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Special Projects Coordinator
City of Albany, Public Works Department
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Albany, OR 97321



Atlas Professional Services, Inc.

Time: Managed Costs: Controlled Quality: Guaranteed

www.Atlas-APS.com

P.O. Box 1289 Albany, OR 97321

541-752-1209 F: 541-752-0162

CCB# 176040

Emerging Small Business #5737, expires 2/9/2012

Veteran Owned Small Business

RFP No. COR-09-A

Construction Management Support

Contracting Individual / Primary Work Contact

John F. Downing

P.O. Box 1289

Albany, OR 97321

541-752-1209 Office | 541-619-3858 Cell

John@Atlas-APS.com

I am honored to have the opportunity to submit this RFP to the City of Albany for consideration as a consultant of record. I have enjoyed working with the City of Albany engineering staff as an engineering technician for over six years, and have unique understanding and insight into the function and philosophies of the engineering construction management role and duties.

As a Consultant of Record – Construction Management Support, I can readily reinforce the City's operating philosophies and management goals enhanced by my long history acting as an engineering technician, and currently as a private consultant. During my employment with the City, I was intimately involved in the transitions and developments within the engineering department, and helped develop construction management philosophies and operating practices that reshaped the internal management of SI projects and capital improvement projects.

My long standing relationship with City of Albany staff adds an element of understanding and service unique to the typical city/ consultant relationship. The management philosophies developed during my time with the City; exercised and refined over two successful years as a private construction consultant, remain the same. The philosophies embraced by the City of Albany and employed by Atlas Professional Services, Inc gives testament to the success of those philosophies.

I look forward to a positive experience working with the City of Albany as a consultant of record.

Sincerely,

John F. Downing

Atlas Professional Services, Inc acknowledges and agrees to sign the revised Master Services Agreement. Atlas intends to execute work accomplished through June 30, 2010, under the FY 2009/10 Schedule of Consultant Labor Fees by Labor Category and FY 2009/10 Schedule of Consultant Expenses (see Appendix C).

John F. Downing
President

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Introduction to firm

Overview:

Atlas Professional Services, Inc provides consultation and construction management services to the public agencies and private engineering firms, as well as underground utility testing, maintenance, repair, installation to the construction community.

Legal Structure:

C-Corporation

Licensing:

Licensed, Bonded, Insured as a general contractor

CCB #176040

Expertise:

Civil construction project management, field inspections, technical compliance, report management, conflict resolution, and acceptance testing of public sewer, storm, water, street construction.

Time in Business:

2 years

History:

Atlas Professional Services, Inc is owned and operated by John F. Downing, who is solely designated to perform the duties of Construction Management Consultant. John advanced to the position of senior Engineering Technician IV with the City of Albany after 8 years before starting Atlas Professional Services, Inc. in 2007.

John has performed as a consultant, project manager, and construction inspector in all phases and types of civil construction (CIP and SI projects), and private sewer and storm pipe installation and replacement. He has significant experience focusing on ‘Trenchless’ pipe replacement, and spoke at the O2WA conference in January, 2009 on alternatives to open trenching.

Primary Staff:

John will personally be tasked to perform all duties related to the project(s) with full attention and commitment given to the City of Albany. All computer, software, and associated needs for the project will be on hand at all times. The project office will be mobile at all times, but records will be stored in the Corvallis office. As a Construction Manager, John holds himself and contractors to the highest level to ensure the success of a project.

Previous Relevant Project Work

City of Independence

Greenway Park Subdivision, Phase I(a) and Phase I(b)

Started in September 2007; Phase I(b) is currently on-hold

The City of Independence contracted Atlas Professional Services, Inc to perform all inspections and work as the public interface on behalf of the city throughout the construction of the Greenway Park Subdivision. Inspection duties included water, sewer, storm construction, testing, and technical compliance. Curb and gutter construction, road construction grade and slope verification, witnessing proof roll on road base, geo-technical interaction, nuclear-density test verification, and hot-mix asphalt street construction and inspection. Quality assurance provided during all phases of the project will ultimately reduce the long-term maintenance costs once the city obtains ownership of the public right-of-way. As-built notes, daily logs, digital photos, measurements, and details provided to the engineer of record (LEI Engineers, Salem, OR) and to city staff.

The construction required daily involvement with occasional weekend and emergency responses. 4 to 6 hours per day were required, typically.

The most significant complications on the project encountered in December 2007 when the newly installed storm system erupted out of the ground, causing significant flooding throughout the unfinished subdivision and heavy erosion on an adjacent property. John worked with the contractor, city Public Works staff and the city administrator to secure the situation; preventing further damage, and mediated an agreement between the developer and the adjacent property owner to restore the property damage. By assessing the situation and managing available resources, John helped minimize the damage to the surrounding properties and mitigate any potential damage to the nearby creek caused by the heavy erosion. John diffused a very emotional situation between the property owner and developer, helping find a solution to restore the property without litigation.

