

Standard Form 255 information

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.

a. Name and Title:

Albert Ray Duncan, Jr. - Attorney at Law & Construction
Project Specification Specialist

b. Project Assignment:

Production of final project specifications using SPECSINTACT software computer program. Consultant to designers in selection of guide specifications and adaptation of guide specifications to project.

c. Name of Firm with which associated:

Albert R. Duncan, Jr.
Spec Consultants, Inc.
P. O. Box 1293
Vicksburg, MS 38191-1293

d. Years of experience:

With this firm since 1993. With other Firms over 30 years.

e. Education: Degree(s) / Year / Specialization

Bachelor of Science	1963	Electrical Engineering
Master of Business Administration	1973	
Legal Preceptorship	1975	Attorney at Law

f. Active Registration: Year first registered / Discipline

Professional Engineer (MS & LA)	1968	Electrical Engineer
Mississippi Bar	1975	
CSI Certified Construction Specifier	1990	

g. Other Experience and Qualifications relevant to the proposed project:

Over 35 years experience with Military Projects in design, maintenance, and construction. Designed electrical features of projects for Vicksburg District Corps of Engineers. Moved to Germany as chief Electrical Engineer for HQ USAREUR ODCSENGR, later served as Chief Utilities and Environmental Division for 21st Theater Army Area Command. Returned to Vicksburg District of Corps of Engineers and was Chief of Specifications and Quality Control Section. The specifications section produced project specifications using SPECSINTACT, producing over 60 sets of specifications a year using SPECSINTACT. Retired from Corps of Engineers in 1993 and Started Specification Consulting business providing SPECSINTACT processing capability to A/E firms across the United States preparing Army and Navy specifications. Also providing on-site training and support for A/E firms preparing SPECSINTACT specifications using in-house personnel.

Instructor for Corps of Engineers Specification Writing Course. Taught portions of course dealing with Federal Acquisition Regulations, Contract Interpretation, and the Construction Specifications Institute's standard project specification organization and format.

Served as a representative on the SPECSINTACT Interagency (ARMY, NAVY, & NASA) Configuration, Control and Coordinating Board (SI-CCCB). The board determined SPECSINTACT software enhancements that would be implemented.

Started Corps of Engineers' Civil Works Guide Specification maintenance program. Was the program manager under direction of HQ USACE. Was responsible for the conversion of most of the Civil Works Guide Specifications to the SPECSINTACT format for inclusion on the CCB CD-ROM.

In 1994, provided technical support to HQUSACE in analyzing the need to continue Civil Works Guide Specifications program. Prepared recommendations on the Civil Works Guide Specification program and prepared recommendations on guide specifications that should be included in the CWGS SPECSINTACT system.

Prepared draft Engineering Regulation on the preparation of specifications for the Civil Works Program, Corps of Engineers.

Developed draft Environmental Protection Section 01130 for use in Military and Civil Works Programs for the Corps of Engineers after Corps wide review of a proposed environmental section. Incorporated or resolved approximately 800 comments concerning the specification from headquarters and field offices. Prepared draft guide specification for Storm Water Mitigation Measures (straw bales and silt fences).

Conducted survey of Corps of Engineers District Offices and their specification preparation methods. From survey results developed a SPECSINTACT Transition Program for the Corps of Engineers to help Districts begin using SPECSINTACT. Conducted on-site support at Districts helping in the start-up of SPECSINTACT.

Served as Technical Chairman for the Mississippi Chapter of Construction Specification Institute (CSI) for 1994-96. Instructor for the Construction Document Technologist training course for the Mississippi Chapter. Served as 1995-1997 CSI Gulf States Region specification competition chairman. Served on National CSI Specifications Competition Committee 1997-1999. Served as president of Mississippi Chapter CSI 1999-2000.