

# Caltrans District 6

## How to Effectively Write a SF330 Resume



For Small Business Enterprise (SBE) – Calmentor Program

# SF 330 Introduction

- Required Documents -
  - **Section A-C:** Contract Information
  - **Section D:** Organizational Chart
  - **Section E:** Resumes
  - **Section F:** Projects
  - **Section G:** Key Personnel Participation in Example Projects
  - **Section H:** Additional Information

The image shows a stack of project qualification forms for CALTROP. The top form is titled 'SECTION I - INTRODUCTION' and contains a table for 'KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS'. Below it is 'SECTION D. ORGANIZATIONAL CHART OF PROPOSED TEAM' which lists 'Dave Sakler, PE' as the Contract Manager for 'CALTROP Corporation, Emeryville, CA'. The bottom form is 'ARCHITECT - ENGINEER QUALIFICATIONS PART I - CONTRACT-SPECIFIC QUALIFICATIONS' and contains a table of projects with columns for 'Project Name', 'Location', and 'Services'. The table lists various projects such as 'On-Call Project and Program Management Services' and '200 Powell Street, Suite 1100 Emeryville, CA 94608'.

PROJECT NAME	LOCATION	DATE	ROLE	STATUS
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X
(C) The Palmdale	Palmdale, CA	2010	Project Manager	X

# SF330 Basics

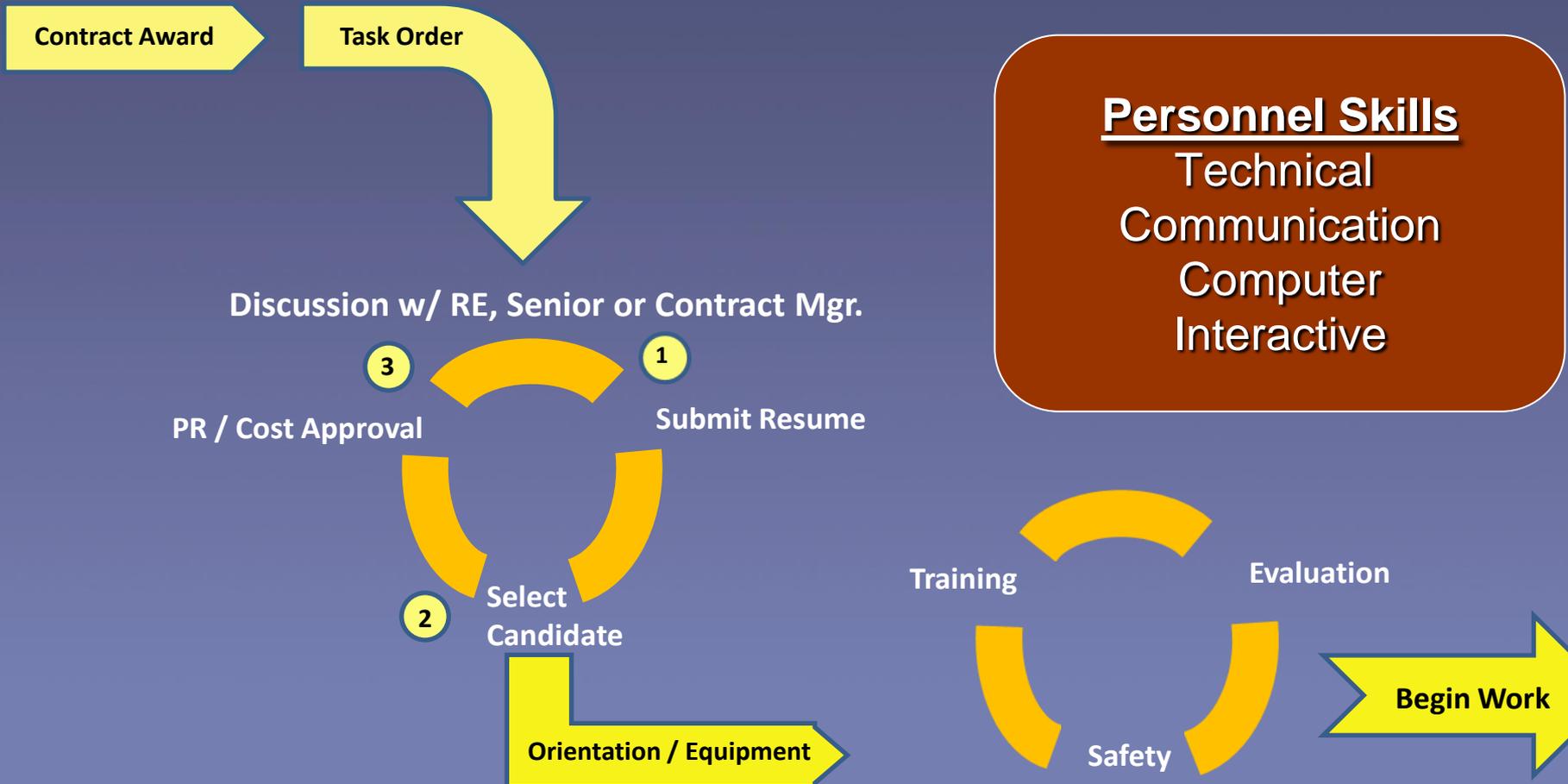
- Be selective in choosing the right individuals for the project
- Limit 5 projects, not to exceed 2 pages
- Projects to be prioritized beginning from the most recent
- List project features, role and responsibility of individual

