE); Service Disable Veteran Business (Teaming Partner);
Minority Business Enterprise (MBE)





CAPABILITIES STATEMENT - FIRM HISTORY

RYCARS CONSTRUCTION, LLC: A LEGACY OF EXCELLENCE IN COMMERCIAL ROOFING

Founded in 2002, RYCARS Construction, LLC began as a response to the growing demand for high-quality commercial roofing services across the Southeast. What started as a small, minority-owned family business has evolved into a thriving enterprise, employing over 50 professionals across two administration offices and fabrication centers in New Orleans, LA, & Atlanta, GA, with additional management locations in Austin, TX, and Tampa, FL.

Over the years, RYCARS has garnered numerous accolades, including the prestigious Black Enterprise Top 100 Industrial Service Award and the SOPREMA Mammoth Award. Recognized as one of the Top 25 Roofing Contractors in 2016 and 2017, RYCARS has earned its reputation through excellence in execution and unwavering commitment to quality. The company's portfolio includes high-profile projects such as NASA's Johnson Space Center in Houston, the Mercedes-Benz Superdome in New Orleans, Atlanta City Hall, and the expansive 1.4-million-square-foot AAFES Dan Daniel Distribution Center in Virginia.

A Commitment to Safety, Training, and Innovation

At the heart of RYCARS' success is its dedication to safety and continuous professional development. Every employee is OSHA-trained and certified to install a wide range of roofing systems from top manufacturers, including SOPREMA, Johns Manville, Firestone, GAF, Ludowici, PAC-CLAD, Sarnafil, McElroy Metals, Garland, Siplast, and Carlisle. With over 100 years of combined experience in roofing and construction, the RYCARS team excels in design-build, re-roofs, roof replacements, repairs, and architectural sheet metal. The company takes pride in its ability to complete all roofing-related work in-house, ensuring exceptional quality and control.

RYCARS offers an extensive selection of roofing systems, including:

- Single-ply (TPO, EPDM, PVC)
- Asphalt built-up (BUR)
- SBS and APP modified bitumen
- Asphalt shingles
- Clay tile
- Flat lock seam and standing seam metal
- R-panels
- Polyurethane foam (PUF)
- Elastomeric and silicone coatings





CAPABILITIES STATEMENT - FIRM HISTORY

Leadership and Expertise

Under the visionary leadership of Ryan and Stephanie Burks, RYCARS has cultivated a team of highly skilled professionals. Executive Superintendent Jerome Wells brings over 30 years of expertise in low-slope roofing systems, with leadership skills honed through military service. Sheet Metal Superintendent Pat McCormick has been instrumental in expanding RYCARS' capabilities into steep-slope roofing, steel erection, and custom metal projects. The company's master sheet metal craftsmen are renowned for their high-quality custom sheet metal fabrication, a hallmark of RYCARS' services.

The administrative team's expertise in federal, state, and local contracting procedures enables RYCARS to mobilize quickly and effectively, establishing operations throughout the Southeast and beyond.

Core Values: Professionalism, Safety, and Community

At RYCARS, professionalism, safety, quality craftsmanship, and timely service are non-negotiable. Every project is supported by customized quality control and safety plans to meet the unique needs of each client. Beyond delivering exceptional roofing solutions, RYCARS is deeply committed to giving back to the communities it serves. Through quarterly community volunteer days and financial contributions to charitable organizations, RYCARS fosters positive change and community growth.

The RYCARS Difference

A building's roof is its first line of defense against nature's elements, making its quality and durability critical. At RYCARS, we understand the vital role we play in safeguarding your property and contributing to your success. With innovative solutions, extensive training, and a steadfast commitment to excellence, we deliver safety-focused, quality-driven roofing services tailored to your needs.

