

# JORDAN CONSULTANTS, LLC

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Holly A. Jordan of Jordan Consultants, LLC, has produced construction specifications for a variety of building types, including multi-family, hospitality, medical, commercial office and retail, landscaping, oil and gas, veterinary, and civil engineering projects in the United States, South America, Africa, and Saudi Arabia. As a Certified Construction Specifier, her experience includes sustainable building, diverse project delivery methods, specification format conversion, and mechanical, electrical, and plumbing specifications. She has served on committees for CSI at the local and regional level and co-chaired the committee to organize the CSI South Central Regional Conference in 2008. She has organized and taught courses on construction specifications and LEED certification and made presentations on topics related to construction contracts and specifications to various design firms, ASHRAE and NAWIC.



## PROFESSIONAL EXPERIENCE

*June 2014 to Present* **HOK**, Houston, Texas. Specification Writer. Responsible for developing project manuals for architectural projects, coordinating the production of addenda and change orders, assisting in reviewing and responding to Requests for Information (RFIs).

*June 2009 to Present* **Jordan Consultants, LLC**, Houston, Texas. Owner and Vice President. Specification writing consulting services to various architectural and engineering firms. Responsible for developing project manuals for architectural and engineering projects, coordinating specification requirements among various disciplines to assist in reducing design errors, and coordinating specification requirements with project bidding requirements, contract conditions, general requirements, and LEED requirements. Also responsible for marketing firm services to professional design firms and responding to requests for qualification statements and proposals. Project types include Commercial Retail, Hotel and Resort, Educational (K-12), Church and Religious Education, Commercial Office, Assisted Living Facilities, Educational (College and University), Local Government, Multi-Family Residential, Single-Family Residential, Healthcare, Recreational and Community Facilities. Project locations include Texas, New York, New Jersey, Connecticut, and California.

*Feb. 2006 to December 2011* **Specification Documents, LLC**, Houston, Texas. Owner and President. Responsible for developing project manuals for architectural projects, coordinating the production of addenda and change orders, assisting in reviewing and responding to Requests for Information (RFI), maintaining office master specifications, establishing budgets for level of effort required for project related activities, establishing quality control standards for project deliverables, coordinating educational programs, and coordinating and managing specifications interns. Project types include Multi-Family Residential, Single-Family Residential, and Industrial. Project locations include Texas, Florida, California, New York, New Jersey, Minnesota, Equatorial Guinea, and Angola.

## PROFESSIONAL EXPERIENCE

*Feb. 2007 to June 2009* **EDI Architecture, Inc.**, Houston, Texas. Specifications Manager. Responsible for developing project manuals for architectural projects, coordinating the production of addenda and change orders, assisting in reviewing and responding to Requests for Information (RFI), maintaining office master specifications, establishing budgets for level of effort required for project related activities, establishing quality control standards for project deliverables, coordinating educational programs, and coordinating and managing specifications interns. Project types include Multi-Family Residential, Single-Family Residential, and Industrial. Project locations include Texas, Florida, California, New York, New Jersey, Minnesota, Equatorial Guinea, and Angola.

*Feb. 1999 to Feb. 2006* **M.D. Anderson Cancer Center, Capital Planning and Management**, Houston, Texas. Specifications Writer. Responsible for developing project manuals for M.D. Anderson projects, assisting in identifying the scope of projects, coordinating printing Drawings and Specifications, coordinating completion and filing of TDLR/TAS forms, updating and maintaining the Master Specification Website, Master Technical Specifications, and Master Design Guidelines for M.D. Anderson.

## EDUCATION

*Degrees Earned* **BS**, Professional Writing, University of Houston, Downtown, Houston, Texas; 2006.

## PROFESSIONAL REGISTRATIONS AND CERTIFICATES

*Professional Certifications* **CSI Construction Documents Technologist**, 2001.  
**CSI Certified Construction Specifier**, 2004.  
**LEED® Accredited Professional**, 2009.

## PROFESSIONAL ACTIVITIES AND SERVICE

*Membership and Offices Held* **Construction Specifications Institute (CSI)**

- President, South Central Region, 2013-2014
- President Elect, South Central Region, 2012-2013
- President Houston Chapter, 2012-2013
- President Elect, Houston Chapter, 2011-2012
- Chair, South Central Region Conference, 2008.
- Chair, Golf Committee, Houston Chapter, 2010-present.
- Chair, Certifications Committee, Houston Chapter, 2009-present.
- Member, By-laws Committee (Region level), 2008-present.
- Newsletter Editor, Houston Chapter, 2004 – 2008.
- Member, Houston Chapter, 2002-present.

**Specification Consultants in Independent Practice (SCIP)**

- Member, 2006-present.

*Speaker* **MasterFormat™ 2004**

- American Society of Heating, Refrigerating, and Air-Conditioning Engineers
- CDM Constructors
- M.D. Anderson Cancer Center, Capital Planning and Management
- National Association of Women in Construction, Houston Chapter
- Society of Design Administration, Houston Chapter

**CSI Construction Documents Education Program**

- Instructor, 2008-present.