



State of Vermont
Agency of Transportation
Municipal Assistance
Bureau

January 6, 2017

**At-The-Ready Consultant Engineering Services
For Municipalities-Statement of Qualifications**



Donald L. Hamlin Consulting
Engineers, Inc.

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ENGINEERS AND LAND SURVEYORS

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January 6, 2017

Ms. Nydia Lugo
Technical Development Engineer
Municipal Assistance Bureau
Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001

Re: State of Vermont Agency of Transportation
At-The-Ready Consultant Engineering Services for Municipalities

Dear Ms. Lugo:

Thank you for considering our firm for future consultant services. We welcome this opportunity to provide service to the Agency of Transportation and Vermont communities.

We utilize a team approach to construction projects. We know that to provide complete coverage of a project over the projected construction duration usually requires both primary inspection staff and back-up staff. We will provide the following personnel for work items outlined in the scope of work. They are Richard F. Hamlin, P.E. who is the firm's President, Jeffrey P. Kershner, P.E. who is the firm's Vice President, Benjamin D. Heath, P.E.-Project Engineer, Stephen O. Lizewski the Chief of Field Operations, Mark L. Downing, CPESC an Engineering Technician, and Michael R. Magoon, L.S. the Chief of Surveys. This team has worked together for the last 22 years on projects too numerous to list and bring over 145 years of combined experience to any project.

As an example, this team most recently provided Resident Engineering Services for the Essex Junction STP SDWK(17) and TAP TA13(6), Milton McMullen Road Sidewalk STP BP 13(3), Essex Junction STP SDWK (14) & STP EH12 (12), Jericho STP SDWK (2), South Burlington STP 5200(18), Colchester Campus Connector TCSP TCSE (007), Pearl Street STP 5300(11) & STP 5300(12), and Essex Junction Redevelopment STP 5300(9) & (10) all being Federally funded projects administered through VTrans for local municipalities. We will bring the same skills utilized on these projects with regard to scheduling, traffic control coordination, interface with adjacent property owners, businesses, and the public at large, as well as conformance with the contract documents, to the projects assigned to us by VTrans.

The attached response to the Request for Qualifications presents detailed qualifications of the team personnel, a general description of our approach to most projects, and a listing of past clients and projects involving Resident Engineering services. We have provided 10 copies and 1 CD holding an electronic copy as requested in the Request for Qualifications.

Once again, thank you for considering our firm for upcoming projects and we appreciate the opportunity to work with the Vermont Agency of Transportation.

Respectfully,



Richard F. Hamlin, P.E.
President

WATER SUPPLY AND DISTRIBUTION
WASTEWATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI LIFTS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

LABORATORY ANALYSIS
(WATER AND WASTE WATER)
LAND SURVEYING
SOLID WASTE MANAGEMENT

DESCRIPTION of the FIRM

Donald L. Hamlin Consulting Engineers, Inc. (DLHCE) is a Vermont firm, founded in 1965, offering a full range of civil engineering, land surveying, and project management services. Personnel with broad experience in all phases of civil engineering, planning, and project management form the core of this organization. Comprehensive service to our clients is a primary goal of the firm. Emphasis is placed on establishing and maintaining good working relationships with clients, contractors, representatives of local, State, and Federal governments, and people affected by construction projects.



Since its inception, the culture of the firm has been based upon complete engineering solutions and service, from survey, design and permitting, through final construction of the project. Because we are able to provide complete survey and engineering services, we are experienced in all phases of project development, completion, and management. We also recognize that it takes more than providing proper technical solutions for a project to be completed successfully. Realization of project goals, and the assurance that what the client and regulatory agencies have approved is constructed, requires engineering support throughout the construction process. Since 1965, DLHCE has inspected virtually all of the projects that we have designed. The engineering career of the founder began as a Resident Engineer on several interstate highway projects. This heritage of engineering care and complete service until the completion of construction remains with the firm. The firm's current President also started his engineering career as a Resident Engineer including a two-year long project that brought municipal sewer service to the Town of Essex. We understand that the difference between a good project and great project is always found in the details and we have the experience to know where to look for those details.

Our office is located at 136 Pearl Street in Essex Junction. This office of nine employees is fully equipped and capable to produce all original engineering documents or reproductions in many formats. For more information regarding our firm, please visit our website: www.dlhce.com



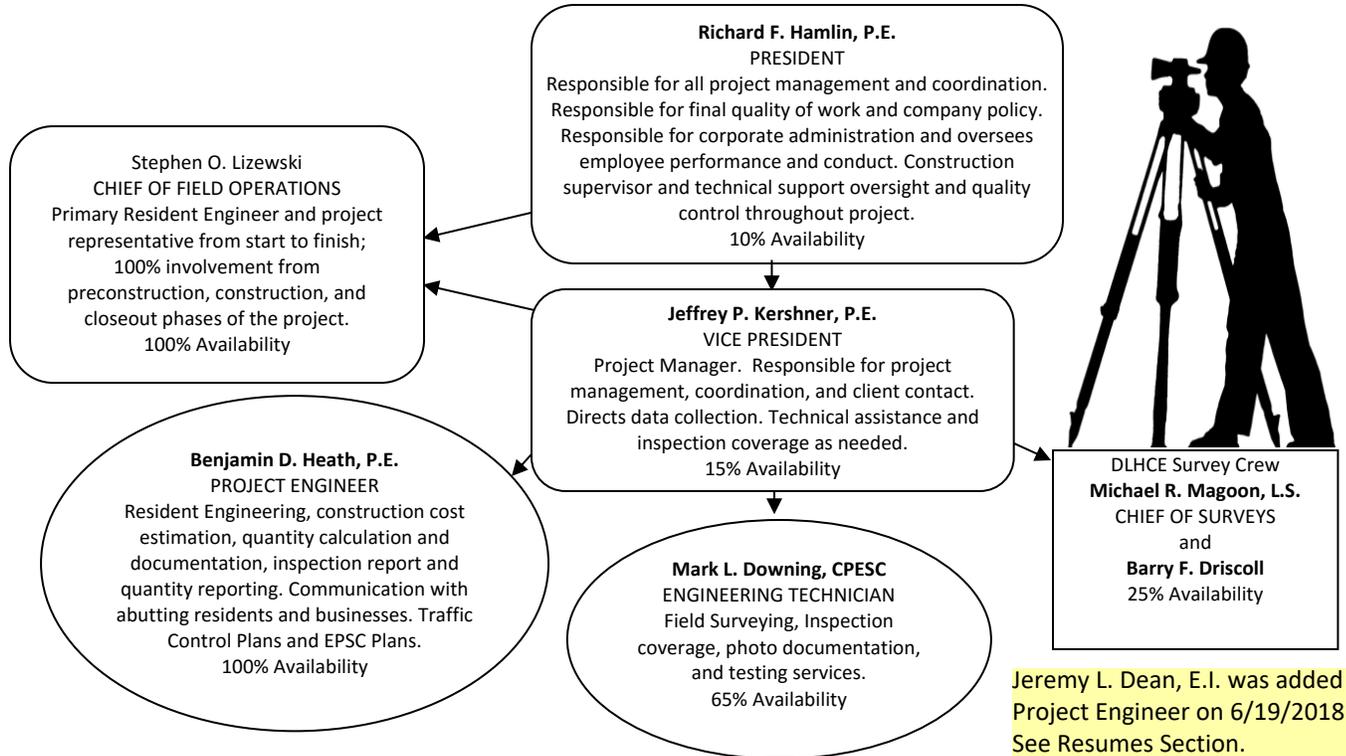
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Resident Engineering
Municipal Project Management
Drainage & Stormwater Facilities
Traffic Engineering, Modeling, & Impact Studies
Streets, Highways, & Intersections
Municipal Asset Management
Erosion Prevention and Sediment Control
Subdivisions-Residential & Commercial
Recreation and Industrial Planning
Engineering Feasibility Studies
Permit Assistance
Land Surveying & Mapping
Construction Inspection & Management
Bicycle/Pedestrian Planning and Design
Public Works and Maintenance Facilities



ORGANIZATION AND AVAILABILITY CHART

The chart presented below represents the hierarchy and availability of the staff dedicated to projects and describes the general tasks for which each staff member are responsible.



OVERVIEW of the FIRM'S EXPERIENCE

Donald L. Hamlin Consulting Engineers, Inc. has broad and diverse experience in all phases of civil and construction engineering. Projects have embraced virtually every phase of development from engineering and feasibility reports to final design, permitting, and construction phase support.