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
10. NAME	11. ROLE IN THE CONTRACT	12. YEARS EXPERIENCE	13. YEARS IN THIS SERVICE FIRM
Jeff Shaw, PE	Project Manager	18	5
14. EMPLOYER AND CONTACT INFORMATION <b>CALTRON CORPORATION, SACRAMENTO, CA</b>			
15. EDUCATION DEGREE AND INSTITUTION		16. CURRENT PROFESSIONAL REGISTRATION LICENSE AND DESCRIPTION	
BS, Civil Engineering, University of Hartford		CA, Civil Engineer, No. C51167	
17. OTHER PROFESSIONAL DESIGNATIONS (Professional Engineer, Safety, Health, etc.)			
<p>Mr. Shaw is a California Registered Civil Engineer with more than 18 years of high-level experience managing transportation programs and design projects through construction for public works, highways and transportation corridors. He has been a project manager on hundreds of millions of dollars in projects. Mr. Shaw has managed numerous CALTRON's As-Needed Caltrans contracts. Mr. Shaw is a California registered Civil Engineer with extensive Caltrans Project Delivery and Construction Engineering experience. Mr. Shaw worked directly for Caltrans for over 13 years. While at Caltrans, he served as an Office Chief, managing an office of over 140 engineers, technicians, and administrative staff for District 12. Mr. Shaw was responsible for scheduling projects and allocating necessary resources to deliver those projects on time and within budget. Jeff has extensive knowledge of Caltrans manuals, Standard Specifications and Standard Plans, and Caltrans Policies and Procedures. He has been successful in delivering a variety of important Caltrans highway projects within allocated resources and committed deadlines and earned several Superior Accomplishment Awards. Over the years, Jeff's can-do attitude and dedication to excellence has earned him the respect of Caltrans internal functions, headquarters, local funding agencies and cities, THRA and local businesses.</p> <ul style="list-style-type: none"> <li>• Caltrans Project Delivery Experience</li> <li>• Managed Large Transportation Programs</li> <li>• Managed Caltrans As-Needed Contracts</li> <li>• Committed to Exceeding Client Expectations</li> <li>• Developed and Reviewed PS&amp;E</li> <li>• Caltrans Headquarters and District Experience</li> </ul>			
18. RELEVANT PROJECTS			
TITLE AND LOCATION (City and State)	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	19. YEAR COMPLETED
On-Call Program & Project Management - Multiple Projects, Caltrans District 4 Oakland, CA	2007		
<p><b>Project Manager.</b> Responsible for managing the overall scope, cost and schedule for various construction projects throughout District 1 and 2. The scope of the work includes providing construction engineering support, including inspection services and claims services. Responsible for training staff, coordinating subcontractor work and maintaining DBE goals. <b>Project Cost: \$23.4 million.</b></p>			
On-Call Construction Engineering, Caltrans District 1 and 2 Maryville, CA	2008		
<p><b>Project Manager.</b> Responsible for managing the overall scope, cost and schedule for various construction projects throughout District 1 and 2. The scope of the work includes providing construction engineering support, including inspection services and claims services. Responsible for training staff, coordinating subcontractor work and maintaining DBE goals. <b>Project Cost: \$23.4 million.</b></p>			
As-Needed Construction Engineering and Inspection Services, Caltrans District 12	Ongoing		
<p><b>Project Manager.</b> Responsible for managing the overall scope, cost and schedule for the District 12 as-needed contract. This includes managing over 10 Task Orders and a staff of up to 10 Assistant Resident Engineers, Inspectors and Materials Testers. The scope of the work includes providing construction engineering support, including inspection services and materials testing. Trains staff, coordinates subcontractor work and maintains DBE goals.</p>			
SR-99/ SR-91 I-215 Interchange Improvement, Caltrans District 8 Riverside, CA	2009		
<p><b>Project Manager.</b> Responsible for managing the overall scope, cost and schedule for construction projects throughout District 8. Supervised staff and project performance in providing as-needed professional and technical roadway construction and inspection services.</p>			
Project Management Services for Projects on SR-395, SR-58 and SR-18, Caltrans District 8, San Bernardino County, CA	Ongoing		
<p><b>Principal-in-Charge.</b> Oversees the management and facilitation services including integration management, scope management, time management, cost management, quality management, resource management, communication management and risk management. Responsible for quality assurance to ensure client satisfaction. <b>Project Cost: \$2.4 million.</b></p>			

# SF 330 Basics – cont'd

- “Role” is the role key personnel is to perform on the project solicitation
- Years with current firm: Don't use fractions. Use Actual.
- Note the difference between the completion date of your service versus the completion date of construction
- Be descriptive but brief and to the point

# Personnel & Task Order Request



# The Basics....

## Expectations –

- Appropriate Experience
- Qualifications Match Prime's Request
- Candidate Must be an Employee or Verified Contingent Hire
- Candidates Must be Readily Available or Within SOQ Timeframe
- No Past Issues and /or Disqualifying Matters
- Proven Track Record
- Excellent References



# The Basics – cont'd

## The Do's -

- ✓ Think about how candidate is a reflection of your company
- ✓ Take the time to READ THE RFQ
- ✓ Submit in timely fashion- DO NOT DELAY
- ✓ Only submit those who are qualified
- ✓ Submit only what is being asked by the Prime
- ✓ Always think in “bullets” and get to the point
- ✓ Highlight the qualifications, highlights and why your candidate is best suited for the opportunity
- ✓ Sell your Candidate!!



# The Basics – cont'd

## The Don'ts –

- Write and /or submit a resume without reading the RFQ
- Submit a candidate just to submit
- Overlooking employment history verification
- Submit without editing, proofing and spell checking
- Provide candidate who is not an employee or confirmed contingent
- Submit a candidate position not being asked for



# What They Look For.....

- ✓ Education That Matches the Duty
- ✓ Certifications , Additional Awards, Memberships, etc.
- ✓ Years of Service w/Firm
- ✓ Solid Experience – Does it Match the SOQ Requirements?
- ✓ Is the Descriptive Project Accurate and Does it Provide Enough Level of Experience?
- ✓ Does the Description and/or Clientele Compare With What is Being Asked?



