

**DISPUTE RESOLUTION BOARD (DRB) MEMBER /
DISPUTE RESOLUTION ADVISOR (DRA) RESUME**

CEM-6220 (NEW 05/2019)

RICHARD D. MELVIN, P.E.

1528 Meadow Brooke Place

McKinleyville, CA 95519

(707) 499-0278

fogbay6@att.net

DATE 01/08/2020 **CURRENT EMPLOYMENT** *Please enter your most recent experience first*

Current Job Title Semi retired and not currently employed

Begin Date: 11/16/2019

Employer Name

Duties/Projects:

 1 **ONGOING CONSULTING SERVICES** *Please enter your most recent experience first*

Job Title Construction Inspector (Consultant)

Begin Date: 07/31/19 to 11/15/19

Employer Name Ghirardelli Associates

Duties/Projects:

 1

Performed contract administration in the role of Assistant Resident Engineer on five construction contracts on Route 1 in Mendocino County. Monitored the contractors activities, documented contractors activities via daily reports and source documents and approved extra work bills.

 PAST WORK EXPERIENCE *Please enter your most recent experience first*

Job Title District 1 Materials Engineer (Senior Transportation Engineer)

Employer Name Caltrans, West Area of North Region in District 1 (California Department of Transportation)

From: 02/01/2018 To: 04/31/2018

	Duties/Projects	Begin Date	End Date
1	Assigned, directed and monitored workload for materials lab staff checking asphalt concrete mix designs, materials testing for startup evaluations and production samples, materials recommendations and MPQP at asphalt production plants in support of both design and construction phase.	02/01/2018	4/31/2018
2			

Job Title Area Construction Engineer (Senior Transportation Engineer)

Employer Name Caltrans, West Area of North Region Construction in District 1 (California Department of Transportation)

From: 11/1/2017 To: 01/31/2018

	Duties/Projects	Begin Date	End Date
1	Lake and Mendocino Counties. Assign, direct and monitor workload for resident engineers and assigned staff on construction projects. Worked side by side with a new resident engineers and new assistant resident engineers on three active storm damage locations.	11/01/2017	01/31/2018
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 ADA Notice

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Job Title Caltrans North Region Construction Manager (Supervising Transportation Engineer)
 Employer Name Caltrans, West Area of North Region in District 1 (California Department of Transportation)
 From: 05/01/2017 To: 10/31/2017

	Duties/Projects	Begin Date	End Date
1	West Area Construction Manager for the North Region Construction in responsible charge of all major decisions inherent to planning, organizing, directing and controlling the implementation and administration of the region's construction contracts. Represented Caltrans in meetings with federal, state, region and local agencies, contractors and the public concerning scope and content of programs and projects. Analyzed all types of business-related situations and adopted effective courses of action. Direct supervision over area construction engineers, constructability review process, storm water coordinators and construction support functions.	05/01/2017	10/31/2017
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Job Title Office Chief, Construction Engineering (Supervising Transportation Engineer)
 Employer Name Caltrans Headquarters Sacramento (California Department of Transportation)
 From: 01/01/2017 To: 04/31/2017

	Duties/Projects	Begin Date	End Date
1	Division of Construction's Construction Engineering Unit; I provided direct management and supervision to the staff in development and implementation of the divisions business plan and focus areas, provided support to the district construction staff; ensured policies, procedures and specifications related to construction contract administration and oversight practices were implemented consistently throughout the State; developed specifications, construction bulletins, and directives; updated manuals, guidance materials and provided training. Sponsored, participated, lead and supported various department and industry teams' efforts and committees.	01/01/2017	04/31/2017
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Job Title North Region Construction Manager (Supervising Transportation Engineer)
 Employer Name Caltrans, West Area of North Region in District 1 (California Department of Transportation)
 From: 07/01/2015 To: 12/31/2016

	Duties/Projects	Begin Date	End Date
1	Construction Manager for the Willits Bypass and associated projects; in charge of all decisions inherent to planning, organizing and managing the work of the Willits Bypass projects in a timely and cost efficient manner (the bypass, multiple mitigation projects and multiple projects associated with relinquishment of the old highway to the City of Willits.) Responsible for development and allocation of proper resources and communication with the City of Willits City Council, Mendocino County, Mendocino Council of Governments, Mendocino County Resource Conservation District and all permitting agencies. Ensure that quality was incorporated into the delivery of Caltrans services and products. Successfully negotiated resolution to the Draft Assessment of Civil Liability issued by the State Water Board. Successfully negotiated a settlement with the Joint Venture resolving all Notices of Potential Claims and schedule related issues via a claim's settlement report prior to the Proposed Final Estimate.	07/01/2015	12/31/2016
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Job Title District 2 Maintenance Engineer (Senior Transportation Engineer, Supervisor)
 Employer Name Caltrans, District 2 (California Department of Transportation)
 From: 04/01/2014 To: 6/30/2015