The firm has developed expertise and offers a complete range of professional services in the following areas:

- Resident Engineering
- Drainage and Stormwater Facilities
- Traffic Modeling & Impact Studies
- Wastewater Treatment
- Utility Engineering
- Land Surveying & Mapping
- Street and Highway Engineering
- Pedestrian & Bicycle Facilities
- Project Management
- Erosion Prevention & Sediment Control
- Municipal Project Management
- Construction Inspection
- Recreational Facilities
- Industrial Development
- Construction Supervision
- Intersection Design
- Residential Development
- Engineering Feasibility Studies
- Public Works and Maintenance Facilities
- Permit Assistance, Compliance, & Monitoring



APPROACH TO THE PROJECT

Upon Receipt of a Scope of Work from a Municipality, we will be prepared to provide the necessary services in response to the scope of work items. We recognize that the selected firm will need to have available personnel who are qualified to provide multi-faceted construction related services and our firm has the history and depth within our team to successfully fulfill this request. Presented below is a general description of our approach to construction projects and some of the special efforts we utilize to assure a smooth flowing and successful project and construction administration sequence.



Our first task will be to perform a detailed review of the contract documents, including the plans, specifications, permits, and contract special provisions to gain a thorough understanding of the project requirements. We will coordinate with the MPM on questions or comments based on our review of the final approved contract documents. We will also take preconstruction photographs throughout the project area to document existing conditions.

Our interaction with the project team will commence with the coordination of the Pre-Bid meeting for the Contractor selection then the and analysis of contract bids. We will also provide the email addresses for all the involved team members to the VTrans MAB Project Representative, MPM, and Design Engineer. Once a Contractor for the project has been selected, we will work directly with the VTrans MAB Project Representative and MPM to schedule, coordinate, and oversee the pre-construction conference for the project construction. Through the use of the inspection team concept, we will be able to provide inspection coverage day or night, seven days per week as needed by the construction schedule to assure that all work is performed in accordance with the VTrans Construction, Materials Sampling, and the appropriate Project Contract Documents.



The critical path schedule for construction projects relies on clear and precise communication between the contractor, resident engineer, designer, and the owner. To meet schedule goals, it will be important to complete the submission and review of shop drawings in a timely fashion. Accordingly, we will coordinate with the selected Contractor and the design engineer to see that this process flows as efficiently as possible. We will also coordinate and confirm with the Contractor regarding DIGSAFE contact and other regulatory notifications prior to the start of construction. We may also provide assistance in developing and managing construction contract schedules to confirm the critical path and assure that the project can be completed within the timeframe provided.

Public Relations

Coordination with the public is an important service that we will perform. We believe that this is an extremely important task that cannot be stressed too highly. We will maintain contact with the business owners, residents, and institutions to keep them informed of the project schedule and to coordinate with them on maintaining access to their properties. We will distribute daily emails to all interested residents and business owners to inform them of the work tasks and locations for each work day. We will also maintain contact with local radio and newspapers that broadcast and/or publish a summary of area roadway construction. We will provide a summary of the anticipated activities for the upcoming week to these agencies. In addition, we will provide a similar summary to the Municipality for posting on their website, area transportation notification services, public transportation services, schools, and area rescue services.



Daily Inspections

As mentioned above, we will maintain a continuous presence on the site during construction activities throughout the construction duration. We will prepare detailed inspection reports for each day on a standardized reporting form. These reports will include photos depicting items described in the report and documenting the progress of the work. The reports and attachments will be prepared in PDF format. We will maintain a log of the reports and will provide copies of the reports to the MPM and MAB Representative. Information included in the reports will include:



- a. Daily weather conditions.
- b. Contractor’s work force and equipment on site.
- c. General description of the current activities and location of where work is occurring.
- d. Daily progress of the work and documentation of quantities.
- e. Work zone safety and traffic control in place as well as a description of their effectiveness and any necessary modifications.
- f. Compliance with contract documents, local and State permits, and approved design modifications.
- g. Documentation of key conversations with the contractor and/or design engineer involving the project construction and any design modifications.
- h. Documentation of items not constructed in accordance with the approved plans and recommendations for remediation.
- i. Documentation of approved field changes to the plans for incorporation into project record drawings.
- j. Documentation of unusual occurrences or accidents within the project area. Such incidents will be reported to the VTrans MAB Representative, MPM, and/or Design Engineer as appropriate.
- k. Documentation of testing results.
- l. Photos of key elements of daily construction.



Our inspection services will include observation and documentation of material conditions required by State and local permits. We will also coordinate compaction and materials testing services. We will document reasons for materials justification/disposition, reasons for quantity overruns/underruns, and prepare bi-weekly written estimates for the Engineers approval. If necessary, we will prepare written order and changes of design/supplementary agreements for the VTrans Engineer’s approval.

Coordination, Coordination, Coordination...

Projects of all sizes and complexity often involve design issues discovered during construction that require attention. Accordingly, we will coordinate with the VTrans MAB Representative, MPM, and

designer on any design related issues that arise and follow through on the appropriate resolution of the issues. We are of the opinion that for a project to be successful, a complete team approach must be utilized throughout the project duration that includes the close coordination between the VTrans personnel, the design engineer, the MPM, the contractor, the inspection and testing team, and stakeholders impacted by the work. We will also coordinate with the contractor and MPM to assure all Equal Employment Opportunity and Wage Rate requirements have been met by the contractor.

Traffic Control

We will work closely with the contractor to ensure that proper traffic control techniques are implemented for both vehicular and pedestrian traffic in accordance with the project plans. This will include sidewalk and lane closures, diversions, and



detours. We have designed and supervised numerous projects within the Five Corners and Pearl Street area of Essex Junction and the Taft Corners Area / VT Route 2A area in Williston. We are very familiar with work in high traffic areas. During the summer of 2010 we provided construction inspection services for the Pearl Street Redevelopment project along Pearl Street in Essex Junction immediately in front of the Champlain Valley Exposition, which required diligent traffic control coordination to maintain safe and efficient vehicular and pedestrian traffic flow during events at the Exposition. We also successfully completed the construction supervision of the Colchester Campus Connector roadway project located in and adjacent to VT Route 15 in Colchester between Saint Michael's College and Fort Ethan Allen. Most recently, our team provided Resident Engineer Services for the Williston Road Third Lane Project in South Burlington. Our team maintained constant communication with the hospital, UVM Campus, local businesses, and emergency services which led to the successful completion of the project while maintaining fluid traffic flow through this heavily trafficked area. We are very experienced with the traffic issues that can arise in work zones heavily traveled by vehicles and pedestrians; similar to the project area. We know that it takes only a moment of inattention by the contractor to result in significant traffic delays. Prevention of these types of events will take vigilance on the part of all the parties involved. We have also supervised night construction on each of the above-mentioned projects and are aware of the special issues that must be addressed during night work.

Daily inspection reports will note work zone safety and traffic control measures in place each day. This will include a description of the effectiveness of the traffic control and any necessary modifications. These daily notations will be used at the completion of the project in the preparation of a summary report of the traffic management program monitoring and findings.

Project Layout Assistance/Checking

In addition to our inspection team members being capable of construction level survey tasks, such as measurement of grades and other field measurements, we maintain a full service survey department at our firm, led by a Vermont Licensed Surveyor. Our survey crew will be available to install control points, verify vertical and horizontal control and provide assistance and confirmation of project layout work if needed.

Erosion Prevention & Sediment Control

As the Resident Engineer, we will serve as the on-site plan coordinator responsible for ensuring proper implementation of Erosion Prevention and Sediment Control measures as required by the respective permits. Our services as the on-site plan coordinator will include the following:

- a. Inspection of best management practices in accordance with the Low Risk Handbook for Erosion Prevention and Sediment Control, Vermont Erosion Prevention and Sediment Control Field Guide, and/or the Vermont Standard Specifications for Erosion Prevention and Sediment Control.
- b. Preparation of inspection reports on a standardized form and supplemented with photo attachments.
- c. Monitoring and documentation of required maintenance to best management practices.
- d. Documentation of discharges of visibly discolored stormwater from the construction site and corrective action as necessary, including the preparation and submission of a discharge report.
- e. Coordination with the contractor, MPM, and designer to insure compliance with the permits.



Job Meeting Attendance

We will attend all job related meetings after the bid opening. In addition to general project discussions, such as schedules, etc., we will take these opportunities to discuss specific areas of concern with the contractor and/or the MPM. We will request that affected parties attend the meeting as appropriate in order to assure satisfactory resolution of project related issues. We will document topics of discussions and decisions reached regarding actions to be taken in meeting minutes that we will prepare.



Change Orders and Payment Requests

Prior to processing change orders, we will determine if a change order is truly warranted or if the change requested by the contractor is actually covered within the contract scope. Should a change order be warranted, we will prepare and process the necessary change orders to the contract.

