

Jay Gajiwala, BSc (Hons), AssocRICS

Jay.Gajiwala@Gmail.com ❖ (289) 763-2889 ❖ Newmarket, ON, Canada

Date: May 4, 2023

Position: Assistant Development Manager

To: Carmela Liggio
Primont Homes

I am writing to express my interest in the advertised position of Assistant Development Manager as listed on your website. I am an experienced assistant project manager and consultant within the construction, real estate and land development industry.

I have over 6 years of experience within the land development and construction industry. Most recently, I was a Consultant and Project Coordinator at Altus Group's Cost Planning and Project Management (PM) division. Here, I provided cost planning and project management services to our clients on a wide range of projects (\$500k to \$5 Billion). These projects varied in type from residential, commercial, mixed-use, healthcare and others. My cost planning services involved preparing cost reports ranging from class A, B, C, D estimates and cost research. I also assisted my clients in negotiating fair change orders for their projects. My PM services included working on projects in planning, design and construction stages. Most notably, I worked on the Oakridge project (a \$5 billion redevelopment of the Oakridge Centre in Vancouver, BC).

Prior to that, I worked as a Project Coordinator at Atria Development in Downtown Toronto. Here I worked on multiple residential, mixed-use and renovation projects ranging from \$250k to \$60 million in construction cost. I was involved on these projects during project feasibility, planning, design development, trade procurement, construction and post construction stages. I worked with all internal and external project stakeholders to bring a successful completion to multiple projects. One of my most successful project was the Y-Lofts project located at 475 George Street, Peterborough, Ontario. This was a conversion of a historical YMCA into a 140-suite rental building. I worked on many projects during the planning stage. I worked with a team of external consultants to attain multiple permits from the city including zoning bylaw amendments, site plan approval (SPA), and minor variance. I have worked on condominium registration for a high-rise building.

My work experience, educational background and future goals would make me an ideal candidate for this position. I welcome an opportunity to meet with you to learn more about the position and discuss my qualifications and candidacy in detail. Thank you for your time and consideration. Please find my attached Resume.

Sincerely,

Jay Gajiwala, B.Sc (Hons), AssocRICS
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EDUCATION AND CERTIFICATION

Royal Institution of Chartered Surveyors (RICS)

Associate Member of the RICS (AssocRICS)

2020 to Present

Canadian Institute of Quantity Surveyors (CIQS)

Associate Member of the CIQS

2020 to 2022

George Brown College

Construction Project Management – Certificate

Construction Estimating – Certificate

Electrical Estimating – Certificate

Toronto, Ontario, Canada

November 2017 - August 2018

November 2017 - August 2018

June 2018 - December 2018

York University

Bachelor of Science, Specialized Honours – Biomedical Science

First class with distinction

Toronto, Ontario, Canada

June 2014

Currently working towards **PMP** (Project Management Professional) and **PQS** (Professional Quantity Surveyor) designations

WORK EXPERIENCE (Projects list is available upon request)

RAG Consulting Corporation – (Land Development Consulting)

Toronto, ON, Canada

- Cost planning and project management services

2022 – 2023

Altus Group Limited (Land Development Consulting)

Vancouver, BC, Canada

Consultant – Cost and Project Management Division

2019 – 2021

- Cost Planning services for developments in the British Columbia.
 - Construction cost estimates – Class A, B, C and D Estimates, Change Order estimates
 - Customized cost analysis, reports and cost research
- Project management services
 - Engage and work closely with a project team involving consultants, vendors, subject matter experts and others.
 - Liaise with all internal and external project stakeholder for successful delivery of the project from planning to occupancy.

Atria Development Corporation – (Land Development)

Toronto, ON, Canada

Project Coordinator

2016 – 2019

- Coordinate multiple high-rise and mid-rise development projects at all levels of the project cycle, including during planning, design, procurement, construction and post construction stages.
- Liaise with external and internal stakeholders including design consultants, contractors, city officials and owner.