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	Duties/Projects	Begin Date	End Date
1	Program Advisor for the minor and major maintenance programs identifying projects and corrective strategies. Worked with SHOPP Coordinator to prioritize roadway rehabilitations projects. Supervised planning and development of highway maintenance projects and major maintenance projects performed by state forces. Provided technical support to field maintenance, acted as project manager for all maintenance funded projects and attended status meetings. Coordinated workload with HQ and worked closely in the development of pavement management strategies, program adviser for bridge rehabilitation and replacement; bridge scour mitigation, bridge rail upgrade, bridge widening and bridge seismic retrofit programs. Program advisor to the storm damage and protective betterment programs. Responsible for the review and analysis of expenditures, spending trends and budget projections. Oversaw preparation of the quarterly reports required by HQ maintenance. Worked closely with district budget managers when developing cross allocation plans.	04/01/2014	06/30/2015
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Job Title District 2 Project Manager (Senior Transportation Engineer)

Employer Name Caltrans, District 2 (California Department of Transportation)

From: 05/01/2013 To: 05/31/2014

	Duties/Projects	Begin Date	End Date
1	Project Manager of capital projects from initiation documents through completion of the construction phase. Responsible for the planning, monitoring, controlling and coordination of activities performed by capital outlay functions in development of projects. Monitored scope, schedule, budget, and quality. Conducted project development team meetings managing commitments and coordination of work. Responsible for communicating and coordination with Headquarters, District and Regional functions, local agencies and external stakeholders. Successful at negotiating and resolving conflicts with team members and functional managers to develop quality projects.	06/01/2013	05/31/2014
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Job Title District 2 Area Construction Engineer (Senior Transportation Engineer, Supervisor)

Employer Name Caltrans, North Area of North Region in District 2 (California Department of Transportation)

From: 07/01/2001 To: 04/31/13

	Duties/Projects	Begin Date	End Date
1	Assigned directed and monitored workload for resident engineers and assigned staff on construction projects. Including budgeting of resources approving contract changes, time sheets, all expenditures, developing employees through performance reviews and individual performance and training plans, implementing policy and procedures as well as playing a vital role in project development team meetings for future projects. Performed oversight on four City of Shasta Lake and City of Redding ADA projects. Coordinated updates to the QC/QA program specifications, polyester grade control specifications and associated guidance in the Construction Manual.	07/01/2001	04/31/2013
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LICENSES

	License Title	License Number	Issued By	Issue Date	Expiration Date
1	Civil Engineer	C 46412	Board of Professional Engineers	09/14/1990	03/31/2021

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CERTIFICATES

	Certificate Title	Certificate Number	Issued By	Issue Date	Expiration Date
1					

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EDUCATION

	Diploma/Degree/Certificate	Course of Study	University/College	Date Completed	Dates Attended (If diploma not awarded)
1	Bachelor of Science	Engineering	Humboldt State University	12/85	-
2	Associate in Applied Science	Engineering	State University of New York	06/83	-

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DRB/DRA TRAINING ATTENDED

	Training Title	Training Provider	Date(s) Attended
1	Caltrans DRA/DRB Training	Dispute Resolution Board Foundation	10/23/2019 - 10/24/2019

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PROFESSIONAL AFFILIATIONS

	Title	Organization Name	Your Role/Organization Description	Affiliation Dates
1	M.ASCE	American Society of C. E.'s	Member	1/1986 - 12/2020

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ONGOING ALTERNATIVE DISPUTE RESOLUTION EXPERIENCE *Please enter your experience in chronological order*

	Project Name (Caltrans EA)	Contract \$ Amount	Administrating Agency	Contractor	Start and End (estimated) Dates	Your Role	
						DRB Member	DRB Chair/DRA
1	None to date				-	<input type="checkbox"/>	<input type="checkbox"/>

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COMPLETED ALTERNATIVE DISPUTE RESOLUTION EXPERIENCE

	Project Name (Caltrans EA)	Contract \$ Amount	Agency Administered	Contractor	Start and End Dates	Your Role	
						DRB Member	DRB Chair/DRA
1	None to date				-	<input type="checkbox"/>	<input type="checkbox"/>

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CERTIFICATION AND ACKNOWLEDGMENT

- By checking this box, I certify that the information in this form is true and accurate to the best of my knowledge, information, and belief.
- By checking this box, I acknowledge that I will uphold the Dispute Resolution Board Foundation (DRBF) Canons - (1) Disclosure, (2) Conflicts of Interest, (3) Confidentiality, (4) Board Conduct and Communication, and (5) Board Procedures - as described in Section I, "Description of Work," of the DRB or DRA Agreements.
- By checking this box, I understand that either the Department or the Contractor may replace me as described in Section VII, "Replacement of DRB Member," or "Replacement of DRA," including for failure to uphold the DRBF Canons as specifically set forth in Section I, "Description of Work," of the DRB or DRA Agreements, respectively.

SIGNATURE

DATE

Jan 8, 2020