We will review payment requests from the contractor on a bi-weekly basis and confirm the quantities requested for payment have been installed or provided. Once the payment request is correct in quantities and amount, we will forward them to the MPM with a recommendation for payment.

Punchlist Inspection & Certificate of Substantial Completion

We will perform the punchlist inspection and prepare a list of items requiring attention under direct supervision of the MPM, Owner, and VTrans MAB Representative. At the appropriate time, we will prepare and forward a Certificate of Substantial Completion to the MPM.

Final Inspection and Payment

We will monitor the punchlist inspection items and note when each individual item has been completed until all of the items have been addressed. We will calculate and verify the final contract quantities and confirm that all final quantities have been paid. This will include generating all of the documentation pertaining to final quantities and extension of time, processing paperwork related to the final estimate, and the routing of the final estimate.

Record Drawing Plans and Certification

We will develop a final set of record drawings for the project construction based on our field observations, notes, tracking of utility relocation, and documentation of final facility locations. These drawings will document the final location of project elements, including field modifications, and ties as appropriate. Upon completion, this information will be provided to the MPM, Owner, VTrans MAB Representative, and/or Design Engineer.

In addition, at the completion of the project we will provide certification documents to the MPM and VTrans MAB Representative related to project completion in accordance with the contract plans and specifications, including approved revisions, and that necessary contract provisions were adhered to. Should issued permits require specific certification text, we will provide these additional letters of certification for the work completed in accordance with the permits. We will also prepare a summary report of the traffic management program monitoring and findings.



ABILITY TO MEET SCHEDULES

We propose a team approach to this project's development and will do so in a cost efficient and timely manner. In order to meet schedules and budgets, while contributing to a successful project our team approach will include the following:

- ✓ **Having served municipalities from multiple vantage points, our team knows first-hand how to avoid common frustrations, which increase project longevity and cost.**
- ✓ **A close working relationship with regulatory staff at agencies such as Army Corps of Engineers, Vermont ANR, and VTrans.**
- ✓ **A project approach that includes a simplistic and continuous path of communication which enables the municipality to reach informed, fact-based decisions to move the project forward.**



PROJECT TEAM-KEY STAFF

Richard F. Hamlin, P.E. the firm's President, will serve as the Construction Inspection Manager to provide technical oversight and quality control related to the services the firm provides during the course of the contract. Richard is a 1979 graduate of Norwich University who started his engineering career as an inspector on several waterline projects as an intern while in college. After working for the Corps of Engineers in northern Europe, he returned to Vermont to serve as the Resident Engineer, supervising 8 other inspectors, on a two year long municipal sewer project which included work within state highways and deep construction adjacent to live streams. Other projects for which he has provided inspection services include 24,000 feet of sewer pipeline installed on Mount Mansfield to serve two existing restaurants, the connection of several Mount Mansfield Company sewer collection systems to the municipal sewer system and numerous regulatory and certification inspections as described previously. Richard has served as the single point contact and Principal Engineer for the Village of Essex Junction, Village Engineer, throughout the last 20 years. During this time, Richard has provided complete engineering design, project management, asset management, capital budget planning, utility map preparation, emergency flooding assistance, and construction phase services on a continuous on-call basis. In addition to the engineering service, Richard serves on the Village of Essex Junction Capitol Committee and on the Bike/Walk Advisory Committee.



35 Years
With Firm

Jeffrey P. Kershner, P.E., will serve as the Project Manager and will be responsible for quality assurance and quality control. Jeff will also provide design engineering services and project plan review services.

During his studies at the University of Vermont, Jeffrey worked at the firm as an engineering intern until graduating cum laude in 1993 with a Bachelor of Science degree in Civil Engineering. Jeffrey is currently the firm's Vice President and Project Manager for traffic, site development, and stormwater drainage projects. He has performed engineering design and permitting assistance for numerous roadway, drainage, and erosion prevention and sediment control projects. He has utilized innovative surface treatments such as recycled bituminous concrete and pervious cement concrete pavement on his projects involving roads and/or paths.



29 Years
With Firm

Jeffrey has served as the Project Manager for numerous traffic, site development, and stormwater drainage projects. He has performed inspection work for numerous projects and attended numerous courses in traffic and transportation engineering, include the Econolite, "Fundamentals of Traffic Control" offered by Econolite Control Products, Inc. Jeffrey has designed roadway and intersection improvements for 9 signalized intersections as part of a major retail, commercial, and residential development.



In-depth knowledge of stormwater permitting often has a positive impact on project design and related costs. Jeffrey is very familiar with the current operational and construction stormwater permitting regulations in the State. He was the Project Manager for four site development projects involving the issuance of four Individual Construction Discharge Permits in the Potash Brook watershed in South Burlington in accordance with the National Pollution Discharge Elimination System. He served as the Environmental Specialist required by those permits and was responsible for regular inspections, documentation, and reporting to the State Agency of Natural Resources.



Benjamin D. Heath, P.E., a Project Engineer for Donald L. Hamlin Consulting Engineers, Inc., will serve as a Resident Engineer and construction inspector for the projects. Benjamin will provide daily monitoring of the project and will assist with payment requests, material certifications, and material testing.



10 Years
With Firm

Ben is a 2010 graduate of the University of Vermont with a Bachelor's of Science degree in Civil Engineering, a Bachelor's of Arts degree in Environmental Studies, and is also a Licensed Professional Engineer, Class B Wastewater Designer, Vermont Water Supply Designer, Certified Professional in Erosion and Sediment Control, and a Certified Pollution Abatement Facility Operator. Ben joined DLHCE in 2007, serving as an engineering intern during his studies at the University of Vermont, working full-time during the summer break and part-time during the school year. Upon graduation in the spring of 2010, Ben joined the full-time staff as an Engineer. During his work at the firm, Ben has been involved in the design and construction supervision of several roadway, waterline, sewer, and pedestrian facilities projects as well as a number of stormwater and erosion prevention and sediment control projects. Ben has recently worked with the Town of Colchester staff on several major drainage and roadway improvement projects. Ben provided complete engineering design and resident engineering services for the East Lakeshore Drive Embankment Repair Project, which included the stabilization of a 25' tall embankment supporting East Lakeshore Drive with the use of erosion control matting and a 300 LF gravity wall. Ben also provided complete design and permitting services for the Meadow Drive to Macrae Road Ditch Repair Project, and the Smith Estates Stormwater Improvements Project. Ben has also provided a full spectrum of design engineering and resident engineering services for the Village of Essex Junction. Ben performed complete roadway reconstruction, waterline replacement, stormwater improvements, sewer repairs, and pedestrian facilities design and resident engineering services for The Summit Street Reconstruction Project, The School Street Reconstruction Project, the Algonquin Avenue Roadway Reconstruction Project, The Main Street Drainage Enclosure Project, and the Woods End Drive Roadway Reconstruction Project. Ben has most recently provided engineering services to the Town of Milton with roadway improvement projects, drainage projects, and paving projects.



Stephen O. Lizewski, will serve as the Resident Engineer providing project management and oversight of the inspection services for the construction project. Stephen is a 1988 graduate of Vermont Technical College and has been with DLHCE for over twenty years. Stephen worked prior to college as a construction laborer and after college as a Foreman for a construction crew doing pipeline and public infrastructure improvements, making him extremely comfortable in the construction setting. This provides him with great understanding of the construction process both from the viewpoint of the contractor and from that of an inspector. This experience allows Stephen to look ahead in the construction process and anticipate concerns the owner may have based upon the contractor's projected work path. Stephen is familiar with plan and specifications interpretation and is experienced in all phases of performance testing of pipelines, structures, and roadways, including unusual or difficult testing conditions. He has an in depth knowledge of the VTrans Standard Specifications for Construction and VTrans pay item categories. Stephen is skilled in construction level survey tasks such as measurements of grades and the confirmation of invert and structure elevations and is well respected by many of the area contractors. Stephen insures that the construction meets the operational needs of the Owner, as he understands that after the construction is over and the guarantee period has ended, it is the Owner that will have to maintain the project for its entire lifetime. Stephen is a certified traffic control flagger which enables him to understand traffic control requirements and strategies and allows him to audit the efforts of the Contractor to maintain a safe work zone for the Contractor's



29 Years
With Firm



personnel as well as motorists and pedestrians. Stephen's active construction supervision methods keep him intimately involved in the project and time after time proves to be an asset to any construction project.

As part of our service as Village Engineer, our firm provides inspection services for virtually every project constructed in the Village of Essex Junction and Stephen fills the role of primary Resident Engineer in this regard. He served as the Resident Engineer for the downtown redevelopment projects completed on Railroad Avenue and a portion of Main Street adjacent to the Five Corners, the recent Five Corners Redevelopment Project completed in 2008, and most recently the Pearl Street Redevelopment Project completed in 2010. As a result, Stephen has extensive experience with appropriate traffic control strategies and coordination with area businesses in the immediate vicinity of a project site.

