

McNeal D. Brown, Jr., MBA, RPA

SENIOR CONSTRUCTION AND REAL ESTATE PROFESSIONAL

Solutions-oriented construction and commercial real estate professional with over 15 years of proven experience and exceptional leadership in contracting and managing government and private sector construction projects, managing portfolios of commercial buildings and government facilities, property operations; financial management, contract negotiation, personnel management, and service delivery across geographically diverse and widely distributed operations. Managed several different types of real estate portfolios in several different asset classes including office, medical office, retail and industrial real estate. Managed construction projects ranging from simple repairs and tenant build-outs to complex base building retrofits and large-scale renovations. Currently manage construction projects with budget of up to one million dollars in addition to managing facilities service contracts that provide best-in-class services in support of the missions of various City government agencies.

GOVERNMENT EXPERIENCE

City of Gaithersburg, Gaithersburg, MD

Jan 2018-Present

Department of Public Works, Facilities & Capital Projects Division

Capital Projects Program Manager

Serve as a Capital Projects Program Manager performing complex technical and administrative work related to the capital improvement projects and facilities maintenance components including project development; cost estimating; project management; budget management and supervising the construction work. Report directly to the Chief, Facilities & Capital Projects Division. Supervise the maintenance and repair of the City's facilities and equipment both on a scheduled and an ad hoc basis. Work as the City's technical representative on projects and contracts; assist in budgeting and construction management. Utilize independent judgment to make business decisions in the planning of work in accordance with departmental policy and procedure. Perform related work as required.

Government of the District of Columbia, Washington, D.C.

Sept 2010-Apr 2011

Department of Real Estate Services

Facility Services Manager

Managed, operated and maintained the facilities in the District of Columbia's portfolio of approximately three hundred City-owned and leased properties. The portfolio totaled more than 12 million square feet. While reporting directly to the Deputy Director, Facilities; implemented and interpreted the strategic plans and initiatives aligned the department's over strategic mission and annual goals. Managed and supervised then facilities staff consisting of six managers, building management specialists, technical services team members, administrative support employees and various trade supervisors and workers. Managed daily building operations and facility management functions while working under the broad direction of the Deputy Director of Facilities. Independently developed and directed the policies and activities of the division while ensuring compliance with District regulations, internal policies, and administrative procedures. Performed related work as required.

INDUSTRY EXPERIENCE

Aeroterm Management, LLC, Annapolis, MD

Oct 2012 – Jan 2017

Project/Property Manager

Managed the daily operations of a portfolio of sixteen industrial air cargo assets totaling over \$2 million in annual revenues at seven airports throughout the Mid-Atlantic and Northeast. Prepared and forecasted annual operating and capital budgets that detailed the periodic performance of the assets for senior managers and investors. Provided operational interfacing with the Leasing, Development &

Acquisitions teams to ensure a seamless acquisition of newly developed or purchased properties. Procured service contracts and manage capital and tenant improvement construction projects up to \$1million. Sustained the physical quality, competitiveness and economic value of the managed properties by conducting quarterly inspections and planning repair and maintenance services. Managed the key risks factors associated with the properties, including property damage and property safety. Maintained the tenant relationships by responding to service requests to ensure a high level of tenant satisfaction and loyalty.

Lillibridge Healthcare Services, Inc., Washington, D.C.
General Manager

Aug 2011-Oct 2012

Managed and maintained the operational, financial and leasing aspects of two medical office buildings to achieve an over annual budgetary savings of three percent. Supervised a staff of property support professionals that includes an Administrative Assistant and a Building Engineer. Oversaw and reviewed annual budgets, quarterly reforecasting and capital planning and prepared the monthly financial and budget variance reporting packages that provided reliable feedback on property performance for senior management and shareholders. Negotiated new and renewal leases. Managed the tenant and building improvement projects from design to completion. Conducted regular meetings with both the hospital client and physician tenants to ensure complimentary operations and tenant satisfaction. Oversaw the entire accounts payable and revenue collections processes that ensured the prompt and complete payment of the rents and fees that were due. Negotiated and administered the vendor contracts. Conducted daily property maintenance tours to confirm that services and tasks were completed properly.