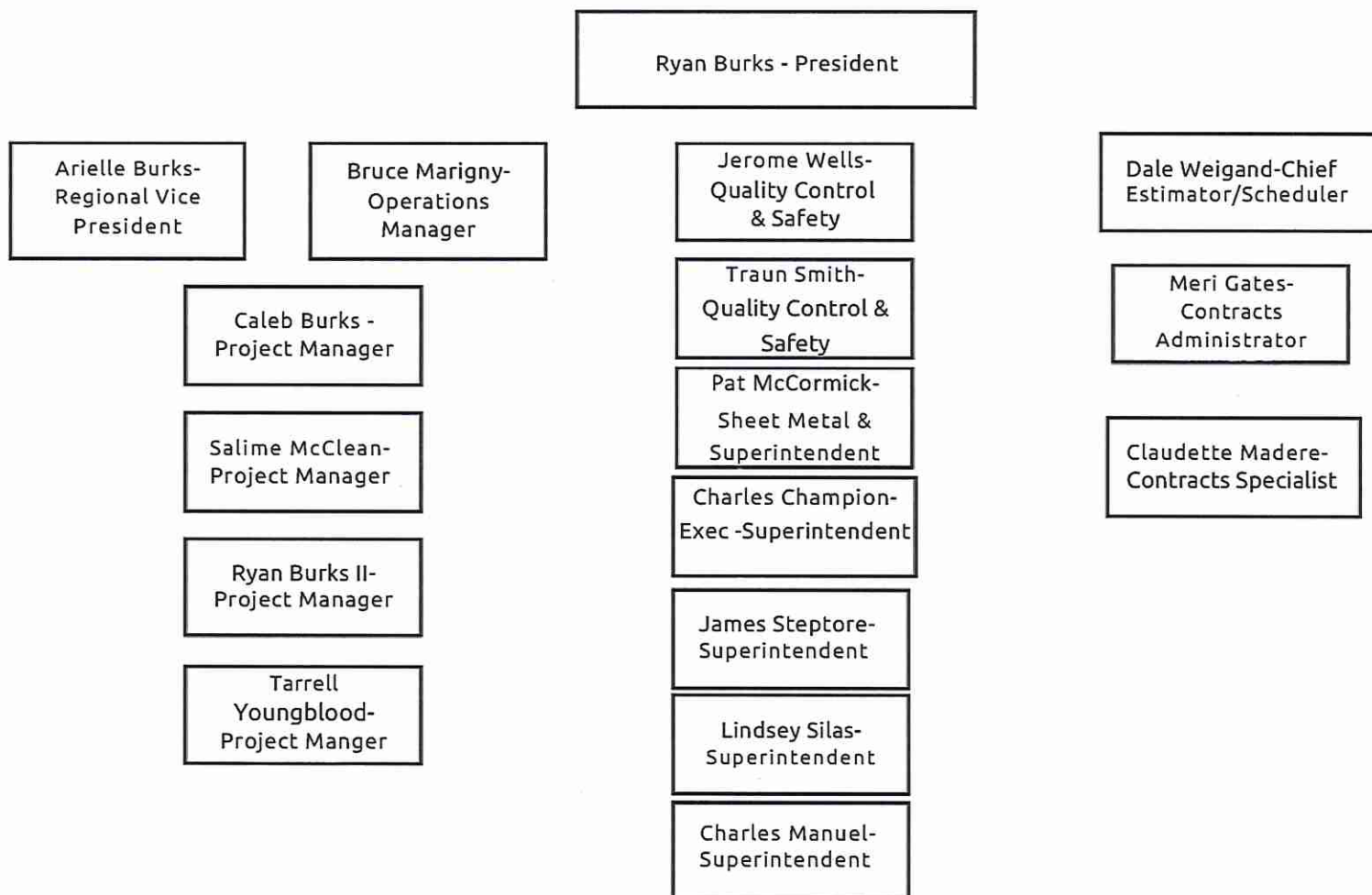
Our greatest asset is our team—highly skilled professionals whose dedication drives every success. From industry-leading installations to meaningful community impact, RYCARS is proud to be "The Source for Commercial Roofing" in the region.

We invite you to partner with **RYCARS Construction, LLC**, for roofing services built on quality, integrity, and a passion for excellence. Together, let's protect what matters most.





ORGANIZATION CHART





PERSONNEL RESUMES

RYAN BURKS

PRESIDENT

Mr. Burks is a highly motivated and versatile construction professional with over twenty years of successful, progressive experience and technical expertise in all phases of project management and construction. He is a hands-on, proactive leader recognized for abilities in design review, construction estimating, construction administration and construction management.

PROJECT EXPERIENCE

Mr. Burks sets the vision and direction for RYCARS Construction. His work responsibilities include:

- Establish benchmarks, metrics for company goals
- Reviewing cost estimates, project budgets, monthly progress reports, submittals, daily reports
- Conducting project meetings and division leadership team meetings
- Reviewing payment applications and coordinating the work efforts of field crews
- Overseeing the estimating department
- Financial planning, forecasting and analysis
- Staffing of each office

As President, Mr. Burks handles management of cash flow, contract negotiations and marketing. He has experience over seeing all construction operations and project controls for roofing IDIQ contracts, negotiated projects and lump sum bid projects throughout the southeast region. He successfully managed a team to operate as subcontractors during Operation Blue Roof for Hurricane Ivan in the Florida Panhandle, Hurricane Gustav in Louisiana and southeast Texas for Hurricane Rita and Hurricane Ike. He has also overseen emergency operations for restoration of 19 Orleans Parish Public Schools and 26 Buildings for the New Orleans Sewerage and Water board after Hurricane Katrina. Mr. Burks is an engineering and construction professional of esteemed reputation.

EDUCATION

Mr. Burks holds a Master's degree in Environmental Engineering and a Bachelor's degree in Civil Engineering from Tulane University.

ADDITIONAL EDUCATION

- Corps of Engineers: Construction Quality Management
- OSHA Asbestos Awareness Training
- Microsoft Office Applications
- QuickBooks
- Primavera: SureTrak
- U.S. Dept. of Labor – OSHA 10, 30
- American Red Cross – First Aid/CPR
- Certified Torch Applicator





PERSONNEL RESUMES

ARIELLE BURKS

PROJECT MANAGER

Ms. Burks is a highly motivated and versatile construction professional with years of successful, progressive experience and technical expertise in all phases of project management and construction. She is recognized for abilities in construction administration, construction management and customer service.

EXPERIENCE

Arielle's scope of work for RYCARS includes but isn't limited to:

- Coordinating on-site activities with corporate office activities
- Organizing and overseeing jobsite administration
- Organizing and coordinating field supervision
- Procurement of subcontractors, suppliers, materials & equipment
- Managing project budget
- Conducting project meetings
- Managing the direct labor force and maintaining labor relations
- Managing subcontractors' schedules, quality of work and payment
- Identifying and resolving all changes
- Developing, monitoring, tracking and updating the progress schedule and its periodic revisions
- Maintaining a safe/secure jobsite environment.
- Improving community relations in regions we serve
- Marketing efforts to gain new customers
- Bid Package Preparation
- Updating the company website
- Monitoring social media platforms
- Organizing and overseeing jobsite administration
- Organizing and coordinating field supervision
- Procurement of subcontractors, suppliers, materials & equipment

EDUCATION

Ms. Burks completed her undergraduate studies at Syracuse University (BS) and graduate degree at Georgetown University (MS).

ADDITIONAL EDUCATION

- Columbia University Construction Project Management Certification
- Microsoft Office Applications
- Adobe Suite
- U.S. Dept. of Labor – OSHA 10, 30
- American Red Cross – First Aid/CPR
- Certified Torch Applicator