Stephen served as the Resident Engineer and leader of our inspection team on the recent Federally funded Colchester Campus Connector Project, South Burlington-Williston Road Third Lane Project, and the Jericho Sidewalk Project.

Mark L. Downing, CPESC will provide plan and presentation development, construction inspection, resident engineering, and permit compliance services. Mark is a 2005 graduate of Vermont Technical College; and is also a Certified Professional in Erosion and Sediment Control and a Licensed Class A Licensed Designer. Mark joined DLHCE as an intern while he was in high school. Mark has served as a construction inspector on numerous projects since his graduation and during summers when he served as an intern with our firm. Mark brings the added benefit of having grown up with a parent that is a heavy equipment operator, making him very comfortable on construction sites and more knowledgeable of construction processes than technical peers of a similar age. He is experienced with interpreting plans and specifications as well as the observation of pipe and structure testing.



15 Years
With Firm

Mark served as the Primary Inspector and On-Site Plan Coordinator for the 334 residential unit South Village development located in South Burlington. We were awarded this project based on a qualification based selection to represent the City of South Burlington to assure compliance with the approved plans and specifications. Mark was responsible for observing the installation of municipal utilities, roadways, sidewalks, and curbing, observation of testing, preparation of inspection reports and documentation of project progress, as well as performance of the On-Site Plan Coordinator duties in accordance with the project's Individual Construction Discharge Permit.

Michael R. Magoon, L.S., will provide technical assistance with an additional focus on survey services, including topographic survey, right-of-way analysis, boundary location, abstract of title, and layout of construction control. Michael is uniquely qualified to provide these types of services to support the design process. Michael is a Vermont Licensed Surveyor and is experienced in both record research and field operations. Michael is highly sought for his expertise in unraveling difficult and complicated right-of-way determinations and boundary disputes; and has provided his services to many private and municipal clients. Michael has also provided expert testimony when these disputes have gone to litigation. In addition to his boundary and right-of-way research expertise, Michael is extremely skilled at high precision fieldwork for both boundary and construction control. His experience as a Grade Foreman, Resident Engineer, and Survey Crew Chief make him uniquely qualified in the design and construction realm.



29 Years
With Firm



Barry F. Driscoll, will provide technical assistance with an additional focus on survey services, including topographic survey and layout of construction control. Barry completed his BS in Forest Management at Oregon State University College of Forestry after 2 years of study at the University of Massachusetts/Amherst School of Forestry. He began land surveying in north central Massachusetts, performing primarily on large residential and commercial subdivision pre- and post-design phase survey work, in addition to boundary and record surveys. Experience at Vermont engineering firms includes leading terrestrial, geodetic and GPS survey teams performing surveys for residential, municipal, commercial, institutional, public utility and ski area clients. Projects have included extensive title searches and field reconnaissance for bike/pedestrian paths, town line determinations and a variety of urban, rural and mountainous boundary line and topographic surveys.



12 Years
With Firm

Barry is responsible for obtaining project permitting, risk assessment and regulatory guidance for local and state environmental, wastewater and stormwater review. He created inter-office GIS databases for a variety of resource maps and aerial photography.

Renee L. Kershner will provide office and administrative support throughout the projects. During her studies at St. Michael's College, Renee worked in the college's Accounting Office through the work-study program. After graduating from St. Michael's College in 1993, Renee began working at Bio-Tek Instruments, Inc. working in their Accounting Department and acquired a multitude of responsibilities over the 12 years of employment. Renee became the Senior Accountant at Bio-Tek Instruments, Inc. in 2001. In 2005, Renee worked on an "on-call" basis at the firm until she was hired full-time as the Office Manager at Donald L. Hamlin Consulting Engineers, Inc. in 2009.



8 Years
With Firm

Renee is very familiar with the routine administrative duties in the day-to-day functions of the office and takes the initiative in determining the office needs in prioritizing and organizing work. Renee has considerable knowledge of computer capabilities and information management systems and is proficient in all Microsoft Office programs as well as accounting programs including, but not limited to, Peachtree Accounting and Quickbooks Pro. Renee provides support to supervisors and administrative staff in carrying out filing, billing, communications, advertisement, and other functions of the office. Renee is proficient with reviewing documents for completeness and checking figures for accuracy. Renee checks, maintains, and prepares records such as financial documents, office payroll, time and attendance, travel information, and all daily, monthly, and annual records. Renee's thorough knowledge of office management practices allows her to make decisions based upon well-defined rules, regulations, methods, and/or procedures for the processing of documents and can communicate these decisions to others.

Jeremy L. Dean, E.I. was added as Project Engineer on 6/19/2018. See Resumes Section.



PROJECT EXPERIENCE

**City of South Burlington STP 5200(18) US Route 2 Third Lane/I-89 Exit 14
South Burlington, VT**

**Contact: Mr. Justin Rabidoux-City Engineer
City of South Burlington
104 Landfill Road
South Burlington, VT 05403
658-7961
jrabidoux@sburl.com**

Our firm provided Resident Engineering services for the improvements to US Route 2 in South Burlington between Exit 14 and the US 2 / Spear Street / East Avenue intersection. This portion of US Route 2 is a principal urban arterial that consisted of 6-7 travel lanes and provides a vital link between i-89 at Exit 14 and points eastward with downtown Burlington, The University of Vermont, The University of Vermont Medical Center, and Champlain College. The project design added a third eastbound travel lane by widening the roadway approximately 16' which allowed for improvements to vehicular, pedestrian and bicycle traffic, and public transportation. Our firm conducted shop drawing review, prepared daily inspection documentation, directed traffic control measures, measured and documented construction pay quantities, served as the coordination and communication hub between the contractor, the City of South Burlington, VTrans, and the abutting property owners. Our firm is currently preparing record drawings for the project.



**Essex Junction STP SDWK(14)
Lincoln Street Sidewalk and Lighting Improvements
Essex Junction, VT**

**Contact: Ms. Darby Mayville
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
878-6944
darby@essexjunction.org**

Resident Engineering, Construction Inspection, and Testing Services for the Lincoln Street Sidewalk and Lighting Improvements Project developed through the VTrans Local Transportation Facilities program. Served as the main contact representing the Village of Essex Junction responsible for construction inspection and testing services to ensure the project is completed in accordance with the approved plans and specifications. The project included cement concrete sidewalks, stamped concrete medians, curb ramps with detectable warnings, detectable warning surfaces, lighting and associated landscaping and drainage improvements to the project area.



Jericho Sidewalk Project STP SDWK(2)
Jericho, Vermont

Contact: Mr. Todd Odit
Town Administrator
PO Box 39
Jericho, VT 05465
899-9970
todit@jerichovt.gov

Resident Engineering, Construction Inspection, and Testing Services for the Jericho Sidewalk Project developed through the VTrans Local Transportation Facilities program. Served as the main contact representing the Town of Jericho responsible for construction inspection and testing services to ensure the project is completed in accordance with the approved plans and specifications. The project included bituminous concrete and cement concrete sidewalks, curb ramps with detectable warnings, detectable warning surfaces, and associated landscaping and drainage improvements to the project area.



VEJ Five Corners STP 5300(9)
Essex Junction, Vermont

Contact: Mr. James Jutras
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
802-878-6944
jim@essexjunction.org

Provided Municipal Project Management and Resident Engineering services for this LTF funded project that included improvements to every approach leg of one of the busiest intersections in Vermont. These improvements included waterline replacement, new curbing, new sidewalk, new lighting, new signals, new signage, and repaving of the intersection. Prepared photorealistic images of the appearance of the Five Corners intersection with mast arm type traffic signals and revised streetscape, which became the basis for the design by others of a comprehensive streetscape and lighting improvement project.



Town of Milton
McMullen Road Sidewalk STP BP 13(3)
Milton, VT

Contact: **Mr. Dustin Keelty**
Town of Milton Public Works
43 Bombardier Road
Milton, VT 05468
893-6030
dkeelty@town.milton.vt.us

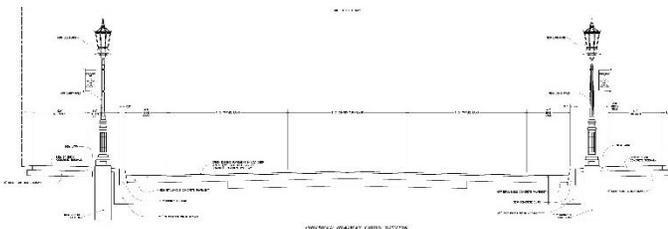
Resident Engineering, Construction Inspection, and Testing Services for the McMullen Road Sidewalk Project developed through the VTrans Municipal Assistance Bureau. Served as the main contact representing the Town of Milton responsible for construction inspection and testing services to ensure the project is completed in accordance with the approved plans and specifications. The project included cement concrete sidewalks, handicap ramps, utility relocation, and associated landscaping and drainage improvements to the project area. Our Resident Engineering Team also prepared plans for additional work on the project including a new pedestrian crosswalk and a new stormwater infiltration system at the low point of the project site.