# Common Mistakes and Other Concerns

## Common Mistakes –

- Spelling and grammar- will get it returned...
- Missing dates or activity(s)
- No description of duties or responsibilities
- Wrong entitlement or classification
- Not enough information provided on either project description or actual duties that were provided
- Who was the client or what district or locale was the project in?
- Not thinking in bullets or short bursts to quickly, yet decisively bringing out the candidates qualifications / experience
- Not getting to the point and being too wordy
- Not asking questions.....



# Let's Get Started.....

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each Key Person)		
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE A. TOTAL B. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State) <b>CALTRIP</b>		
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)		
19. RELEVANT PROJECTS		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
a.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
b.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
c.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
d.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
e.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each Key Person)		
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE A. TOTAL B. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State) <b>CALTRIP</b>		
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)		
19. RELEVANT PROJECTS		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
a.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
b.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
c.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
d.		
1) TITLE AND LOCATION (City and State)	2) YEAR COMPLETED	PROFESSIONAL SERVICES CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, sites, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
e.		



Name Title Description Exp. Yrs w/ firm  
 Company name and location  
 Education history Certificates / Registration  
 Employee bio info Experience bullets  
 Project name & client info Service years  
 Employee duties /responsibilities and brief project description

# Building the SF 330.....

## Basic Information:

- Employee Name
- Role / Title
- Years Experience
- Company & Location

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <small>(Complete one Section E for each Key Person)</small>			
12. NAME <b>Joe Engineer, PE</b>	13. ROLE IN THIS CONTRACT <b>Assistant Resident Engineer</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>25</b>	b. WITH CURRENT FIRM <b>5</b>
15. FIRM NAME AND LOCATION (City and State) <b>Caltrop Corporation, Fresno, CA</b> 			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
a.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
b.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
c.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
d.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
e.			

# Building the SF 330.....

## Education & Registrations:

- Institution, College Degree, Year
- Professional Registrations
- Professional Affiliations
- Certifications w/number and expiration date(s)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <small>(Complete one Section E for each Key Person)</small>			
12. NAME <b>Joe Engineer, PE</b>	13. ROLE IN THIS CONTRACT Assistant Resident Engineer	14. YEARS EXPERIENCE	
		A. TOTAL 25	B. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) <b>Caltrop Corporation, Fresno, CA</b> <b>CALTRON</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>Bachelor of Science, Civil Engineering Cal Poly San Luis Obispo, CA 1980</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>CA Professional Engineer 99999 LSIT, Certificate No. 9999 QSD / QSP, Certificate No. 00999 CTM 547, Bridge Profilograph Nuclear Gauge Training Certificate No. 9999</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
19. RELEVANT PROJECTS			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
a.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
b.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
c.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
d.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
e.			

# Building the SF 330.....

## Qualifications:

- Briefly Summarize Qualifications and Experience of the Employee
- Do Not Go Overboard
- Only Provide What is Relevant
- What are the Salient Features the Employee has Accomplished?
- What Makes Them Stand Out?
- Relate Experience of the Individual with the SOQ Expectations

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <small>(Complete one Section E for each Key Person)</small>			
12. NAME <b>Joe Engineer, PE</b>	13. ROLE IN THIS CONTRACT Assistant Resident Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) <b>Caltrans Corporation, Fresno, CA</b> 			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering Cal Poly San Luis Obispo, CA 1980		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) CA Professional Engineer 99999 LSIT, Certificate No. 9999 QSD / QSP, Certificate No. 00999 CTM 547, Bridge Profilograph Nuclear Gauge Training Certificate No. 9999	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)  <p>With 25 years of similar experience, Mr. Engineer is a highly qualified Assistant Resident Engineer and Construction Inspector on highways, roadways and bridges. His experience includes constructing and inspecting concrete paving, asphalt paving, slope paving, drainage, retaining walls, soundwalls, landscaping and traffic signals. He has extensive knowledge of Caltrans' policies and procedures, as well as Caltrans' construction standards and specifications. Additionally, he has experience with concrete shoring, utilities, mass grading, waste water treatment, flood control, sewers, drainage, controls, AC and PCC paving, roadway excavation, field surveying, piping, electrical systems, utility relocations and SWPPP-BMP compliance.</p> <p>Mr. Engineer also oversees quality control, contract specification adherence and labor and safety issues. His additional responsibilities also include reviewing and approving inspection documents and conducting special inspections, maintaining daily documentation of project activity and conducting final inspection and certification of phase completion. In addition to his project experience he is familiar in coordinating with general contractors to resolve RFI issues, structural modeling, the organization of documents for submittal, conducting structural calculations and cost estimating.</p> <p>Mr. Engineer has also attended and received certificate of completion from the Caltrans Resident Engineer Academy. He is also a participatory member of A.S.C.E., APWA, ACEC and the Northern California Chapter of CMAA.</p>			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
a.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
b.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
c.			

