



MELISA LEACH, PE

PROJECT MANAGER

PERSONAL PROFILE

Melisa works at TamCo Management Group as a Construction Project Manager and Civil Engineer primarily responsible for K-12 Project Management.

As a project manager Melisa has experience with onsite overview of construction, coordinating work and schedules, attending contractor meetings, and inspection of work to ensure that specifications are being followed and work is proceeding on schedule and within budget.

As an Engineer she has experience with civil site development including athletic field design including football turf fields, rubberized tracks and field events, baseball and softball fields, tennis courts, site grading, asphalt parking lot design, concrete sidewalk and plaza design. Structural design experience consisting of retaining walls, foundations, and steel framing.

Types of projects include educational facilities, commercial, and residential. Responsibilities: Construction inspection of school renovations, involvement in public projects including inspection of site design, kitchen renovations, gymnasium renovations, mechanical unit replacement, lighting replacement, window replacement, door replacements, and curtain wall construction. Organization and management of the following: JD drawings, Submittals, Non-Conformance list, Punch lists, Code review in field and for design, running Foreman meetings, Construction Progress meetings, Drawing/Drafting review, Job Proposals.

EDUCATION

Bachelor of Science – Civil Engineering Technology, SUNY Institute of Technology

Associate in Applied Science – Civil Engineering Technology, Broome Community College

Associate in Applied Science – Liberal Arts focus in Architecture, Broome Community College

PROFESSIONAL LICENSES AND CERTIFICATIONS

State of New York, PE 098035

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Member Construction Institute, M. ASCE

PROJECT EXPERIENCE

Greene Central School District, NY

- **Capital Project** – Pre-Referendum Services including Programming, Marketing, Financial Budget creation, Preliminary schedule compilation. Pre-construction Services including Programming, Estimating, Project Schedule development and maintenance, Constructability and Engineering Review of Construction plans, coordination of scope with budgets, suggest design changes to comply with original budget of project and owner's scope, run and coordinate financial meetings with district, fiscal advisors, and Architect. Construction services including site inspections, weekly foreman meetings, biweekly project meetings, and daily reports. Project management duties including financial reports, RFI's, submittal tracking, change orders, and bid reviews

Owego Apalachin Central School District, NY

- **Capital Project** - Pre-construction Services including Programming, Estimating, Project Schedule development and maintenance, Constructability and Engineering Review of Construction plans, coordination of scope with budgets, suggest design changes to comply with original budget of project and owner's scope, run and coordinate financial meetings with district, fiscal advisors, and Architect. Construction services including site inspections, weekly foreman meetings, biweekly project meetings, and daily reports. Project management duties including financial reports, RFI's, submittal tracking, change orders, and bid reviews.

Unatego Central School District, NY

- **Capital Outlay Project** - Review construction plans, coordinate with contractors, perform site inspections, attend biweekly project meetings, prepare daily reports and attend district meetings. Project management duties including RFI's, submittal tracking, change orders, and punch list.

Chenango Valley Central School District, NY

- **2018 Capital Project** - Pre-referendum services. Review construction plans, coordinate with contractors, perform site inspections, run weekly foreman meetings, attend biweekly project meetings, prepare daily reports and attend district meetings. Project management duties including budget summaries, RFI's, submittal tracking, change orders, and bid reviews.
- **2015 Capital Project** - Pre-referendum services. Review construction plans, coordinate with contractors and perform site inspections, run weekly foreman meetings and attend biweekly project meetings, prepare daily reports and attend district meetings. Project management duties including budget summaries, RFI's, submittal tracking, change orders, and bid reviews.

Johnson City Central School District, NY

- **2020 Renewal Project** - Pre-referendum services. Prepare civil design for demolition and removal of existing site, site design.
- **2015 Capital Project** - Pre-referendum services. Review construction plans, coordinate with contractors and perform site inspections, run weekly foreman meetings and attend biweekly project meetings, prepare daily reports and attend district meetings. Project management duties including budget summaries, RFI's, submittal tracking, change orders, and bid reviews. Prepared civil design for demolition and removal of existing field, site design for new field, site drainage design, transportation complex pavement reconstruction, and tennis court reconstruction design.

Tioga Central School District, NY

- **2015 Capital Project** - Pre-Referendum, pre-construction, construction and post- construction services for four (4) District buildings.

Wellsboro Area School District, PA

- **Athletic Field Renovation** - Prepare civil design for demolition and removal of existing field, site design for new field, site drainage design, and preparation of NPDES report. Coordinate with contractors and perform site inspections, prepare daily reports and attend district meetings.

Binghamton City School District East Middle School, NY

- **Warehouse Freezer Replacement** -Prepared civil drawings, specifications for proposed new warehouse freezer with foundation and site work. Reviewed submittals for compliance with construction documents, review of field changes requested by contractor.

Binghamton City School District MacArthur Elementary School, City of Binghamton, NY

- **Civil Design** - Prepared civil design, proposed new school building development site utility plan. Reviewed submittals for compliance with construction documents, review of field changes requested by contractor.