Pearl Street Improvements STP 5300(11)
Essex Junction, Vermont

Contact: **Mr. Ricky V. Jones**
Public Works Superintendent
Village of Essex Junction
2 Lincoln St., Essex Jct. VT
802-878-6948
rick@essexjunction.org

DLHCE served as the Resident Engineer, Municipal Project Manager, performed the scoping study, and prepared conceptual plans, cross section plans, and 3D models of proposed streetscape improvements for a portion of Pearl Street that includes the CVE frontage. These models became the basis for the design of comprehensive streetscape improvements along this portion of Route 15. The project included new curbing, sidewalks, lighting, fencing, and new entrance building for the CVE pedestrian gate, new signage, reconstruction of the CVE main vehicle entrance, landscaping, and pavement overlay and striping.



**Colchester Campus Connector
Project TCSP TCSE (007)
Colchester, VT**

Contact:

**Mr. Bryan Osborne
Town of Colchester
781 Blakely Road
Colchester, VT 05446
802-264-5625
bosborne@colchestervt.gov**

Resident Engineering, Construction Inspection, and Testing Services for the Colchester Campus Connector Project developed through the VTrans Local Transportation Facilities program. Served as the main contact representing the Town of Colchester responsible for construction inspection and testing services to ensure the project is completed in accordance with the approved plans and specifications. Project involved the realignment of the Johnson Avenue intersection with Route 15, elimination of the Johnson Avenue "slip-lane" onto Route 15, the reconstruction and extension of Johnson Avenue to link with a reconfigured entrance to Camp Johnson, and further continuation to connect with Winchester Avenue and Fort Ethan Allen.



**Essex Junction STP SDWK(17) & TAP TA13(6)
Essex Junction Multi-Use Path
Essex Junction, VT**

Contact:

**Ms. Darby Mayville
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
802-878-6944
darby@essexjunction.org**

Resident Engineering, Construction Inspection, and Testing Services for the Essex Junction Multi-Use Path Project developed through the VTrans Municipal Assistance Bureau program. Served as the main contact representing the Village of Essex Junction responsible for Resident Engineering services to ensure the project is completed in accordance with the approved plans and specifications. The project included a 10' wide paved multi-use path, fencing, retaining walls, drainage, lighting, and landscaping. The project included communication and access permits with the New England Central Railroad as the project was located adjacent to the railroad right of way.



**Summit Street Roadway Reconstruction
and Waterline Replacement
Essex Junction, VT**

Contact: Mr. Ricky V. Jones
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
802-878-6944
rick@essexjunction.org

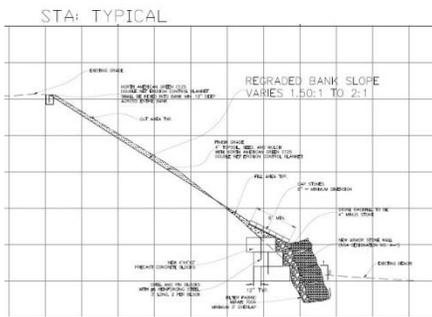
Complete municipal project management services, survey, engineering design, bidding, and resident engineering services related to the full reconstruction of the roadway, curbing, and sidewalks along Summit Street in the Village of Essex Junction from Pearl Street to Prospect Street. The project also included the replacement of the existing waterline. Project design included coordination between the new sidewalk and existing residential driveways along the roadway with significant pedestrian traffic associated with the Summit Street Elementary School. Unique aspects of the project design involved the use of innovative roadway reconstruction techniques utilizing foam insulation for roadway stabilization over poorly drained frost susceptible soils.



**Town of Colchester
East Lakeshore Drive Embankment Repairs
Colchester, VT**

Contact: Mr. Bryan K. Osborne
Town of Colchester
781 Blakely Rd
Colchester, VT 05446
802-264-5625
bosborne@colchestervt.gov

DLHCE provided conceptual design, preliminary design, contract plans, bidding services, and resident engineering services for the embankment repair on East Lakeshore Drive in Colchester, Vermont. Damages from Hurricane Irene caused shoreline erosion and slope failure on a 300 l.f. long, 25 foot high embankment which provides support to East Lakeshore Drive between Lake Champlain. A fast-tracked design schedule, coupled with construction coordination with abutting neighbors, erosion prevention and sediment control practices, diligent traffic control, and knowledge of construction within and adjacent to Lake Champlain led to the successful completion of this project on time and within budget.



**Lake Champlain Transportation
Grand Isle Ferry Terminal
Grand Isle, VT**

Contact:

**Mr. Russell Fox
Lake Champlain Transportation
King Street
Burlington, VT 05401
802-864-9804
foxy@ferries.com**

Provided conceptual design, preliminary design, final contract plans, permitting assistance, and resident engineering services for the complete reconstruction of the Grand Isle Ferry Terminal. Design and permitting assistance included a Stormwater Discharge Permit, intersection and access reconfiguration (VTrans Highway Permit), local approval, Army Corps of Engineers Permit, Wastewater System and Potable Water Supply Permit, and a State Shoreline Encroachment Permit. Construction coordination with terminal operations was critical to maintain the facility operations 24 hours per day. Project included new entry/exit lanes, ticket booths, new parking areas, loading zones, site lighting, stormwater collection and treatment, and a retaining wall structure that was built to protect a historic ship wreck.



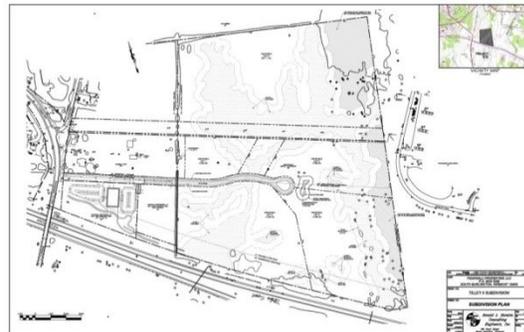
**Mountain View Office Park
Tilley Drive – Phase 2
South Burlington, VT**

Contact:

**Mr. Robert Bouchard
Pizzagalli Properties, LLC
346 Shelburne Rd, Suite 601
Burlington, VT 05401
802-660-6805**

Bob.bouchard@pizzagalliproperties.com

Design of roadway and site improvements related to a five lot subdivision in South Burlington. Responsible for the preparation of complete construction plans, details, permit assistance, and construction phase assistance. Project included approximately 1,000 l.f. of Multi-Use Path. Project also included the design of new sewer lines, a new sewer pump station and forcemain, approximately 1,100 l.f. of new waterline to serve the park, as well as grading and stormwater drainage design. Performed an update to the traffic impact study for the adjacent Mountain View Business Park to evaluate the impacts of the estimated trip generation from this 5 lot commercial subdivision.



Saint Michael's College
Campus Loop Road
Colchester, Vermont

Contact: Mr. James Farrington, AIA
Saint Michael's College
One Winooski Park
Colchester, VT 05446
802-654-2398
jfarrington@smcvt.edu

DLHCE provided complete survey, engineering design, bidding, and resident engineering services related to the full construction of the roadway, curbing, and lighting of the Campus Loop Road at Saint Michael's College. The new 24' wide, 700' long roadway serves to connect the existing roadways within the campus to allow travel throughout the campus from more than one entry point.



**Algonquin Avenue Roadway Reconstruction
And Waterline Replacement**
Essex Junction, Vermont

Contact: Mr. Ricky V. Jones
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
802-878-6944
rick@essexjunction.org

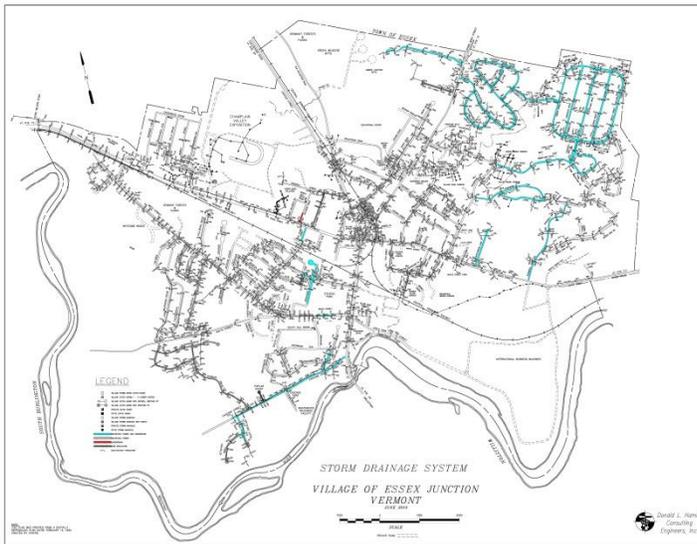
Complete survey, engineering design, bidding, and resident engineering services related to the full reconstruction of the roadway along Algonquin in the Village of Essex Junction. The project also included the replacement of the existing waterline. Unique aspects of the project design involved the use of innovative roadway reconstruction techniques utilizing foam insulation for roadway stabilization over poorly drained frost susceptible soils.