# Building the SF 330.....

## Summary Box:

- Provide Short Bullets Which Summarize the Experience
- Should be Relative to the Position
- Do Not Fake It

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <small>(Complete one Section E for each Key Person)</small>			
12. NAME <b>Joe Engineer, PE</b>	13. ROLE IN THIS CONTRACT Assistant Resident Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) <b>Caltrans Corporation, Fresno, CA</b> 			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering Cal Poly San Luis Obispo, CA 1980		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) CA Professional Engineer 99999 LSIT, Certificate No. 9999 QSD / QSP, Certificate No. 00999 CTM 547, Bridge Profilo-graph Nuclear Gauge Training Certificate No. 9999	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
<p>With 25 years of similar experience, Mr. Engineer is a highly qualified Assistant Resident Engineer and Construction Inspector on highways, roadways and bridges. His experience includes constructing and inspecting concrete paving, asphalt paving, slope paving, drainage, retaining walls, soundwalls, landscaping and traffic signals. He has extensive knowledge of Caltrans' policies and procedures, as well as Caltrans' construction standards and specifications. Additionally, he has experience with concrete shoring, utilities, mass grading, waste water treatment, flood control, sewers, drainage, controls, AC and PCC paving, roadway excavation, field surveying, piping, electrical systems, utility relocations and SWPPP-BMP compliance.</p> <ul style="list-style-type: none"> <li>• Extensive Caltrans Experience</li> <li>• Assistant Resident Engineer Experience</li> <li>• Document Control Experience</li> <li>• Cost Estimating Experience</li> <li>• Knowledgeable in Caltrans Policies &amp; Procedures</li> </ul> <p>Mr. Engineer also oversees quality control, contract specification adherence and labor and safety issues. His additional responsibilities also include reviewing and approving inspection documents and conducting special inspections, maintaining daily documentation of project activity and conducting final inspection and certification of phase completion. In addition to his project experience he is familiar in coordinating with general contractors to resolve RFI issues, structural modeling, the organization of documents for submittal, conducting structural calculations and cost estimating.</p> <p>Mr. Engineer has also attended and received certificate of completion from the Caltrans Resident Engineer Academy. He is also a participatory member of A.S.C.E., APWA, ACEC and the Northern California Chapter of CMAA.</p>			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
a.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
b.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
c.			

# Building the SF 330.....

## Project Title Description / Service:

- Provide **Complete** Project Name
- List the Client and **Location**
- Distinguish the Years Serviced
- Was the Project Completed by the Firm?

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <small>(Complete one Section E for each Key Person)</small>		
13. ROLE IN THIS CONTRACT  Assistant Resident Engineer	14. YEARS EXPERIENCE	
	a. TOTAL 25	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) <b>Caltrans Corporation, Fresno, CA</b> 		
16. EDUCATION (DEGREE AND SPECIALIZATION)  Bachelor of Science, Civil Engineering Cal Poly San Luis Obispo, CA 1980	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)  CA Professional Engineer 99999 LSIT, Certificate No. 9999 QSD / QSP, Certificate No. 00999 CTM 547, Bridge Profiliograph Nuclear Gauge Training Certificate No. 9999	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)  With 25 years of similar experience, Mr. Engineer is a highly qualified Assistant Resident Engineer and Construction Inspector on highways, roadways and bridges. His experience includes constructing and inspecting concrete paving, asphalt paving, slope paving, drainage, retaining walls, soundwalls, landscaping and traffic signals. He has extensive knowledge of Caltrans' policies and procedures, as well as Caltrans' construction standards and specifications. Additionally, he has experience with concrete shoring, utilities, mass grading, waste water treatment, flood control, sewers, drainage, controls, AC and PCC paving, roadway excavation, field surveying, piping, electrical systems, utility relocations and SWPPP-BMP compliance.		
<p>Mr. Engineer also oversees quality control, contract specification adherence and labor and safety issues. His additional responsibilities also include reviewing and approving inspection documents and conducting special inspections, maintaining daily documentation of project activity and conducting final inspection and certification of phase completion. In addition to his project experience he is familiar in coordinating with general contractors to resolve RFI issues, structural modeling, the organization of documents for submittal, conducting structural calculations and cost estimating.</p> <p>Mr. Engineer has also attended and received certificate of completion from the Caltrans Resident Engineer Academy. He is also a participatory member of A.S.C.E., APWA, ACEC and the Northern California Chapter of CMAA.</p>		
19. RELEVANT PROJECTS		
1) TITLE AND LOCATION (City and State)  On-Call Professional and Technical Construction Engineering Services Contract (06A0838 and 06A1254), Caltrans District 6, Various locations in District 5	2) YEAR COMPLETED PROFESSIONAL SERVICES 2010-2013 CONSTRUCTION (if applicable)	
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE .	Check if project performed with current firm	
1) TITLE AND LOCATION (City and State)  Sacramento-99 At Harbor Blvd. Caltrans District 3, Sacramento, CA	2) YEAR COMPLETED PROFESSIONAL SERVICES 2009 CONSTRUCTION (if applicable) 2009	
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	
1) TITLE AND LOCATION (City and State)  Pavement repairs, Turlock	2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION (if applicable)	
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	

- Extensive Caltrans Experience
- Assistant Resident Engineer Experience
- Document Control Experience
- Cost Estimating Experience
- Knowledgeable in Caltrans Policies & Procedures



# Building the SF 330.....

## Brief Project Description :

- Brief and **Complete** Project Info
- Project Should Relate to Solicitation Needs
- Identify and Outstanding or Distinguished Support by the Candidate
- Describe the Provided Duties