Prep101 Inc., (Marketing and Business Development)

Toronto, Ontario, Canada

Campus Marketing Manager

2013 – 2014

Run a successful marketing campaign across the York University campus

Develop and maintain new business to business relationships

York University, Biology Department – (Biological Research)

Toronto, Ontario, Canada

Researcher (Genetics and Molecular Biology)

2011 – 2014

- Utilized techniques of classical genetics and molecular biology. Research on oxygen defense, genes of the heterchromatin, and genes controlling behaviour. Published in scientific journal. Lab tech from April 2013-September 2013 via Research-At-York Grant

Metrolinx – GO Transit

Toronto, Ontario, Canada

Intern, Standards and Signage Department

2011

AWARDS & SCHOLARSHIPS (selected only, full list available upon request)

- **Tom Arnold Scholarship in Parking Industry Advancement at YorkU** – January 21, 2014
- **Dr. James Wu Award for the Best Upper Year Project at Undergraduate Research Fair** – February 25, 2014
- **Alumni Golden GRADitude Award (YorkU)** – May 22, 2014
- **Norman Bethune Price for Outstanding Contribution to College Life (YorkU)** – April 2014
- **Graduated First Class with Distinction** from undergraduate studies at York University - 2014

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PUBLICATIONS AND RESEARCH EXPERIENCE

- Gajiwala, Jay. **2014**. A Consumer's Perspective on Transportation and Parking. The Parker June 2014 Edition (2nd Issue, 2014, Page 4). URL: <https://canadianparking.ca/a-consumers-perspective-on-transportation-and-parking/>
- Gajiwala, Jay. **2014**. Mechanisms of DNA Repair and Human Diseases. Undergraduate Research Fair York University. Poster Presentation. (Recipient of Best Upper Year Project Award). URL: <https://undergradfair.library.yorku.ca/web/past-winners/>
- Gajiwala, J. **2016**. A Genetic Study of Genes that Regulate the Larval Foraging Behaviour in Drosophila Melanogaster, York Online Undergrad Journal. URL: <https://yourreview.journals.yorku.ca/index.php/yourreview/article/view/40437>
- Gajiwala, J. **2016**. A Genetic study of genes that regulate the larval foraging behavior in Drosophila melanogaster, Poster presentation. URL: https://secure.utm.utoronto.ca/obd-2014/sites/files/obd-2014/public/shared/OBD_2014_Abstracts_v7.pdf

AREAS OF WORK EXPERIENCE IN PROJECT MANAGEMENT AND CONSTRUCTION

- Planning and Design
 - Engage project consultant team (ie. Planner, architect, structural engineer, etc.) Coordinate planning and design meetings.
 - Coordinating with environmental consultant, City officials and MOECC (Ministry of environment and climate control)
 - Manage and coordinate Approval and Permit applications (zoning bylaw amendments, SPA, minor variance) for new developments
 - Maintain good relationship with internal and external project stakeholders
- Pre-Construction
 - Delivered procurement via various contract Types Canadian Construction Document (CCDC) (ie. CCDC2, CCDC17, CCDC 14, CCDC5A CCDC5B)
 - Tender and Procurement
 - Completed 80% project contract procurement (Lender requirement) of multiple projects in GTA
 - Receiving and analysis of tenders, negotiations, recommendations and award of contract.
 - Worked with large concrete forming, glazing, rebar contractors in GTA to value engineer the most efficient design.
 - Writing scopes of work, specifications, contracts and supplementary contract conditions.
 - Project monitoring preliminary report preparation, monthly draw preparation, Construction Estimates
 - Complete enabling works set up. Ie. Construction power, temporary construction utility.
- Construction Management
 - Administration of construction contracts (CCDC2, CCDC17, CCDC14, CCDC5A).
 - Assess contractor billing and provide recommendation for payment.
 - Site Coordination, Contract Administration, Cost and Schedule Management, Construction Coordination.
 - Developed record management system for the projects.
 - Preparing, monitoring and finalizing claims for monthly draws
- Post Construction:
 - Deficiency report and Project close-out
 - Condominium registration

Variety of Project Experience

- Institutional	- Healthcare – hospitals	- Residential High Rise	- New construction
- Industrial	- and infrastructure	- Residential Mid Rise	- Renovation and Fit Outs
- Commercial	- Residential		- and Upgrades
	- TownHome		

VOLUNTEER ACTIVITIES (selected only, most available upon request)

- Over five (5) years of volunteer work at hospitals (Markham Stouffville Hospital, Vancouver General Hospital)
- False creek community association – programming and governance committee
- Over six (6) years of teaching and tutoring work (tutoring school and university level courses in Math, Science and English).
- TEDx YorkU organizer – Speaker selection, coaching, and coordinating on event day.

OTHER

Software knowledge:

- Project management and construction estimating software (CostX, Bluebeam, Planswift, On-Screen-Take-Off, Procore).
- Real estate development management and pro forma software (Argus Developer).
- Microsoft Office (Excel, Outlook, Word, Visio, Project).
- Strong experience in other software (Adobe Acrobat, Tableau, R, Python, Java,