Village Engineer
Essex Junction, VT

Contact: Ms. Lauren Morriseau, Co-Assistant Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
802-878-6950
lauren@essexjunction.org

Our firm was selected to be the Village Engineer for the Village of Essex Junction in 1996. We have been re-selected by the Trustees each year since then to provide this comprehensive service. Beyond survey, design, permitting assistance, and inspection services, for the past 20 years we have provided project management services for virtually all of the development within the Village to ensure that the scope, administrative responsibilities, livability, and durability of the final products are in conformance with the Public Works Standards, Land Development Code, and affected landowners concerns. Projects have ranged from single residences, to large single and multi-family residential developments and infrastructure improvements. Our firm has created and updates street and utility plans, which provide complete inventory information for all of the streets, sanitary sewer system, water and hydrant system, and stormwater system for the entire Village. Our firm has led the effort to produce and coordinate the Capital Budget by providing a comprehensive Capital Improvements estimate database. Our firm's deep history with this municipality helps us to relate to other municipalities and guides our project management process to foresee future frustrations and use our experience to ensure projects stay within budget and on schedule. Our service as Village Engineer has also included constant communication with the residents. We have lead public concerns meetings, project presentations, and have participated in Village Trustee meetings for the past 17 years. Our long-term experience and relationship with this municipality has led to the successful completion of construction projects for many other municipalities and this project will be no different.



APPENDIX A

Resumes

Donald L. Hamlin Consulting Engineers, Inc.

- Richard F. Hamlin, P.E.
- Jeffrey P. Kershner, P.E.
- Benjamin D. Heath, P.E.
- Stephen O. Lizewski
- Mark L. Downing, CPESC
- Michael R. Magoon, L.S.
- Renee L. Kershner

Jeremy L. Dean, E.I. was
added on 6/19/2018.



RICHARD F. HAMLIN, P.E.
PRESIDENT

EDUCATION:

BSCE - Norwich University - 1979

PROFESSIONAL REGISTRATION:

P.E. - State of Vermont, Section I-313 Compliant

P.E. - State of New Hampshire

P.E. - State of Maine

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers - Past President Vermont Section

Vermont Society of Engineers

National Society of Professional Engineers

New England Water Works Association

EXPERIENCE:

Summers of 1976-1978	Donald L. Hamlin Consulting Engineers, Inc.; Rodman - Chainman on various surveys. Construction Inspector on municipal water system improvements.
1979	Surveyor on various water impoundment surveys under contract to the U.S. Army Corps of Engineers in the Indianapolis, Indiana area.
1980	Design Engineer and Construction Inspector for various U.S. Army Facility improvements in Northern portion of West Germany.
1982	Full time staff Donald L. Hamlin Consulting Engineers, Inc.; Survey Party Chief on a variety of boundary and construction surveys. Resident Engineer for \$7 million wastewater collection system. Responsible for inspection and location documentation of over three hundred residential and commercial sewer service installations. Responsible for the design of specialized residential septic systems. Project Engineer on various drainage and road improvement projects. Responsible for the preparation of industrial park feasibility studies.
1986-1993	Donald L. Hamlin Consulting Engineers, Inc., Board of Directors: Corporate responsibilities including employee compensation, technical specifications, and project administration.
1993	Donald L. Hamlin Consulting Engineers, Inc. - Appointed Executive Vice President,
2006	Donald L. Hamlin Consulting Engineers, Inc. - Appointed President and Principal Engineer

Project Experience:

Project Management, Design, and inspection of a variety of projects including a 78 acre mixed commercial, retail, residential development, an innovative sewer system to serve restaurants located on top of the highest mountain in Vermont, and numerous roadway designs which include both pedestrian and bicycle accommodations. Performed design services for the Government of the Virgin Islands related to new roadway alignments through environmentally sensitive areas. Served as the single point contact and Principal Engineer for the Village of Essex Junction, Village Engineer, throughout the last 20 years. During this time, provided complete engineering design, project management, asset management, capital budget planning, utility map preparation, emergency flooding assistance, and construction phase services on a continuous on-call basis. Also serves on the Village of Essex Junction Capitol Committee and on the Bike/Walk Advisory Committee.



JEFFREY P. KERSHNER, P.E.
VICE PRESIDENT

EDUCATION:

BSCE - University of Vermont - 1993, Cum Laude

PROFESSIONAL REGISTRATION:

P.E. - State of Vermont, Compliant with ANR Designer License

PROFESSIONAL MEMBERSHIPS:

American Society of Civil Engineers
National Society of Professional Engineers
Chi Epsilon, Civil Engineering Honor Society
Tau Beta Pi, National Engineering Honor Society
Order of the Engineer, University of Vermont Link

EXPERIENCE:

September, 1988 - May 1993

Donald L. Hamlin Consulting Engineers, Inc. Served as an Engineering Technician while in pursuit of a degree in civil engineering, working in conjunction with project engineers on a wide variety of projects.

May 1993 – Present

Donald L. Hamlin Consulting Engineers, Inc. Joined full time staff as an Engineer working directly under three (3) licensed Professional Engineers.

Specific design experience includes the following:

- Project Manager and principal engineer for complete design and construction services for the Milton High School Roof Drain Outfall and Stormwater Storage Gallery project in Milton, Vermont. Project was required due to severe erosion to an embankment and downstream drainage channel at the discharge end of the existing roof drain outfall, and to repair a large sink hole at the top of the embankment resulting in sediment transport into the downstream drainage channel. Responsible for the design solutions to repair erosion, stabilize and restore the slope and downstream channel. The project design also included a large subsurface stormwater storage gallery for off-line storage of stormwater runoff from the roof for use in irrigation of the recreation fields. This project was awarded the 2012 Governor's Award for Environmental Excellence.
- Provided emergency engineering assistance and field investigations related to localized flooding of roadways and adjacent properties on multiple occasions during the summer of 2013 as a result of intense rainfall events in the Village of Essex Junction. Performed ongoing field observations and monitoring during large, intense storm events of municipal drainage systems to identify flooding and hazardous conditions to protect public health and safety, working in conjunction with the Village Public Works Department. Performed post-storm event inspections of municipal infrastructure to assess potential damage resulting from storm events. Provided recommendations and construction oversight for the emergency repairs and future improvements to the drainage system components.
- Performed drainage studies and culvert analysis computations to confirm the sizing of existing municipal drainage system components in accordance with current regulations and design storm events, and its adequacy in light of the intense storm events experienced during the summer of 2013. Provided recommendations for maintenance, repairs, and improvements to the municipal drainage system components.
- Provided complete design, permitting, and construction services for stormwater improvements to the Fairview Farms Subdivision in Essex Junction as part of the Chittenden County Municipal Highway Stormwater Mitigation Program. Responsible for the inspection, documentation, and hydrologic analysis of the existing stormwater system within this large residential subdivision; as well as the design of a retention pond, repair of a twenty-five foot embankment, and a stormwater discharge structure with energy dissipation.



BENJAMIN D. HEATH, P.E.
PROJECT ENGINEER

EDUCATION:

BSCE - University of Vermont - 2010
BA - University of Vermont - 2010

PROFESSIONAL MEMBERSHIPS:

Chi Epsilon, Civil Engineering Honor Society
Tau Beta Pi, National Engineering Honor Society
Order of the Engineer, University of Vermont Link
American Society of Civil Engineers

PROFESSIONAL REGISTRATION:

Engineer Intern – State of Vermont-Fall 2009
Certified Professional in Erosion and Sediment Control-Spring 2011
Class A Wastewater Designer-Vermont Department of Environmental Conservation-Summer 2011
Class B Wastewater Designer-Vermont Department of Environmental Conservation-Fall 2011
State of Vermont Water Supply Designer-Vermont Department of Environmental Conservation-Fall 2012
Grade 1 Domestic Wastewater Operator-Summer 2014
State of Vermont Licensed Professional Engineer-Civil-Winter 2014
Technical Service Provider-United States Department of Agriculture-Spring 2015

EXPERIENCE:

May 2007 - May 2010

Donald L. Hamlin Consulting Engineers, Inc. Served as an Engineering Technician while in pursuit of a degree in civil engineering, working in conjunction with project engineers on a wide variety of projects.