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <small>(Complete one section E for each Key Person)</small>			
12. NAME <b>Joe Engineer, PE</b>	13. ROLE IN THIS CONTRACT Assistant Resident Engineer	14. YEARS EXPERIENCE	
		A. TOTAL 25	B. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) <b>Caltrop Corporation, Fresno, CA</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering Cal Poly San Luis Obispo, CA 1980		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) CA Professional Engineer 99999 LSIT, Certificate No. 9999 QSD / QSP, Certificate No. 00999 CTM 547, Bridge Profilograph Nuclear Gauge Training Certificate No. 9999	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
<p>With 25 years of similar experience, Mr. Engineer is a highly qualified Assistant Resident Engineer and Construction Inspector on highways, roadways and bridges. His experience includes constructing and inspecting concrete paving, asphalt paving, slope paving, drainage, retaining walls, soundwalls, landscaping and traffic signals. He has extensive knowledge of Caltrans' policies and procedures, as well as Caltrans' construction standards and specifications. Additionally, he has experience with concrete shoring, utilities, mass grading, waste water treatment, flood control, sewers, drainage, controls, AC and PCC paving, roadway excavation, field surveying, piping, electrical systems, utility relocations and SWPPP-BMP compliance.</p> <p>Mr. Engineer also oversees quality control, contract specification adherence and labor and safety issues. His additional responsibilities also include reviewing and approving inspection documents and conducting special inspections, maintaining daily documentation of project activity and conducting final inspection and certification of phase completion. In addition to his project experience he is familiar in coordinating with general contractors to resolve RFI issues, structural modeling, the organization of documents for submittal, conducting structural calculations and cost estimating.</p> <p>Mr. Engineer has also attended and received certificate of completion from the Caltrans Resident Engineer Academy. He is also a</p>			<ul style="list-style-type: none"> <li>• Extensive Caltrans Experience</li> <li>• Assistant Resident Engineer Experience</li> <li>• Document Control Experience</li> <li>• Cost Estimating Experience</li> <li>• Knowledgeable in Caltrans Policies &amp; Procedures</li> </ul>
19. RELEVANT PROJECTS			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
On-Call Professional and Technical Construction Engineering Services Contract (06A0838 and 06A1254), Caltrans District 6 at Various locations in District 5		PROFESSIONAL SERVICES 2010-2013	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			
<p>Assistant Resident Engineer providing daily inspection and support to the assigned Resident Engineer for various projects in the Santa Barbara and San Luis Obispo County regions. Sample projects included, but not limited to that he supported:</p> <ul style="list-style-type: none"> <li>- Route 299 Emergency Repair P.M 1.0 to 3.0</li> <li>- 101 Riverside Rest Area Project, Far Out , Ca</li> <li>- Wildlife Crossing Hwy 559, Vista de Oro City, Ca</li> </ul> <p>All projects supported included asphalt pavement repairs, dig-outs, miscellaneous pavement rehabilitation, HMA overlay and sectional leveling courses. His additional responsibilities included construction observation, daily inspection reports, tracking project quantities, change order assistance, scheduling assistance, SWPPP oversight / inspections, traffic control oversight, COZEEP coordination, calculating monthly pay estimates, and assisting the Resident Engineer with RFIs, submittals, and potential change orders and notices of potential claim.</p>			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
Sacramento-99 At Harbor Blvd. Caltrans District 3, Sacramento, CA		PROFESSIONAL SERVICES 2009	CONSTRUCTION (if applicable) 2009
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			
<p>Assistant Resident Engineer. Mr. Engineer provided ARE and Construction Inspection for this \$15M ramp and highway widening project which included soil nail wall construction, bridge deck approach slab and polyester overlay, bonded wearing course, polyester or Methacrylate overlay, joint replacement and bearing pad replacement on the bridge, rubberized Gap Graded HMA overlay, and installation of new metal beam guardrail.</p> <p>Daily duties included preparing daily construction reports, quantity calculation sheets, progress payment estimates, maintaining photographic record, identifying and recommending construction problems in the field, inspection of traffic control, SWPPP inspection, safety inspection and ensuring work is performed in concurrence with the project plans and specifications.</p>			

# What's Wrong ?

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each Key Person)			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Ralph Cramden, QSD	Lead Assitant Resiedent Egnier	a. TOTAL 30	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State)			
Best Engineering, Flintridge, California			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
B.S. Civil Engineering			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
Mr. Cramden, PE has a lot of experience in Caltrans highway construction and other transportation facilities He is a member of ACEC, ASCE, APWA and CMA.		<ul style="list-style-type: none"> <li>• Knowledge of Caltrans Construction Manual</li> <li>• Caltrans experience</li> </ul>	
19. RELEVANT PROJECTS			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
SR 99 Resurfacing and Restoration		PROFESSIONAL SERVICES 2001	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm.	
a. Worked hard on a pavement projct as the lead assitant engineer with Caltrans and supported the RE. Project came in budget and was done in time.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
Interstate 5 Distrct 2 Redding		PROFESSIONAL SERVICES 2011	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm.	
b. Was a ARE on a Caltrans I-5 asphlat overlay project. Responsible for nite shift lead inspection as the Lead Assistant RE. Duty includes both inspection and coordination of all constructed inspection activities to show that construction work is inspected in accordance with the Caltrans Construction Manual;.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
15 Pavement Repair Near Stockton, Stockton, Ca		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm.	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each Key Person)			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Ralph Cramden, PE, QSD	Lead Assistant Resident Engineer	a. TOTAL 30	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State)			
Best Engineering, Flintridge, California			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
B.S. Civil Engineering University of Engineering, Napa, CA		Civil Engineering/California #C22089 Caltrans Resident Engineer Academy, 1996 No. 3456 Qualified Storm Developer No. 2341	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
Mr. Cramden, PE has extensive experience in Caltrans highway construction and other transportation facilities including freeways, bridges, airports, light rail and public works projects. He recently completed a Caltrans asphalt overlay project on 55 miles of I-15 in Barstow, CA. Mr. Cramden, PE is intimately familiar with Caltrans Standard Specifications, Construction Manual, and Local Assistant Manual. He also effectively utilizes his design and cost management experience in resolving the complex field and construction issues to the benefit of the project in regards to claims suppression and scheduling management. Mr. Cramden is also experienced in Primavera P3e and P6 and ClaimDigger applications. He is a member of ACEC, ASCE, APWA and CMA.		<ul style="list-style-type: none"> <li>• Knowledge of Caltrans Construction Manual</li> <li>• Highway Design and Construction Expertise</li> <li>• Caltrans experience</li> <li>• Expert in Microsoft Office Suite</li> <li>• Extensive Scheduling p3e / P6 Experience</li> <li>• Lead Nightwork Inspector / Trafci Control</li> </ul>	
19. RELEVANT PROJECTS			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
SR 99 Resurfacing and Restoration from Merced to Atwater, Merced County, Caltrans District 10, California		PROFESSIONAL SERVICES 2012	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm.	
Project Description: LARE on Caltrans SR 99 concrete pavement repair project for 25 miles. Work included concrete pavement repairs using three different strategies: Replacement of existing base and pavement with new concrete pavement; Concrete slab replacement; Crack-seat and overlay the existing pavement with new asphalt concrete pavement. Other improvements included pavement delineation, rapid strength concrete pavement, asphalt concrete dikes metal guard railing repairs and signage. Job Responsibilities: Recently worked on Caltrans SR 99 concrete pavement repair project as the Lead Assistant Resident Engineer. Responsible for night shift inspection oversight. His duties included both day and night work inspection oversight and in accordance with the Caltrans Construction Manual; coordination with TMC, COZEEP and Highway patrol, overseeing the inspection of hot applied crack treatment and pavement delineation. As an LARE, he supported the Caltrans RE in preparation of the monthly construction reports, etc. schedules, etc. schedules and status of construction and location.			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
Interstate 5 Asphalt Overlay (RWMA) from Dunsmuir to Shasta City, Caltrans District 2 Redding, California		PROFESSIONAL SERVICES 2011	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm.	
Project Description: ARE on Caltrans I-5 asphalt overlay project. The project consisted of 20 miles of freeway repair and overlay on I-5. This is one of the initial projects utilizing Rubberized Warm Mixed Asphalt Concrete on Caltrans highway improvement projects. Other improvements included removal and replacement of one mile of median barrier Type 60 and drainage improvements. Job Responsibilities: Responsible for night shift lead inspection as the Lead Assistant RE. His duties included both day and night work inspection and coordination of all construction inspection activities to verify that construction work is inspected in accordance with the Caltrans Construction Manual; coordination with TMC and highway patrol, inspection of asphalt cold planning, deep lift asphalt repairs, rubberized asphalt overlay and pavement delineations. He also assisted with schedule			
1) TITLE AND LOCATION (City and State)		2) YEAR COMPLETED	
Interstate 5 Pavement Repair Near Stockton from Hammer Lane to Sac County, Stockton, California		PROFESSIONAL SERVICES 2010-2011	CONSTRUCTION (if applicable)
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm.	

