

BARBARA WARREN
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Highly effective Civil Project/Office Engineer with an MBA committed to achieving project success by taking initiative, anticipating and avoiding problems before they arise by performing due diligence and applying best practices in a clear and transparent manner.

PROFESSIONAL EXPERIENCE

OFFICE ENGINEER – BIDWELL ENVIRONMENTAL 2018 TO PRESENT

SCDPW – CP8108 Bergen Point Wastewater Treatment Plant – Outfall Replacement Tunnel
\$187M

- Maintained Submittal, RFI, Correspondence, Daily Work Reports, Contractor Daily Attendance Reports, Payment Application Packages, Certified Payroll Review logs using Submittal Exchange software program.
- Reviewed and prepared Contractor Progress Payment Applications.
- Reviewed and verified Contractor and Subcontractor Certified Payrolls.
- Performed weekly SPDES Inspections at (2) locations. Authored and published SPDES Inspection Reports.
- Authored and published Progress Meeting Agenda and Minutes on a bi-weekly basis.

OFFICE ENGINEER – HAIDER ENGINEERING 2015 TO 2018

NYCDDC HWP15XMCL & HWP15XMTA – Construction of Pedestrian Ramps -10M

- Created and maintained submittal and correspondence logs.
- Reviewed Daily Inspector's Reports and processed work items for Contractor Payment using PIMS software.
- Monitored project budget and schedule. Performed Overrun and underrun analysis.
- Evaluated Material Acceptance documentation.
- Published Progress Meeting and Utility Coordination Meeting minutes.
- Developed Change Orders in PIMS. Reviewed Contractor proposals.
- Prepared Monthly Progress Reports.

NYSDOT Scour Critical Bridges Phase II \$23M – Replaced stone riprap around various Bridge piers and abutments.

- Created and maintained submittal and correspondence logs in accordance with MURK standards.
- Reviewed Daily Work Reports in Site Manager for accuracy. Reviewed submittals using ADOBE Acrobat.
- Evaluated and processed monthly Contractor payments using Site Manager software program.
- Monitored project budget and schedule. Performed Overrun and underrun analysis.
- Evaluated Material Acceptance documentation.
- Published Progress Meeting and Utility Coordination Meeting minutes.
- Developed Change Orders in Site Manager. Reviewed Contractor proposals.
- Prepared project related correspondence.
- Administered M/W/DBE Program for compliance.
- Evaluated Certified Payrolls for Prevailing Wage Compliance.

OFFICE ENGINEER – BOWNE GROUP AE & T**2014-2015**

Nassau County DPW West Shore Road Seawall Rehabilitation Project \$10M

- Created and maintained submittal and correspondence logs in accordance with MURK standards.
- Reviewed Daily Work Reports for accuracy.
- Processed monthly Contractor payments using CEES software program with NYSDOT pay items.
- Monitored project budget and schedule.
- Evaluated Material Acceptance documentation.
- Published Progress Meeting and Utility Coordination Meeting minutes.
- Prepared project related correspondence.

PROJECT/OFFICE ENGINEER – LONGI ENGINEERING**2009-2013**

MTA/LIRR East Side Access Project \$6B

- Reviewed contractor's submittal list to ensure submittals are submitted as planned to allow enough review time prior to performance of work.
- Maintained Submittal, RFI, FCR, NCR and DR logs and related tracking systems in conjunction with Project Engineer and Lead Quality Engineer using Expedition and SKIRE software programs.
- Tracked submittal review performance by the design professionals (GEC) and outside stakeholders, including railroads (MNR, LIRR, AMTRAK).
- Assisted Deputy CM in researching construction issues and claims (NOC). Developed responding correspondence to the Contractor.
- Maintained payment summary logs.
- Assisted in weekly and monthly reporting. Wrote and distributed meeting minutes.
- Coordinated with Lead Inspector and Project Engineer regarding field office drawing controls, including assurance that contract drawing sets and as-built record drawings are current.
- Assisted Contract Administrator to develop, review, and analyze documentation required for contract modifications.
- In conjunction with Project Engineer ensured submittals are complete and in accordance with Contract Specifications before sending for review by GEC and/or others.
- Code Compliance – Ensured Contractor performed required special inspections necessary for project close out.
- Obtained Subcontractor Approval by applying due diligence methods.
- Registered Subcontractors with OCIP program.

OFFICE ENGINEER – HAKS ENGINEERS**2001-2005**

NYCDDC Roadway Reconstruction Projects – Manhattan Avenue, Greenpoint Brooklyn and Bayridge Avenue, Bayridge Brooklyn – Replaced watermain, sewer, curb, sidewalk, roadway deck and asphalt.

- Maintained RFI, FCR, NCR and DR logs.
- Assisted Resident Engineer in researching construction issues and claims. Assisted in estimating additional construction costs. Developed and issued Change Orders.
- Performed Contractor monthly payment based on physical quantities. Tracked over/under budget concerns.
- Assisted in weekly and monthly reporting. Wrote and distributed meeting minutes.
- Developed water main as- built drawings and Tap Cards using VISIO software.

QUALITY ENGINEER – PORT AUTHORITY NYNJ**1998-2000**

- Performed waterfront and building structural inspections at the Ports of Elizabeth and Newark.
- Performed building inspections as JFK, LaGuardia and Newark Airports.
- Published inspection reports.
- Made recommendations to senior staff based upon structural inspections.

PROJECT OFFICER – NYC SCHOOL CONSTRUCTION AUTHORITY 1996-1997

- Provided General Contractor oversight as the Owner’s Representative.
- Performed Contractor monthly payment based on percentage complete.
- Interfaced with the Architect of record regarding required submittals.
- Arranged for the FID inspections to be performed to ensure obtaining COO.
- Coordinated construction activities between the GC and the school Principal and supporting staff.

PROJECT ENGINEER - CON ED - FOSSIL POWER CAPITAL CONSTRUCTION 1990-1995

- Flood Protection Program – Designed and implemented flood controls to protect essential generating equipment.
- Waterfront Program – Inspected, evaluated, generated contract documents to repair bulkheads, intake and outfall structures.
- Fire Damage – Inspected, evaluated, generated contract documents to repair or built new all structures damaged by fire.
- Cathodic Protection – Inspected and evaluated all underground metal oil/gas storage tanks and installed cathodic protection systems.
- Developed RFP and project documents including specifications and drawings.
- Provided consultant oversight.

EDUCATION

Master of Business Administration
Bachelor of Science, Civil Engineering
OSHA 10

ADELPHI UNIVERSITY
 MANHATTAN COLLEGE
 NYS EIT

ADDITIONAL SKILLS

MS Office
 Visio

Primavera/Expedition
 CEES
 PIMS

SKIRE
 Site Manager
 Submittal Exchange