May 2010 – Present

Donald L. Hamlin Consulting Engineers, Inc. Joined full time staff as an Engineer working directly under two (2) licensed Professional Engineers and one (1) licensed Surveyor.

Resident Engineering Experience:

- Milton McMullen Road Sidewalk STP BP 13(3)
- Essex Junction STP SDWK(14) and STP EH 12(12)
- Jericho STP SDWK (2)
- Pearl Street STP 5300(11) & STP 5300(12)
- Colchester Campus Connector TCSP TCSE (007)
- Essex Junction STP SDWK(17) and TAP TA13(6)
- Sanderson Road Improvements Project-Town of Milton
- Paving Projects FY'17-Town of Milton
- Briar Lane Waterline and Roadway Improvements Project-Essex Junction
- Main Street Drainage Enclosure Project-Essex Junction
- Hillcrest Road Drainage and Waterline Improvements Project-Essex Junction
- School Street Reconstruction-Essex Junction
- Woods End Roadway Reconstruction-Essex Junction
- Mallets Bay Avenue Roadway Repair Project-Town of Colchester
- Meadow Drive to Macrae Road Ditch Repair Project-Town of Colchester
- Algonquin Avenue Waterline and Roadway Reconstruction Project-Essex Junction
- East Lakeshore Drive Shoreline Repair Project-Town of Colchester
- Summit Street Water Replacement and Roadway Reconstruction-Essex Junction
- South Summit Street Roadway and Waterline Reconstruction-Essex Junction
- Fairview Farms Stormwater Pond-Essex Junction
- Elm Street Complex Roadway and Sanitary Sewer Systems Improvements-Winooski Housing Authority



STEPHEN O. LIZEWSKI
CHIEF OF FIELD OPERATIONS

EDUCATION:

A.C.E. - Vermont Technical College
Vermont Technical College - Continuing Education

EXPERIENCE:

1988-Present **Donald L. Hamlin Consulting Engineers, Inc.,**

Resident Engineering Experience:

- South Burlington STP 5200(18)
- Colchester Campus Connector TCSP TCSE (007)
- Essex Junction STP SDWK(17) and TAP TA13(6)
- Essex Junction STP SDWK (14) & STP EH12 (12)
- Jericho STP SDWK (2)
- Pearl Street STP 5300 (11) & STP 5300 (12) in the Village of Essex Junction.
- Five Corners Redevelopment Improvements Project, Pearl Street STP 5300 (9) & (10) in the Village of Essex Junction.
- Five Corners North Storm Drainage Improvements project in the Village of Essex Junction.
- Maplewood Lane Roadway Reconstruction project in the Village of Essex Junction.
- Main Street Multi-Use Path project in the Village of Essex Junction.
- Taft Street Reconstruction project in the Village of Essex Junction.
- South Street Roadway Improvements project in the Village of Essex Junction.
- Marvin Heights Curb and Sidewalk Improvements project in the Village of Essex Junction.
- River Street Waterline Replacement project in the Village of Essex Junction.
- Abnaki/Algoquin Roadway Reconstruction project in the Village of Essex Junction.
- Main Street Sidewalk and Lighting Improvements project in the Village of Essex Junction.
- Railroad Avenue Sidewalk and Lighting project in the Village of Essex Junction.
- Prospect Street Sanitary Sewer System project in the Village of Essex Junction.
- Pearl Street Drainage Improvements Project in the Village of Essex Junction.
- Lincoln Street Drainage Improvements Project in the Village of Essex Junction.
- Rivers Edge Apartments Pump Station Replacement project for the Winooski Housing Authority in Winooski Vermont.
- Elm Street Complex Roadway and Sanitary Sewer Systems Improvements project for the Winooski Housing Authority in Winooski Vermont.
- Franklin Street Complex Roadway and Sanitary Sewer Systems Improvements project for the Winooski Housing Authority in Winooski Vermont.
- New Alumni Center project at St. Michael's College.
- Emergency Services Building project at St. Michael's College.
- New Welcome Center project at St. Michael's College.
- New Residence Halls #2 and #3 project at St. Michael's College.
- New Residence Hall project at St. Michael's College.
- Blue Bird Roadway Reconstruction Project in the Town of Milton.
- Sandhill Road New Waterline project in the Town of Essex.
- River Road New Waterline project in the Town of Essex.
- Pedestrian Walkway's project at Maple Tree Place.
- Green Improvements project at Maple Tree Place.
- Primary Site Work project at Maple Tree Place.
- Tilley Roadway Phase I project in South Burlington.



**MARK L. DOWNING, CPESC
ENGINEERING TECHNICIAN**

EDUCATION:

Mechanical Engineering – Center for Technology, Essex 2002
AE – Vermont Technical College 2005

PROFESSIONAL MEMBERSHIPS:

National Vocational Technical Honor Society

PROFESSIONAL REGISTRATION:

Type A - Residential Septic System Designer
CPESC – Certified Professional in Erosion and Sediment Control

EXPERIENCE:

June, 2002 - May 2005

Donald L. Hamlin Consulting Engineers, Inc. Served as an Engineering Technician on part time basis while in pursuit of a degree in civil engineering, working in conjunction with two project engineers on a wide variety of projects. Work experience included:

- Computer Aided Design or CAD Draftsmen using the latest AutoCAD™ and Eagle Point™ Software.
- Surveying Technician.
- Construction supervision
- Water Quality Testing.
- Effluent Testing.
- Traffic Data Collection.

May 2005 - present

Donald L. Hamlin Consulting Engineers, Inc. Joined full time staff as an Engineering Technician working directly under two licensed Professional Engineers. Project responsibilities include field survey, site design, residential and commercial septic system designs, water quality testing, effluent testing, and construction inspection and field measurements. Specific experience includes:

- Served as the Quality Control Officer and the on-site plan coordinator for the 334 unit South Village residential development on a ±225 acre site in South Burlington.
- Currently serving as the primary construction inspector for the construction of a 9-unit Planned Unit Development located on West Shore Road in Georgia.
- Provided design and currently providing construction inspection of Vermont's Camp Ta-Kum-Ta, located on Sunset View Road in South Hero.
- Provided design and inspection for the construction of a new roof drain outfall and 70,000 gallon stormwater storage gallery located at Milton High School.
- Provided inspection for the construction of a two-story office building located on Lot 3 of the Mountain View Office Park in South Burlington.
- Provided construction inspection services related to the 2006 installation of an advanced stormwater treatment system in the Village of Morrisville.
- Stormwater Pollution Prevention Plan Coordinator for the Rathe Salvage Yard in Colchester Vermont.



MICHAEL R. MAGOON, L.S.
CHIEF OF SURVEYS

EDUCATION:

A.A.S./Paul Smiths College of Arts & Sciences - 1977
Vermont Technical College, University of Vermont
Vermont Society of Land Surveyors Educational Seminars
Massachusetts Association of Land Surveyors and Civil Engineers Seminars

PROFESSIONAL REGISTRATION:

L.S. - State of Vermont License No. 611

EXPERIENCE:

- 1978 Grade Foreman for water, sewer & storm drain projects. Estimated job costs and feasibility. Computed quantities on road excavations and related work in the West Rutland, Vermont area.
- 1979-1980 Instrumentman and Survey Crew Chief on residential subdivisions, roadway, airport (surveys and stakeout) and boundary surveys. Computed calculations for land surveys and construction surveys in the Cottonwood, Arizona area.
- 1980 Survey Crew Chief, residential subdivisions, roadway construction surveys, cross sections, drainage details, centerline stakeout with offsets and slope staking. Computed calculations for land surveys in the Cottonwood, Arizona area.
- 1980-1982 Survey Crew Chief on residential subdivisions and road construction surveys. Computed calculations for land surveys and construction surveys in Sedona, Arizona area.
- 1989-Present Sole Proprietorship of Land Surveying firm (in 1993 began doing business as Land Lines-Surveying and Mapping) providing Land Surveying services throughout the Champlain Valley and adjacent towns in Vermont. Primarily offering consulting on land boundaries, conducting property line retracement surveys, subdivision surveys, land planning consultation, and ancient highway municipal inventory assistance
- 1983-Present **Donald L. Hamlin, Consulting Engineers, Inc.**
- Project Field Inspector for municipal wastewater collection systems with extensive qualifications in the installation of pipelines under roadways with the use of jacking and augering procedures. Residential subdivision street construction and reconstruction inspection. Proficient with in-field measurements and calculations to meet design change requirements and/or to adjust to existing conditions. Resident Engineer/Project Field Inspector on municipal sewer collection system where installation of pipelines under and along state highways required extensive traffic control and partial reconstruction of said highway. Inspection of concrete construction such as retaining headwalls and other drainage structures as well as building foundations.