# Examples

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key Person)			
13. NAME	14. ROLE IN THIS CONTRACT	15. YEARS EXPERIENCE	16. YEARS EXPERIENCE
		A. TOTAL	B. WITH CURRENT FIRM
Steve Einstein, QSP	Assistant Resident Engineer	22	11
17. FIRM NAME AND LOCATION (City and State)			
WGN, Oakland, California			
18. EDUCATION (Degree and Specialization)			
B.S. 1988, Civil Engineering, U.C. Riverside, CA		CMT125 AC, 125 AGG, 125 PCC, 539 Engineering Geology Certificate, University of Texas	
19. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
<p>Mr. Einstein has over 22 years of experience in highway construction management and inspection of highways, bridges, airport, roadways, buildings and infrastructure projects. Mr. Einstein has recently served as an Assistant Resident Engineer for several Caltrans freeway projects. Mr. Einstein is fluent in English, Spanish and French. He is intimately familiar with the 2010 Caltrans Standard Specifications, Drawings and current construction memos.</p> <p>His extensive construction field experience, combined with his administrative skills gives him the knowledge to foresee and resolve construction field issues before they impact the quality and schedule. He has checked grades using survey equipment, inspected traffic controls and has been involved with night work.</p>		<ul style="list-style-type: none"> <li>• Knowledge of Caltrans Construction Manual</li> <li>• SWPPP BMP Inspection</li> <li>• Extensive Caltrans experience</li> <li>• Expert in Microsoft Office Suite</li> <li>• Certified Highway Electrical Inspector</li> <li>• Freeway Interchange Inspection</li> <li>• Traffic Control/TMP Training</li> </ul>	
19. RELEVANT PROJECTS			
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
199 Improvements near Fresno from County Line to Hwy 180, CT District 6, CA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2012	
<p><b>Project Description:</b> The project consisted of \$43 million freeway improvement to the highway including multiple staged construction, concrete and asphalt pavement repairs, shoulder backing and overlay. Project also includes night work and traffic controls, street lighting, overhead signs, pavement delineations, and Metal Beam Guard rails.</p> <p><b>Job Responsibilities:</b> As the <b>Assistant Resident Engineer</b>, he was responsible for preparing daily reports, negotiating contract change orders, progress estimates, and resolving field issues with the Contractor and utility agencies. Other duties included monitoring SWPPP compliance, labor compliance interviews, and coordination of material testing and construction staking.</p>		<input checked="" type="checkbox"/> Check if project performed with current firm	
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
I – 680 Auxiliary Lane Project & Toll Booth Plaza in Martinez, CT District 4, CA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2010	
<p><b>Project Description:</b> Included with this project widening construction was electronic toll systems (ETS) and FastPass entry at the I-680 toll plaza lane entry(s). The ETS components included installation of an electrical back bone along the corridor with 6 new electronic sensors/cameras with interaction from PG&amp;E, CCTV system, RTMS, MVDs, DMS, and installation of ramp metering signals and signal controllers at 3 locations. Project consisted of three different civil contracts and one system integration contract.</p> <p><b>Job Responsibilities:</b> As the <b>Assistant Resident Engineer</b>, Steve coordinated the scope of multiple contractors and the new meter locations with PG&amp;E, Caltrans and BATA (Toll Agency). Other activities included coordination meetings, assisting the</p>		<input checked="" type="checkbox"/> Check if project performed with current firm	
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
Hwy 101 / Route 12 Intersection in Sonoma County, CT District 4, California		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		208-2010	
<p><b>Project Description:</b> The project consisted of \$30 million freeway improvement including multiple phased staged construction, earthwork and embankment construction, drainage systems, roadway excavation and pavement structural section with both asphalt and concrete pavements. Project also includes night work and traffic controls, street lighting, overhead signs, pavement delineations, MSE Walls, bridge widening, and Metal Beam Guard rails</p> <p><b>Job Responsibilities:</b> As the <b>Assistant Resident Engineer</b>, Steve was responsible for preparing daily reports, negotiating contract change orders, progress estimates, and resolving field issues with the Contractor and utility agencies. Other duties included monitoring SWPPP compliance, labor compliance interviews, and coordination of material testing and construction staking. As a lead inspector, he also provided guidance to two highway inspectors to assure that all construction activities were inspected and documented in accordance with Caltrans Construction Manual and the contract documents.</p>		<input checked="" type="checkbox"/> Check if project performed with current firm	