Contact:

Mike Danko, Community Development Director

P.O. Box 7

Independence, OR 97351

503.838.1212

City of Independence

Ash Street Subdivision

Started in January 2008; completed June 2008

The City of Independence contracted Atlas Professional Services, Inc to perform all inspections after the departure of a previous engineering firm and contractor. The project required detailed assessment of work previously performed without documented inspection or testing results. Several contractors were attached to the project after financial complications with the developer. Each contractor required a high level of interaction to achieve the quality expected for public infrastructure.

The developer had made promises to an adjacent property owner after damage occurred during the course of previous construction activities, but the developer failed to complete the promises. John worked as a liaison between the City, developer, contractor and property owner to achieve a positive resolution and avoiding potential legal action.

Contact:

Mike Danko, Community Development Director

P.O. Box 7

Independence, OR 97351

503.838.1212

Greater Albany Public School

Construction inspection of public utilities, and partial road construction (future)

Started June, 2008; completion January, 2009

The Albany school district hired Balhizer & Hubbard Engineers, Eugene, OR to design/ build the extension of public sewer and water utilities from existing public infrastructure up to and beyond the projected school site, which will encompass the construction of public streets and adjacent sidewalks. This project extended approximately 3,500 feet.

Balhizer & Hubbard Engineers contracted Atlas Professional Services, Inc to represent their firm for all field duties including construction inspection, testing, and technical compliance. Throughout the project, close interaction with the design engineers, city of Albany inspection and engineering staff, the contractor and neighboring property owners became a necessity to the success of the project in time, cost, and quality. As-built notes, daily logs, digital photos, measurements, and details provided to the engineers, school representatives, and to city staff.

The project included the approved use of engineered fill material salvaged from the deep excavation work, stored on-site, and reused for trench backfill and construction of the future road base. The material had been certified by the associated geo-technical engineer, but could not be tested for compliance using standard nuclear-testing equipment. The trench backfill and partial road base were tested using weighted proof rolls. The consensus between all parties involved is to delay further road construction until the material can be saturated and dried throughout the winter and spring seasons.

Balhizer & Hubbard Engineers contracted Atlas Professional Services, Inc to review a draft copy of the street design phase of the school project. The review was completed in March, 2009.

Contacts:

Monica Anderson, PE, Principle

Janet Pardee, PE

Balhizer & Hubbard Engineers

100 E 13th Ave

Eugene, OR 97401

541.686.8478

Ellingston Road reconstruction and utility extensions

April, 2007

Note: John worked on the project as the city of Albany's senior engineering technician IV.

This project worked within a very tight schedule to complete deep sewer construction, large diameter water construction, and complete road reconstruction approximately 2300 feet in length. The completion of the project ahead of schedule and under budget was to initiate the construction of a Pepsi-owned production facility, highly desired by the community.

As-built notes, daily logs, digital photos, measurements, and details provided to the engineers. All utilities and surface improvement testing was under John's direct review and supervision. Reviewed and approved traffic control plans and compliance. Progress and final measurements and payments managed directly. Change orders negotiated and processed directly.

Accomplishing the goals of the project required constant representation, 6 days per week for the duration of the project. The project's success in both cost and schedule without the loss of quality came to a great surprise to the Pepsi Corporation, and they did not follow through with construction of the production facility.

Contact:

Chris Cerklewski, PE

City of Albany, Engineering

541.917.7646

City of Albany

SW 29th Ave and Umatilla St reconstruction and overlay project

August, 2006

Note: John worked on the project as the city of Albany's senior engineering technician IV.

This project consisted of complete asphalt removal, sub-grade over-excavation, testing, and reconstruction of 29th Ave, approximately 300 feet. 2-inch overlay on Umatilla St, approximately 1800 feet.

Over-excavation became the most significant concern on the project due to the heavily saturated sub-grade and soils from local springs and damaged private water services. Subsurface water management solutions were installed prior to reconstruction and surface repaving.

This project successfully met the required schedule without expending the budget contingency, and was constructed to the standards required. Duties were consistent with project described above.

Contact:

Chris Cerklewski, PE

City of Albany, Engineering

541.917.7646

Project Team

John F. Downing

B.S. Business Administration (2006)

Primary office location: Corvallis

John has 17 years of experience ranging from residential and commercial plumbing systems to municipal public infrastructure. He has experience with all phases of civil construction, from initial conception, field surveys, and design to complete construction management and inspection, including drafting council memos and staff reports at project completion. As a team leader with the City of Albany, he helped initiate and implement ongoing training programs for developing skills and operating philosophies of new inspection staff, and the continual development of existing staff.

John worked for the City of Independence as a consulting construction manager and inspector, performing similar functions and duties as outlined in this RFP. The success of the projects assigned was directly related to the dedication and commitment John gave to each project and in his communication with the public works staff. His involvement resulted in high quality construction practices, attention to addressing and solving potential problems during construction, avoiding severe flooding and soil erosion.

