

*Peter C. Grollitsch*  
*PO Box 875*  
*Williamsville, NY 14231-0875*  
*Tel. 716 631-99545*

February 4, 2013

The Honorable Chairwoman  
Betty Jean Grant  
Old County Hall  
92 Franklin Street  
Buffalo, NY 14202

RE: Water Authority Appointment

Dear Honorable Chairwoman Grant:

I noted with interest your article in the Sunday paper and have decided to apply to become one of the Water Authority Board of Directors.

I have been living here in the Williamsville area since 1977. My wife and I ran our own general construction business for over twenty years when we opted to wind down our business in 2002 due to the poor economic condition for commercial construction at that time.

I am Semi-retired, and at times, I have been undertaking various assignments lately at the Steuben Food Plant in Elma. They employ me to administer and oversee the onsite construction operation when they have sizeable or complicated expansion projects. We are currently talking about another project for me there in the spring.

I am somewhat familiar with the Water Authority operation. In 1985, our company built the Broadway Pumping Station in Alden for the Authority with Wesley Dust; Mr. Dust is now the executive engineer with the Authority. We also submitted bids for various other projects so I have visited and walked through many of the Water Authority's other facilities.

I also performed work for many other water plants in Western New York.

Attached please find a copy of my resume and a pamphlet depicting the scope of our construction firm. Kindly inform me if you should have any further questions and I shall promptly address them.

I firmly believe that I have the background to be an effective Board Member. It would be a great honor and privilege to be considered for this appointment.

Very truly yours,

A handwritten signature in black ink, appearing to read "Peter C. Grollitsch". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Peter C. Grollitsch

**Peter C. Grollitsch**  
PO Box 875  
Williamsville, NY 14231-0875  
Phone: 716 631- 9545 / Cell Phone # 716 592-4458  
E - Mail: [pcg444@aol.com](mailto:pcg444@aol.com)

### **SUMMARY OF WORK EXPERIENCE:**

**Engineering and construction professional with over forty years of experience in the United States and abroad in all facets of building and construction operations.**

**Proven track record of successfully carrying projects from design to completion on schedule and within budget.**

**Skilled in construction administration, cost control, construction and project management consulting, project engineering, estimating, quality control; construction site safety and civil, structural and communications systems design.**

**Extensive experience in supervising large multi-discipline engineering staffs' sub-contractors and construction crews.**

**Profound knowledge of all aspects of business management, accounting, finance and human resources etc.**

**Firm knowledge of computer operations, data processing etc.**

**Excellent reputation for dealing effectively with owners, architects, engineers and contractors.**

### **EMPLOYMENT RECORD:**

**Stahlman Group, Concord, NH**

Stahlman Group is part of the Barry Wehmiller Design Group Company of St. Louis, Missouri, specializing in the design and construction of food processing facilities throughout the USA.

**2006 to 2007 / 2010 to 2011**

**Construction Site Manger-** Responsible for the complete on site construction administration from procuring the Building Permit to obtaining the Certificate of Occupancy for a local food processing facility. Which includes additions and interior plant renovation for new process lines and Warehousing. Working with the Owner; in house engineering; implement design changes when required, dealing with contractors, and the local Building, Sewer, Water Department personnel, etc., for four (4) projects to date.

**LPG General Corporation, Williamsville, NY**

LPG General Corporation is a general contracting firm involved primarily in a wide variety of public work projects of various sizes and scopes throughout the Western New York area for over twenty years.

**1982 to 2002**

**VICE PRESIDENT** – Responsible for the complete day to day management of general contracting firm having annual sales of \$250,000 to \$3,000,000 in general construction, construction management, design-build, and fast track projects.

Managing a variety of public works and other projects simultaneously, including school additions, alterations, renovations, co-generation facilities, bridges, water and sewer lines, and various other engineering and architectural general construction-type projects.

Responsible for: preparing bids and cost estimates as requested by owners and/or in response to public project listing in publications such as the Dodge Report, etc.

Negotiating with owner and /or architect for project awards.

Hiring and directing office and field personnel as required for proper execution of current work load on hand.

Expediting submittal and approval data to ensure timely deliveries.

Scheduling subcontractors and expediting deliveries of material and equipment through close communication with all parties.

Reviewing and interpreting construction documents and directing construction personnel activities to ensure compliance with documents and applicable codes.

Depending on project size time constrains and complexity, managing own on site work force, as well as those of subcontractors.

Preparing and submitting monthly progress and final billing to owner and/or contracting agency.

Reviewing and approving for payment subcontractors' bills and material suppliers' invoices.

Maintaining close cost and progress control on all construction projects within the firm.

Following up and ensuring that accounts receivable and payable remain current.

Reconciling problems with accounts receivable with the owner to achieve a workable solution.

Managing company funds prudently to avoid unnecessary borrowing for business operations.

Working with banks to negotiate credit lines and with insurance and bonding agents to satisfy these needs.

Preparing and submitting quarterly project cost data to the surety firm to assure them of our firm's profitable operation.

Preparing and submitting closeout documentation as required by project specification.