Assistant Resident Engineer

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key Person)			
13. NAME	14. ROLE IN THIS CONTRACT	15. YEARS EXPERIENCE	16. YEARS EXPERIENCE
		A. TOTAL	B. WITH CURRENT FIRM
Joe Highway	Office Engineer	35	6
17. FIRM NAME AND LOCATION (City and State)			
Engineering Corporation, Emeryville, CA			
18. EDUCATION (Degree and Specialization)			
BS, Purdue University 1978, Construction Management		American Concrete Institute, Grade I Inspector- No 016459 Nuclear Density Gauge Operator	
19. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
<p>Joe Highway has over 35 years of construction management, office engineering and inspection for a variety of Caltrans roadway/highway projects. He has been responsible for project coordination between owners, designers, contractors, subcontractors, suppliers and local agencies. His office engineering related duties have included quantity tracking, pay estimate processing, writing daily and weekly progress reports, schedule review, monitoring Storm Water Pollution Prevention Plans, as-built drawing maintenance, construction material purchasing, claims avoidance/analysis, Punchlist monitoring, project close-out, surveying and estimating. He has performed Office Engineering duties for projects with construction costs ranging from \$2 million to over \$50 million for over 20 years.</p> <p>His inspection responsibilities have included the construction inspection of excavation/fill; minor structures; bridges; concrete; aggregate base; AC paving; pavement reinforcing fabric; drainage systems; utilities; underground culvert; curb, gutter and sidewalk; medians; traffic signals; ramp metering and traffic loops; lighting; striping; erosion control; signage; SWPPP oversight and fencing.</p>		<ul style="list-style-type: none"> <li>• Specializes in Office Engineering</li> <li>• Extensive experience with project administration</li> <li>• Extensive Caltrans Experience</li> <li>• Expert in Microsoft Office Suite and Caltrans project controls and internal software</li> <li>• Expert in Project Controls and Scheduling</li> <li>• Caltrans Highway Inspection</li> </ul>	
19. RELEVANT PROJECTS			
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
Caltrans District 05, Monterey and San Benito Counties, CA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2011-Ongoing	
<p><b>Office Engineer:</b> His responsibilities have included construction documentation control including daily reports, submittals, test reports, quantity calculations and correspondence. He processed the monthly pay estimate on the Caltrans "TS-1" and "Scope" Systems. He also processed the extra work bills on the Caltrans Internet Contract Administration System (ICAS). The project Mr. Banke provided support to be the following:</p> <ul style="list-style-type: none"> <li>• Highway 101, San Juan Rd. Interchange;</li> <li>• Highway 101, Prunedale Improvement Project (PM 146.8/159.7)</li> </ul> <p>In addition, Mr. Highway was responsible for setting up and expanding the job binders; construction documentation control, which including the following: handling incoming and outgoing correspondence, daily reports, labor compliance paperwork, WISVD reports, material test reports, lane closure requests, CHP (COZEEP requests), submittals, change orders and quantity calculations. He also processed monthly pay estimates and reviewed (approved/rejected) extra work bills.</p>		<input checked="" type="checkbox"/> Check if project performed with current firm	
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
Caltrans District 06, Ventura & Santa Barbara County Line, CA 06A1254		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2006-2011	
<p><b>Office Engineer/Asst. Resident Engineer:</b> His responsibilities included construction documentation control including daily reports, submittals, test reports, quantity calculations and correspondence. He processed the monthly pay estimate on the Caltrans "TS-1" and "Scope" Systems. He also processed the extra work bills on the Caltrans Internet Contract Administration System (ICAS).</p> <p>Mr. Highway provided office engineering and for inspection support on the following:</p> <ul style="list-style-type: none"> <li>• Highway 101 Pavement Grinding and Overlay (PM 36.046.2)</li> <li>• Highway 101 Pavement Grinding and Overlay (Milpaes to Maria Ygnacio Creek Etc.)</li> <li>• Castillo Street @ Highway 101 – Concrete Slab Replacement Project (\$3.4 Million dollar project)</li> <li>• Highway 101 near Summerland – "Serrano Park Sound Wall" (\$2.4 Million dollar project)</li> <li>• Highway 101 "Ortega Hill Project" near Summerland – add-on freeway construction bikeway, rock fall protection, concrete barrier and retaining wall (\$5.5 million dollar project)</li> <li>• Highway 101, Concrete Median Barrier Wall Projects (four separate contracts) between Goleta and Buellton including the Gaviota Rest Areas (total approx. \$8 million for all these projects)</li> <li>• Highway 101 PM 52.3 to PM 65.0 "Buellton Paving Project" (\$12 Million dollar project)</li> <li>• Highway 225 in the City of Santa Barbara – curb, driveway and sidewalk replacement project (\$2 million dollar project)</li> <li>• Highway 101 PM 25.2 to PM 65.0 in Buellton and southward to north of Goleta – barrier wall and guardrail installation project (\$2 million dollar project)</li> <li>• Highway 101 at Cathedral Oaks/Hollister, replaced bridges over the Union Pacific Railroad and Highway 101, HMA overlay and pavement repairs and realigned ramps in Goleta (\$7 million dollar project)</li> </ul>		<input checked="" type="checkbox"/> Check if project performed with current firm	

