

## Status

**Name** Kevin Manuel  
**Application Date** 10/27/2025  
**Expiration Date** 10/27/2027  
**Board Member** Kevin W Manuel  
**Status** Validated

| Board                      | Vacancies | Status  |
|----------------------------|-----------|---------|
| Capital Project Commission | 1         | Pending |

## Basic Information

**Name**  
Kevin Manuel

**I would like to be appointed to the position because:**  
Dear Members of the Town Council, I am interested in submitting my application for consideration to serve on the Town's Capital Project Commission. With extensive experience managing public projects and capital programs, I understand how effective oversight and planning can ensure community investments deliver long-term value. I would bring this experience to support the Commission's work, helping ensure that major projects are managed responsibly and contribute to the town's growth and development. I am committed to serving the people of Bristol and supporting projects that strengthen the community and enhance quality of life. I would welcome the opportunity to contribute my expertise and perspective to the Commission, working alongside others to make informed decisions that benefit the town now and in the future. Thank you for your consideration.

## Contact Information

**Address**  
282 Chestnut Street  
Bristol, RI 02809

**Yes, I am a resident**  
Yes

**Email**  
[REDACTED]

**Phone**  
[REDACTED]

## Occupation

**Yes, I am a city employee**  
No

## Resume File

 Download

# Kevin W. Manuel

Bristol, RI | Tel: •

## PROFESSIONAL EXPERIENCE

### **Capital Projects Manager**

*Jul. 2024-Present*

*Nantucket, MA*

*Town & County of Nantucket, MA (Office of Town Administration)*

- Lead the planning, coordination, and execution of town-wide capital projects, ensuring alignment with municipal priorities, approved budgets, and schedule requirements.
- Serve as a subject matter expert in municipal project management, advising staff on best practices, funding strategies, procurement, and compliance with public construction and contracting regulations.
- Administer and maintain the Town's project management database, tracking schedules, budgets, and deliverables to promote transparency, accountability, and data-driven decision-making.
- Manage procurement and contracting activities, including bid development, contract administration, and vendor performance oversight, ensuring adherence to public purchasing requirements.
- Coordinate with Finance and Department leadership to monitor project budgets, capital funding requests, and reporting to support responsible fiscal management and long-term capital planning.
- Engage with residents, boards, and committees to communicate project goals, progress, and impacts, building public understanding and support for ongoing capital initiatives.
- Identify and resolve schedule, budget, and operational challenges, developing practical solutions that keep projects on track and maintain public confidence in project delivery.
- Promote sustainable, durable, and community-focused project practices by collaborating with design teams and departments to integrate environmental and lifecycle cost considerations.

### **Instructor-Public Grant Project Management**

*Jun. 2025-Present*

*, Providence, RI*

*Roger Williams University Extension School*

- Design and facilitate a five-week professional development course on project management for public and grant-funded programs, emphasizing applied methodologies, grant compliance, and outcome-based planning for public sector initiatives.
- Develop curriculum materials, case studies, and evaluation methods that integrate project management theory with practical applications in government and nonprofit grant administration.

### **Lead-Federal Service Delivery**

*Jan. 2023-Jul. 2024*

*Washington, DC*

*MPG, Inc. (In support of the U.S. Department of Justice)*

- Responsible for program/task order management and development of comprehensive project plans, schedules, timelines, and resource requirements, in collaboration with cross-functional teams.
- Oversaw the development of project budgets, financial forecasting, and data analysis reporting.
- Assisted federal agency leadership in developing and reviewing enterprise-wide cybersecurity policies, procedures, and guidelines, ensuring alignment with industry standards and best practices.
- Led project teams in support of government entities in the development of enterprise risk and cybersecurity strategies aligned with organizational objectives and regulatory requirements.

### **Program Lead- Acquisition & Sustainment/Supply Chain Risk Management**

*Jan. 2019-Oct. 2022*

*Washington, DC*

*SPA, Inc., formerly U.Group. (In support of the U.S. Department of Defense)*

- Served as IDIQ contract vehicle manager overseeing task order delivery and activities, including subcontract administration, resource planning, and approval of invoicing and purchase orders.
- Responsible for managing multiple contractor support teams, providing administrative and purchasing support, policy analysis, stakeholder engagement, and public affairs.
- Oversaw human resources activities for project teams, including organization & personnel development, recruitment, selection and onboarding of new team members, payroll approval, and risk management.
- Worked with our internal finance department team to develop department, program, and project-specific budgets; worked to improve financial performance and implement strategies to reduce cost overruns.

- Prepared briefings, presentations, and informational white papers for senior leadership and external stakeholders in support of federal program management initiatives and special projects.
- Monitored and assessed the effects and impacts of existing or proposed legislative and regulatory changes that arose concerning the Department and office responsibilities.
- Served as a primary point of contact for the Contracting Officer (CO), the Contracting Officer's Representative (COR), Directorate management, and the senior leadership team.
- Supported public/industry engagement team by providing broad-based support including developing strategic communications plans/approaches, industry outreach, public partnership engagement, cost-strategy, and marketing material creation.

#### **Project Manager - Enterprise Risk Management**

*Aug. 2016 – Jan. 2019*

*Perspecta, Inc. (U.S. National Reconnaissance Office)*

*Chantilly, VA*

- Responsible for leading the implementation of the agencies' enterprise risk management (ERM) framework and advising senior agency leadership on potential risk management issues.
- Facilitated risk identification/assessment sessions, and the development of mitigation/remediation plans.
- Served as the primary liaison/team lead between program leadership and external stakeholders through each phase of the enterprise risk management process (analysis through mitigation/resolution).
- Supported the continuous evolution of the enterprise risk management framework, including foundational processes, policies, and internal controls (i.e., Standard Operating Procedures (SOPs), Statements of Work (SOW), and Teaming Agreements).
- Developed and implemented analytical solutions/tools to generate key data metrics and risk trends.
- Supported the business development team through the identification of potential business pursuits by analyzing market opportunities, requirements, and capabilities.

#### **Sr. Management Analyst-Hardware Configuration Management**

*Feb. 2013 – Aug. 2016*

*Raytheon Technologies, Corp/Dell, Inc. (U.S. Department of Defense)*

*Newport, RI*

- Oversaw the coordination and administration of assigned records management activities for systems and equipment per contractual requirements.
- Responsible for managing department workflow, setting schedules and benchmarks, monitoring daily performance, resolving issues, and managing risks.
- Supported the continuous development of enterprise and programmatic records management practices and evaluation of proposed process changes and tools.
- Responsible for the management of Division Records Database & Repository systems for records administration and maintenance.
- Conducted training sessions for internal and external stakeholders to improve awareness of and compliance with the records and change management process.

#### **EDUCATION & PROFESSIONAL CERTIFICATIONS**

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##### **State & Municipal Finance Certificate**

*University of Rhode Island*

##### **MA Certified Public Purchasing Official**

*State of Massachusetts*

##### **Master of Arts Public Management**

*Johns Hopkins University*

##### **Master of Business Administration**

*Boston University*

##### **Gr. Cert. Government Procurement & Contract Management**

*University of Virginia*

##### **B.Sc. Management, Political Science**

*Roger Williams University*