Inland US Management, LLC, Baltimore, MD
Senior Property Manager

Oct 2007-Apr 2010

Supervised the management of a 4.3 million-square foot portfolio consisting of twenty-eight retail centers in a five-state region. Managed a total staff of fifteen people including six management level staff. Supervised and reviewed the preparation of the annual property budgets. Reviewed the monthly reporting packages and submitted them to corporate lease administration and accounting staff. Supervised the collections of accounts receivable, pursued any outstanding amounts due and reported any outstanding balances to senior management. Addressed tenant issues and guided the staff in the resolution of tenant disputes. Supervised and provided guidance to the staff of property managers on tenant build-outs and capital construction projects. Performed annual reviews of the management staff and provided recommendations and guidance for their continued professional growth.

Healthcare Realty Trust, Inc., Washington, D.C.
Asset Manager

Feb 2006-Oct 2007

Leased and managed a 267,000-square foot portfolio of four medical office buildings in Baltimore, MD and Washington, D.C to achieve an overall budgetary saving of four percent per annum. Marketed vacant medical office space both directly to medical professionals and to commercial real estate brokers. Completed twenty-one lease renewals and two new leases. Prepared monthly operating and budget variance reports that provided effective and complete feedback on the portfolio's performance. Prepared annual property budgets for the managed properties. Hired, supervised and trained a staff of property support professionals which included one administrative assistant, in-house six maintenance personnel and over twenty contractors. Conducted regular meetings with both the hospital client and physician tenants to ensure complimentary operations and tenant satisfaction. Managed twenty-one tenant improvement and capital construction projects on behalf of the Landlord.

New Boston Fund, Inc., Vienna, VA
Property Manager

Jan 2004-Feb 2006

Managed the daily operations of a portfolio consisting of one office building that was 54,000 square feet and two industrial properties that totaled 1,055,285 square feet to achieve an over annual budgetary savings of six percent. Prepared quarterly financial management reports that include variance analyses and explanations to provide reliable feedback on property performance for both senior management and shareholders. Prepared annual property budgets, real estate tax, and operating expense reconciliations that provide for consistent, effective financial management of the managed properties. Supervised a staff of property support professionals that includes an Assistant Property Manager, a Lead Engineer, and a Building Engineer.

EDUCATION

Master of Business Administration, Business Management, Webster University, St. Louis, MO

Bachelor of Arts, Political Science, George Washington University, Washington, D.C.

DESIGNATIONS:

Real Property Administrator (RPA) - Building Owners and Managers Institute (BOMI), Annapolis, MD, February 2006.

Facilities Management Professional Candidate (FMP) – International Facilities Management Association, Houston, TX. Expected date of completion: December, 2020.

Certified Construction Manager Candidate (CCM) – Construction Management Association of America, McLean, VA. Expected date of completion: June, 2021.

BIDEN-HARRIS 2020 CAMPAIGN

Anne Arundel for Biden – Founding Member; August-September 2019. Coordinated and participated in campaign related activities including organizing, sign waving and fundraising. Participated in the *Team Joe Organizing Fellowship* campaign training program. Relocated to Howard County in October 2019 but continued to be active supporter of the group.

Maryland Coordinated Campaign (formerly Biden for Maryland) – Member; November 2019. Coordinated and participated in campaign related activities including planning, organizing, fundraising, door knocking in New Hampshire and South Carolina (pre-COVID-19), phone banking and text banking. Served as a Confirmation Captain in the Central Maryland Virtual Staging Location (VSL) for the GOTV efforts during the final weekend of the campaign.

Howard County Coordinated Campaign (formerly Howard County for Biden/Harris) – Founding Member and Co-Chair; African American Outreach Subcommittee; July-November 2020. After relocating to Howard County, I continued to support the overall campaign effort by coordinating and participating in campaign related activities including local campaign organizing, sign waving, fundraising, phone banking and text banking voters both throughout Maryland and in various targeted swing states. Coordinated outreach efforts to the African American community locally including writing local campaign talking points and position papers. Served as the Postcard Coordinator for the local campaign. I oversaw the completion and distribution of 4,630 postcards that were mailed out to the key swing states of Texas, Ohio, Arizona and Pennsylvania that were received from organizations such as Postcards to Swing States and Turn PA Blue. I coordinated over thirty-five volunteers in the post carding effort.