



PENCOL CONTRACTING CORP.

Certified MBE & DBE Firm

Capability Statement

November 6, 2023

Re: Pradeep Kothapalli

- Providing assistance for project management and coordination letting contract owners know about the requirements and objectives of the project.
- Participating in the project's development and planning.
- Carrying out clerical duties such creating estimates, bills, and meeting agendas.
- Monitoring the development of the project and reporting on it.
- Satisfying the project manager's assignments in a timely and effective manner.
- Completing additional tasks that the project manager assigns in an organized and effective manner.

Thank you,

Pradeep Kothapalli

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