John's close proximity to Albany and years of field experience and direct knowledge of City of Albany infrastructure make him an ideal candidate to work with the City of Albany as construction management support.

Track Record with the City of Albany

John has worked in the role as construction manager, inspector, and permit specialist for the City of Albany, Engineering department from May, 2000 to June 2007. His duties and responsibilities grew over the years, guided by Mark Shepard and Mike Brash, and supported by staff engineers and Public Works Directors Floyd Collins and Diane-Dennis Taniguchi.

Throughout the years with the City of Albany, his projects included

- Subdivisions
- Site Improvement Projects
- Capital Improvement Projects
- Special Projects
- Rain Drain Disconnection Projects
- Sewer Lateral Replacement Projects

These projects ranged from small projects to full road reconstruction projects. Significant projects included

- Clover Ridge Road and Utility Extension (2004) – Complete reconstruction with intergovernmental cooperation and involvement with Linn County
- Gold Fish Farm Road (2005) – Complete reconstruction project in conjunction with the Bridal Springs subdivision.
- Ellingston Road and Utility Extension (2007) – Time sensitive project. Highly successful in time, cost and quality.
- 21st Ave Water and Sewer Extension under I-5 (2004) – bored casings under I-5, extending sewer and water to the east side of I-5 for future development.

Appendix A: Addenda

NONE

Appendix B: Resume John F. Downing

Profile

A professional civil construction project manager, public program manager, construction inspector, team leader, and business owner.

Current Assignments

- Greater Albany Public School: Utility Extensions (Phase I completion Jan. 09, Phase II pending)
- City of Independence: Greenway Park subdivision (Phase I(a) complete, Phase I(b) on hold)

Current Employment

President, Atlas Professional Services, Inc

2007 – Present:

- Construction Manager / Inspector for public and private agencies
- Technical consultant to public agencies, specifically, program development (sub-division construction management, and inflow & infiltration programs)
- Guest speaker to the On-site Waste Water Management Association (O2WA), specific focus on Alternatives to Open Trench Pipe Replacement (2009)
- Business planning, development, growth strategies, budgeting, human resource management
- Staff training and development

Recent Employment History

City of Albany, Engineering Technician IV

2000 – 2007:

- Develop and institute policy and procedures for managing construction of all private Site Improvement developments, such as subdivisions within the city of Albany.
- Assess current and future project schedules; designating project assignments to construction management staff.
- Inspect all phases of large and small capital improvement projects including water, sanitary sewer, storm sewer, street and sidewalk construction, and private developments such as subdivisions. Quantify and calculate progress and final payments. Negotiate compensation for additional work related to construction projects.
- Interview and select temporary and seasonal employees for the construction management work group; develop, coordinate and lead training schedules.
- Assist Civil Engineers in planning, design and drafting capital improvement projects, including topographical surveys and assessment of current public infrastructure. Complete post-construction As-built drawings using AutoCAD.

Unique Qualifications

- Ability to effectively work as a public inspector/ project manager and as a licensed contractor.
- Intimate knowledge and understanding of public goals and technical requirements, as well as the resources, abilities, and equipment available to contractors to accomplish these goals and requirements.

- Ability to successfully manage relationships and effectively communicate with multiple disciplines in the construction community at the same time.

Professional Skill Summary

- Civil Construction Project Management
- Budget Management
- Public Works Program Management
- Project Schedule Management
- 16Years Experience (private and public storm and sewer systems)

Personal Skill Summary

- Independent Time Management
- Problem Solving
- Communication (Verbal / Written)
- Diplomacy
- Team Work
- Leadership / Authority

Administrative Skills

- Microsoft Outlook, Excel, Word, and PowerPoint
- Global Information Systems (GIS)
- ArcView Mapping Systems
- Hansen Information Database system
- AutoCAD 2002, 2006
- PermPlus – City of Albany permit issuance and tracking system

Education

- B.S. in Business Administration: Management and Communication, Corban College, Salem, OR (GPA 3.96), May, 2006.
- General Studies, Linn-Benton Community College, Albany, OR

Licenses

- Oregon Commercial Drivers Licence: Class B; Endorsements: Tank Vehicles (N).
- Oregon Construction Contractors Board #176040

Certifications

- No. 5352PIS (Effective 12/2000)
State of Oregon Plumbing Inspector – Building Sewers
- No. 9865 (Effective 10/2003)
Oregon Department of Environmental Quality – Wastewater System Operator Certification
- No. 44087 (Effective 3/2005)
Oregon Department of Transportation – Interim Qualified Inspector

Appendix C: Labor and Fees Schedule

Atlas Professional Services, Inc – Category A Construction Management Support

Labor per hour

All related duties assigned:

Field, administrative, meetings, etc. \$ 65

1 hour min, billed in ¼ hour increments.

Night (9pm – 6am) and weekend work add 20% to
labor rate

Administrative

All materials (copies, reports, binders, etc) cost + 15%

Travel outside of Albany city limits / Mile \$0.45
+ labor rate

These rates are in effect through June 30, 2010