Office Engineer

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key Person)			
13. NAME	14. ROLE IN THIS CONTRACT	15. YEARS EXPERIENCE	16. YEARS EXPERIENCE
		A. TOTAL	B. WITH CURRENT FIRM
Joe Dirt	Field Materials Tester / Plant Inspector	19	7
17. FIRM NAME AND LOCATION (City and State)			
Earth Products Corporation, Titusville, CA <b>CALTROP</b>			
18. EDUCATION (Degree and Specialization)			
California Test Methods Certifications: 105, 125, 201, 202, 205, 216, 217, 226, 227, 229, 231, 308, 309, 370, 375, 379, OSHA 40-hour Environmental Health & Safety Training OSHA 29 CFR 1926 SWPPP QSP/QSD Training / Qualification Course, 2010		California Test Methods Certifications: 105, 125, 201, 202, 205, 216, 217, 226, 227, 229, 231, 308, 309, 370, 375, 379, 382, 504, 518, 533, 539, 540, 556 and 557 CPNI Nuclear Gauge Certification ACI – Field Testing Technician – Grade I	
19. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, Etc.)			
<p>Mr. Lochmes has more than 19 years of experience as an Engineering and Materials Testing Technician. He has extensive expertise in the field and laboratory testing soils, aggregates, asphalt concrete, soil-lime/cement mixtures as well as conventional structural products. His extensive experience includes highways and roads, interchanges, trenching-pipelines, airports and public facilities. He is also experienced with ASTM, Caltrans and AASHTO test methods. In addition, he has experience in the environmental consulting arena including water sampling, soil sampling, bioremediation cell construction and the stabilization of contaminated soils.</p>		<ul style="list-style-type: none"> <li>• 19 Years Experience in Materials Engineering</li> <li>• Extensive Caltrans Experience</li> <li>• Materials Testing and Quality Control Experience</li> <li>• CMAA ASTM and AASHTO Experience</li> <li>• Plant Inspection and QA</li> <li>• QSD Training</li> </ul>	
19. RELEVANT PROJECTS			
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
SR-20 Roadway Rehabilitation Project, Lake County, Caltrans District 1, Nice, CA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		Ongoing	
<p><b>Asst. Resident Engineer / Materials Tester.</b> This \$23million is a "Three R Project" that involves Restoration, Rehabilitation and Resurfacing along 5 miles of SR-20; the project also involves significant drainage and erosion control improvement work.</p> <p><b>Duties:</b> Mr. Dirt is responsible for performing inspections and materials testing and coordinating compaction and PC testing with Assistant R.E. and other field staff. Additional responsibilities include: measuring for erosion control; reviewing special provisions, standard plans and standard specifications daily; maintaining files of Certificate of Compliance and Material Acceptance forms; calculating monthly pay estimate (Quantity Sheets) for active items and, providing activity photos on file each day.</p>		<input checked="" type="checkbox"/> Check if project performed with current firm	
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
SR-20 Robinson Rancheria Project, Lake County, Caltrans District 1		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2010-2011	
<p><b>Plant Inspector / Material Tester.</b> This \$9million project involved the widening of the existing shoulders and safety improvements to the highway including realignment, HMA pavement reconstruction, metal beam guardrail and new drainage improvements.</p> <p><b>Duties:</b> Mr. Dirt was responsible for inspecting earthwork, drain pipes installed, grinding, asphalt concrete surfacing replacement (digouts), leveling courses and overlay. He provided material testing for soil compaction, PCC concrete, and asphalt density testing with a nuclear gauge. He also was responsible for periodic plant inspections for QA of the HMA.</p>		<input checked="" type="checkbox"/> Check if project performed with current firm	
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
SR-20 Blue Lakes Project, Lake County, Caltrans District 1, Blueville, CA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2009	
<p><b>Plant Inspector / Material Tester</b> for this \$13million pavement rehabilitation and safety improvements project. Work entailed the reconstruction of failed asphalt sections, grinding and HMA overlay inclusive of new drainage improvements, erosion control and p.c.c. curbing at intersections.</p> <p><b>Duties:</b> Responsible for inspecting the grinding of existing asphalt, asphalt concrete surfacing replacement (digouts), leveling courses, and overlay. He also provided all material testing for density testing of asphalt using nuclear gauge and plant inspections of the HMA and aggregates. Daily documentation including but not limited to quantities reconciled with contractor at the end of each shift. <b>Track Coat, AC Tonnage, area's paved and OCCO schedule.</b></p>		<input checked="" type="checkbox"/> Check if project performed with current firm	
13. TITLE AND LOCATION (City and State)		12. YEAR COMPLETED	
SR-29 Kit's Corner, Lake County, Caltrans District 1, Kelseyville, CA		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
18. BRIEF DESCRIPTION (Brief scope, title, cost, etc.) AND SPECIFIC ROLE		2008	

Materials Tester / Plant Inspector



# Summary

- ✓ Address Personnel & Duty Needs
- ✓ Be Brief and to the Point
- ✓ What Key Points Make the Candidate Stand Out?
- ✓ Stay in Line With the SOQ and What Prime Has Requested
- ✓ Provide Accurate and Brief Project Description and Duties
- ✓ **Review , Edit and Correct BEFORE Sending to Prime**