McIntosh Labs, City of Binghamton, NY

- **SWPPP** - Prepared and designed a Stormwater Pollution Prevention Plan (SWPPP) for a warehouse re-development project. Designed civil plans for site work including site contours and drainage.

Walker Avenue, Town of Lisle, NY

- **Bridge Rehabilitation Design** - Prepared site plan design and specifications for a bridge replacement in accordance with NYSDEC and ACOE standards and regulations.

Loder Avenue Phase 1, Town of Union, NY

- **Street Reconstruction Project** - Prepared civil drawings and specifications for a replacement of approximately 1100 LF of water main and street reconstruction design. Intermittent construction inspections on an as needed basis.

Loder Avenue Phase 2, Town of Union, NY

- **Storm Drainage Reconstruction Project** - Prepared civil drawings and specifications for a replacement of approximately 1100 LF of municipality storm drainage design. Intermittent construction inspections on an as needed basis.

Broome Community College, Broome County, NY

- Stormwater Management Plan - Project Manager provided reviewing the Storm Water Management Plan prepared by Woodard & Curran, August 28, 2007; Reviewed the Project correspondence from EPA and NYSDEC and develop written responses and procedures to comply with the required regulations; Review Broome Community College's existing NOI, SPDES General Permit for Storm Sewer Systems, (GP-02-02) and (GP-08-02), and MS4 documentation; Complete field work to verify the map of existing conditions for the stormwater management structures and best management practices (BMP's) as they relate to the most current stormwater management plan; Recommend modifications to the existing stormwater management plan to achieve compliance with US EPA and NYSDEC's requirements; Prepare a revised and updated stormwater management plan based on the current policies, procedures and in-place BMP's; Work with Client to certify BCC's Stormwater Management Plan is in compliance with GP-0-10-002, US EPA and NYSDEC's requirements as outlined in Administrative Compliance Order CWA-02-2013-3014.

Clark Street, Village of Deposit, NY

- **2017 Street Rehabilitation Project** - Prepared civil drawings and specifications for a replacement of approximately 900 LF of water main, storm water and street reconstruction design.

Church Street, Village of Deposit, NY

- **2018 Street Rehabilitation Project** - Prepared civil drawings and specifications for a replacement of approximately 500 LF of water main, storm water and street reconstruction design.

Dean and Wheeler Street, Deposit, NY

- **2013 Street Rehabilitation Project** - Prepared civil drawings and specifications for a replacement of approximately 500 LF of water main, storm water and street reconstruction design.

Gene Bettiol Enterprises, Oneonta, NY

- **Storm Drainage Improvements Design** - Prepared small site drainage design for ingress and egress across an existing ditch for access between two property lots.

Swart Hollow Stream, Oneonta, NY

- Stream Restoration - Project Manager provided engineering services for the Site inspection to review stream conditions, create photo documentation and confirm NYSDEC requirements. Complete design to re-establish the existing stream channel; involving a joint review under the 401 Water Quality Certification for United States Army Corps of Engineers (USACOE) and New York State Department of Environmental Conservation (NYSDEC). Completed Joint Application for NYSDEC and USACOE, Short Form Environmental Assessment Form, and the NYSDEC Permission to Inspect Property form

UHS Extension Clinic, Johnson City, NY

- **Site Plan Development** - Prepared and reviewed specification and submittals for the proposed building re-development at 601 Riverside Drive.

UHS Extension Clinic, Vestal, NY

- **Site Plan Development** - Prepared and reviewed a site assessment, civil drawings, specifications and reviewed submittals for the proposed new building development at 4401 Vestal Parkway, prepared SWPPP and Erosion and Sediment Control Plans.

UHS Extension Clinic, Vestal, NY

- **Site Plan Development** - Prepared and reviewed a site assessment, civil drawings and specifications the proposed new building development at 4417 Vestal Parkway.

UHS Extension Clinic, Vestal, NY

- **Site Plan Development** - Prepared and reviewed a site assessment, civil drawings, specifications and reviewed submittals for the proposed new two-story building development at 4421 & 4433 Vestal Parkway, prepared a NYS Environmental Assessment Long Form, SWPPP and Erosion and Sediment Control Plans.

UHS Greene Primary Care, Greene, NY

- **Site Plan Development** - Prepared and reviewed a site assessment for a proposed new building development.

UHS CMH Site Development, Norwich, NY

- **Site Plan Development** - Prepared and reviewed a site assessment for a proposed new building renovation and site plan re-configuration.

Residential Design, Port Crane, NY

- **House and Septic System** - Prepared design for two story house including floor plans, wall sections and details in preparation for building permit submission to town. Prepared Individual Residential Wastewater Treatment System for 21 Porter Hollow Road (TMN 97-1-28.2) in accordance with the NYS Department of Health's Administrative Rules and Regulations design standard (10NYCRR Appendix 75-A) entitled Wastewater Treatment Standards – Individual Household Systems.