**Robert Miller Construction, Inc., Lockport, NY**

Robert Miller Construction, Inc. is a small general contractor involved in construction activities of various types and sizes of construction projects throughout Western New York.

**1977 to 1982**

**VICE PRESIDENT**- Responsible for the operation of a small general contracting firm with annual sales of \$2 to \$4 million - Planned and coordinated activities on all the firms projects.

Selected prospective new projects for conformance with company's growth path.

Analyzed construction progresses, actual cost, overhead and profit margins for each project.

Reviewed accounts receivable, accounts payable, capital expenditures, and other costs to ensure adherence to cooperate profit and growth projections.

Estimated various construction projects and negotiated with prospects for new work.

Controlled flow of all submittal and approval data, as required by the architect and/or contracting agency.

Responsible for billings and payment authorizations.

Conducted construction cost and progress meetings with field staff to intercept potential delays and cost overruns.

**Dravo Corporation, Pittsburgh, Pennsylvania- Engineering Construction Division**

Dravo Corporation was one of the top ten ENR listed engineering and construction firms in the USA at that time, with projects throughout the world.

**1976-1977**

**CONTRACT ADMINISTRATOR – FIELD PROJECT ENGINEER** - Responsible for all design and subcontract-related matters in the field for two large iron ore processing plants. Administrated 32 Million in Construction Projects. Evaluated major design and process deficiencies and expedited development of workable solutions. Supervised a large, multi-disciplinary field engineering staff at multiple sites. Negotiated change orders with subcontractors and controlled subcontractor performance and workmanship.

**1975 to 1976**

**PLANNING AND SCHEDULING ENGINEER** - Responsible for planning and scheduling projects exceeding \$200 million in construction. Implemented various schedules and performance trend curves, and analyzed the progress of departments involved in each project; this close monitoring led directly to advanced construction progress, profitable jobs, and on time project completion. Prepared monthly progress reports for customers and corporate management.

**Creative Management Group, Incorporated, Southfield, Michigan**

Creative Management was a consulting firm to the construction industry, involved in corporate planning; management organization and evaluation; estimating, cost analysis and value engineering; CPM scheduling and other data processing applications for multimillion projects. Power Projects, Sewage Treatment Plants, Hospitals etc. throughout the nation.

**1974 to 1975**

**PROJECT MANAGEMENT CONSULTANT** - Participated in development of computer programs for a variety of applications in the construction industry; effort included preparation of logic diagrams, network analysis, preparation of input data, and review of computer outputs. Established project budgets and construction costs for owners, architects, engineers, public agencies, and contractors. Assisted owners, architects, and engineers in selecting subcontractors. Updated monthly progress schedules. Developed construction sequences methods of construction operation, and established milestones. Analyzed construction progresses and prepared related reports for several projects.

**The Palmer Company, Toledo, Ohio**

This small firm specialized in architectural and structural concrete with annual sales of \$2,000,000. Projects consisting of public & private projects; Hospitals, Public Bldg.'s, Warehouses, Precast Parking Garages, Restaurants etc.

**1973 to 1974**

**CONSTRUCTION ENGINEER – ESTIMATOR** - Estimated and controlled costs for variety of concrete and general contracting projects.

Prepared structural designs and general arrangement drawings.

Supervised on-site construction crews.

Negotiated change orders with subcontractors and controlled performance and workmanship.

**AEL Communication Corporation, Lansdale, Pennsylvania**

This small subsidiary with only 150 employees was, in the early 70's, one of the country's foremost producers of cable television equipment and systems.

**1972 to 1973**

**CABEL TELEVISION SYSTEM DESIGNER** - Designed cable television system from request for proposal through preparation of bill of material. Prepared strand maps, designed system, and prepared bill of material used for obtaining cost estimates. Performed theoretical signal surveys.

**MAG. Architect Baurat Ewald Guth, Innsbruck, Austria**

This architectural firm is one of western Austria's most reputable firms, renown for superb designs of hotels and restaurants with only four employees.

**1970 to 1971**

**REGIONAL PROJECT MANAGER** - Responsible for all aspects of a variety of hotel, restaurant and residential design and construction projects; activities included:

Obtained building permits, prepared specifications solicited and received bids, awarded contracts.

Held progress meetings, checked monthly and final billings

Inspected jobs and ensured conformance to specifications

Coordinated subcontractors' efforts.

**Radebuele, Incorporated, Anton Kosta, Vienna, Austria**

The Radebuele was one of Austria's largest heavy and high way construction companies in the late fifties and early sixties with construction projects throughout Austria. It had 2,000 employees in each peak construction season.

**1966 TO 1969**

**FIELD ENGINEER** - Prepared drawings, supervised construction, estimated wages and costs surveyed and performed project planning and accounting for several projects including:

5.5 mile section of Autobahn through difficult Alpine Mountain region

6 mile thoroughfare in a valley

8-mile river widening and damming project

1.5 Mile City Street projects involving park construction, sidewalks, and sewerage and water piping layout

**EDUCATION**

Civil and Construction Engineering - Austria

**ADDITIONAL INTERESTS AND ACTIVITIES**

National and international business

National Labor relations

Politics

Sports and travel

**REFERENCES**

References will be provided upon request