Crew Chief and Chief of Parties supervising land boundary surveys from single lot re-monumentation to large subdivision layouts throughout Vermont. Deed research executed in many municipal record holdings as well as quasi-public record abstraction experience, especially in the Chittenden County area. Extensive experience in uncovering and evaluating property line evidence. Engaged in computations to evaluate and calculate all phases of Land Surveying. Map drafting experience in all types of platting.



RENEE L. KERSHNER
OFFICE MANAGER

EDUCATION:

Bachelor's of Science, Accounting, 1993
St. Michael's College, Colchester, VT

QUALIFICATIONS PROFILE:

- Highly organized and detail focused Accountant with a track record of accurately and efficiently supporting overall accounting activities
- Comprehensive knowledge of accounting and auditing principles, A/P, A/R, payroll, general ledger postings, invoicing, taxation issues, & regulatory compliance guidelines
- Expertise in developing and delivering monthly, quarterly, and annual Profit and Loss statements and Balance Sheets for management within strict deadlines.
- Keen ability to analyze cost control, providing timely & frequent financial information that supports corporate goals and objectives
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity
- Proficient in Microsoft Excel, Microsoft Word, Microsoft Access, Peachtree Accounting, Quickbooks Pro, ADP Payroll and Paydata Payroll Services.

EXPERIENCE:

1993 – 2001 *Associate Senior Accountant*
2001-2005 *Senior Accountant*

Bio-Tek Instruments, Inc.

Began at Bio-Tek Instruments, Inc as an Associate Accountant performing all duties related to the Accounts Payable function. Quickly advanced in the company as the Senior Accountant . Capable of performing all accounting duties including, A/R, A/P, General Ledger, and Fixed Assets within the Accounting Department. Primary responsibilities were payroll processing for 200 employees, monthly financial statements, yearly budget preparation, and sales tax reporting to 26 individual states. In 2002, transitioned the company from ADP Payroll Services to Paydata Payroll Services.

2009 to Present *Office Manager*

Donald L. Hamlin Consulting Engineers, Inc.

Perform all financial activities to include P&L statements, management and job accounting reports. Complete bank reconciliations, create invoices and collect on overdue accounts. Manage payroll and prepare tax returns. Interact with clients and vendors on a regular basis, cultivating strong professional relationships. Provide support to supervisors and administrative staff in carrying out filing, billing, communications, and advertisement. Check, maintain, and prepare records such as financial documents, office payroll, time and attendance, travel information, and all daily, monthly, and annual records. Maintain files, logs, manuals, or other documents and prepare documents for filing storage, data entry, or other processing. Prepare correspondence, detailed forms, and reports. Order office supplies and maintains inventory of equipment, apparel, and furniture.



*Jeremy L. Dean, EI
Project Engineer*

EDUCATION:

B.S. Civil Engineering May 2018, University of Maine, Orono

EXPERIENCE:

May, 2013 – June, 2018

Donald L. Hamlin Consulting Engineers, Inc. Served as an Engineering Technician while in pursuit of a degree in civil engineering, working in conjunction with project engineers on a wide variety of projects.

June, 2018 – Present

Donald L. Hamlin Consulting Engineers, Inc. Served as a Project Engineer under the supervision of Professional Engineers.

Specific experience includes the following:

Shelburne STP BP14(5) & STP SDWK(24)

- Primary Construction Inspector for the 800 lf cement concrete sidewalk project on VT Route 7 and Falls Road in Shelburne, Vermont. The project was developed through the VTrans Municipal Assistance Bureau program. Represented the Town of Shelburne and was responsible for construction inspection and testing services to ensure the project was completed in accordance with the approved plans and specifications. The project included cement concrete sidewalks, concrete ramps with detectable warnings, granite curbing and associated landscaping and drainage improvements to the project area.
- Performed complete review of contract plans, specifications, estimates, and contract special provisions.
- Prepared daily reports, including quantities.
- Maintained a photographic record of the progress of construction.
- Ensured that the contractor was in compliance with all construction contract requirements, permits, and ordinances.
- Inspected and approved material sources.
- Recorded material certifications.
- Collected, reviewed, and verified certified payroll.
- Monitored all erosion control performed by the contractor and ensured conformance to applicable permits.
- Reviewed and verified appropriate traffic control activities.
- Resident engineering services also included material quantity calculation and documentation, and record drawing assistance.
- Reviewed payment requests from contractor and prepared recommendation of payment to the Town of Shelburne.
- Served as line of communication between the Town, the contractor, VTrans, the design engineer, and the local residents.

Essex Junction STP 5300(14) VT 15- Pearl Street Link

- Assisted with construction inspection of the new concrete sidewalk and lighting project on Pearl Street in Essex Junction, VT. The project was developed through the VTrans Municipal Assistance Bureau program. Represented the Village of Essex Junction and was responsible for construction inspection services to ensure the project was completed in accordance with the approved plans and specifications. The project included cement concrete sidewalks, concrete ramps with detectable warnings, cement concrete curbing, new lighting, traffic signal mast arms and associated landscaping and drainage improvements to the project area.
- Prepared daily reports, including quantities.
- Maintained a photographic record of the progress of construction.
- Ensured that the contractor was in compliance with all construction contract requirements, permits, and ordinances.
- Monitored all erosion control performed by the contractor and ensured conformance to applicable permits.
- Reviewed, verified and coordinated appropriate traffic control activities.

Town of Milton Roadway Resurfacing Projects

- Performed field measurements and documentation of existing pavement conditions on over four miles of roadways in the Town of Milton.
- Performed quantity calculations.
- Prepared an estimate of probable construction costs based on tonnage of the shim, overlay, and hand placed pavement portions for each of the roadway improvement sections.

Milton McMullen Road Sidewalk Project STP BP 13(3), Town of Milton

- Primary Construction Inspector for the 4,000 lf cement concrete sidewalk project on McMullen Road in Milton Vermont. The project was developed through the VTrans Municipal Assistance Bureau program. Represented the Town of Milton and was responsible for construction inspection and testing services to ensure the project was completed in accordance with the approved plans and specifications. The project included cement concrete sidewalks, concrete ramps with detectable warnings, and associated landscaping and drainage improvements to the project area.
- The design plans for the project were determined to be inadequate and the designer provided our office with documentation to field design the improvements. Our team worked with the contractor to determine design grades for the sidewalk and the associated driveway aprons.
- Resident engineering services also included material quantity calculation and documentation and record drawing assistance.
- Served as line of communication between the Town, the contractor, VTrans, the design engineer, and the utility companies.
- Performed complete review of contract plans, specifications, estimates, and contract special provisions.
- Prepared daily reports, including quantities.
- Maintained a photographic record of the progress of construction.
- Ensured that the contractor was in compliance with all construction contract requirements, permits, and ordinances.
- Inspected and approved material sources.
- Recorded material certifications.
- Collected, reviewed, and verified certified payroll.
- Monitored all erosion control performed by the contractor and ensured conformance to applicable permits.
- Reviewed and verified appropriate traffic control activities.
- Prepared a number of "Request For Information" documents requesting changes be made to the design plans by the design engineer as problems with the design were found in the field.
- Reviewed payment requests from contractor and prepared recommendation of payment to the Town of Milton.

Main Street Drainage Enclosure Project- Village of Essex Junction

- Plan review and comments for all contract plans, specifications, and bidding documents. Quantity calculation review. The project included approximately 1,800 lf of bituminous concrete bike lanes, 2,000 lf of storm drainage pipe, and approximately 300 lf of precast concrete block retaining walls.
- Performed pre-construction photo documentation for the project.
- Construction inspection services including material quantity calculation and documentation, and shop drawing review.
- Performed construction layout of over 2,000 lf of concrete curb including the curb cuts for driveways.

School Street Reconstruction Project-Village of Essex Junction

- Construction inspection services related to the full reconstruction of the 600-foot roadway, curbing, and sidewalks along School Street, Pearl Street, and Park Terrace in the Village of Essex Junction. The project also included the replacement of the existing waterline, sewer main, and stormwater system. Field inspection included coordination between the new sidewalk and existing residential driveways along the roadway with significant pedestrian traffic associated with the Park Street School.
- Performed pre-construction photo documentation for the project.
- Construction inspection services including material quantity calculation and documentation, and shop drawing review.