

## Cynthia M. Potter, PE

Stewart Potter Consulting, LLC

[pottercm@charter.net](mailto:pottercm@charter.net)

775-846-2707

*Experienced transportation consultant with expertise in project and program management, quality management, public outreach/stakeholder relations, and conflict resolution. Design project manager for large, complex, and controversial surface transportation projects for public sector clients in California and Nevada, experienced in traditional and alternative project delivery, including design-build and construction management at risk.*

### Education, Registration & Training

**Bachelors of Science, Civil Engineering**, University of California at Davis

**Professional Engineer**, Civil, California and Nevada

**Dispute Resolution Team (DRT) Administration & Practice and Advanced/Chairing Workshops**, June 23-24, 2015, Reno

### Work History

<b>Stewart Potter Consulting</b> , Principal	2014 to Present
<b>CH2M HILL</b> , Vice President and Project Manager	1990 to 2014
<b>Ruth and Going</b> , Project Manager	1985 to 1990
<b>Port of Los Angeles</b> , Project Manager	1981 to 1985

### Distinguishing Qualifications

- ✓ **Hands on design project manager, personally committed to delivering projects on time and within budget.**
  - Scoped, negotiated and signed design contracts, including reconciliation of contract terms and conditions with client and in-house legal, insurance, and operations functions.
  - Prepared schedules for design and permitting of highway/bridge projects, identifying critical tasks between disciplines and establishing milestone submittals; tracked schedules monthly and facilitated team discussions for eliminating or mitigating schedule delays.
  - Led design services during construction and collaborated with owner and contractor to incorporate value engineering and schedule acceleration innovations, respond to changed conditions, and support construction contract administration.
  
- ✓ **Successful leader of multi-discipline teams, developing creative solutions to complex and controversial highway and bridge projects.**
  - Developed excellent working relationships with owner project managers, discipline leads, and resident engineers to determine environmental, permitting, right of way, utility, and political issues and facilitate solutions with design and construction teams to minimize cost and schedule impacts.
  - Selected, motivated and managed large design teams consisting of in-house and subconsultant staff, in different locations, and developed staff redundancy to facilitate communication and anticipate turnover.
  - Led weekly design meetings/conference calls to discuss design elements spanning disciplines, identify data needs and interim deliverable requirements, and keep task leads focused on scope, schedule, and budget, and client/external requests.

- ✓ **Experienced in traditional and alternative project delivery methods, including Design-Build, Construction Management at Risk (CMAR), and Design-Bid-Build.**
  - Served as project manager or quality manager for all three scenarios, and understand contract differences and working relationships.
  - Understand schedule dynamic for design-build delivery and skilled in facilitating resolution of third-party issues, such as right of way, utility, permitting, and environmental constraints.
  - Facilitated collaboration between designer and contractor on CMAR delivery from 30 percent design through final construction documents, including design innovations and associated construction cost and schedule savings, and quantity reconciliation; participated in pricing at milestone submittals and guaranteed maximum price negotiations.
  - Served as quality manager on a design-build project, proactively participated in design meetings to anticipate and resolve issues, ensured client comments were resolved, led QA/QC submittal reviews, audited QC processes and deliverables/certifications, and gave approval for ready-for-construction packages.

## Major Project Experience

### **Project Manager, I-580 Freeway Extension, Nevada Department of Transportation (NDOT), Washoe County, NV**

- Design project manager for preliminary and final design of 8.5 miles of new interstate freeway through mountainous terrain, including the 1700-foot long Galena Creek Bridge, eight cast-in-place concrete box girder bridges, mechanically stabilized embankment walls (11 walls, totaling over 8,000 linear feet, up to 80 feet tall), and mass grading and drainage (5.2 million cubic yards of material moved.)
- During preliminary design, facilitated collaboration of the bridge, roadway, geotechnical, drainage, and landscape architecture disciplines to develop alternative solutions to minimize visual impacts, narrow the project footprint and blend the facility into the terrain; managed the final design process to ensure delivery of the common vision and implement design details.
- Supported NDOT in right of way appraisals, acquisitions, and litigation and in preparation of National Environmental Policy Act (NEPA) supplemental documentation (Record of Decision was obtained in 1983, design spanned 1998-2001).
- Completed final design of two packages in 24 months; when construction of the first package (3148) was terminated, worked closely with NDOT to repackage the remaining work into the second package (3292) and advertise within 6 months.
- Worked closely with resident engineer and contractor to facilitate value engineering proposals, accommodate field conditions, attend weekly meetings, and support construction administration; final construction cost was \$476 million for both packages.

### **Project Manager, SouthEast Connector Phase 2, Regional Transportation Commission (RTC) of Washoe County, Reno, NV**

- Design project manager for 4.5 miles of new principal arterial through a floodplain in Reno/Sparks/Washoe County, designed using CMAR with a guaranteed maximum price of \$152 million (construction currently underway).
- Supported client with CMAR selection and administration, facilitated innovations and cost saving discussions between the design team and contractor, reconciled quantities at each

submittal, supported RTC during pricing at milestones and during guaranteed maximum price negotiations.

- Designed roadway embankment to encapsulate legacy elemental mercury resulting in no off-site disposal of mercury-laden soils; designed mitigation wetlands fed by an open stormwater channel, resulting in treatment of urban runoff prior to discharge to Steamboat Creek; designed roadway above 117-year flood for emergency access and located and designed 5 bridges to balance floodwaters and minimize wetland impacts.
- 60 percent design and 404 permit application submitted on schedule within 8 months of notice to proceed and final design delivered on schedule, total of 18 months.
- Formed Resource Agency Committee to bring all permitting and jurisdictional agencies (Corps, NDEP, NDOW, SHPO, Cities and County, Pyramid Lake Paiute Tribe) together monthly during design for continuous over-the-shoulder review and comment; resulted in permit conditions substantially in conformance with design and no rework required.
- Worked closely with client project manager, property manager, and attorneys to support utility relocations and easements, partial acquisition of a City-owned/private managed golf course, partial acquisition of a working ranch, and water rights acquisition.

#### **Quality Manager, I-15 North Design-Build, Las Vegas, NV**

- Served as design quality manager for NDOT's first design-build project to widen over 5 miles of I-15 in Las Vegas; the \$242 million project was delivered within budget and ahead of schedule.
- Wrote the Design Quality Control Plan and led a multi-discipline team responsible for performing quality control reviews on all design deliverables, auditing the results, and documenting quality control activities.
- Attended weekly design-construction cross-discipline/task force meetings to anticipate issues and resolve conflicts, and ensure that design quality objectives were met.
- Located within a constrained urban area on Las Vegas' busiest freeway, the project's design and construction challenges included undocumented utilities, compressible subsurface soils, coordination with future intersecting projects, and unknown field conditions.
- Design team worked closely with NDOT to demonstrate feasibility and benefits of implementing contractor's revised phasing plan to accelerate construction by 4 months; approval was granted and designer worked closely with the regional traffic operations center on daily detours and lane shifts.

#### **Project Manager, I-580/Meadowood Complex, RTC of Washoe County, Reno, NV**

- Served as project manager for traffic studies, environmental assessment, right of way engineering, preliminary and final design, and services during construction for a new split-diamond interchange. Construction of the \$22 million project was completed in 2013 with approximately 3 percent change orders.

#### **Project Manager and Principal-in-Charge, US 395/Clear Acre Interchange, RTC of Washoe County, Reno, NV**

- Project manager/principal in charge for traffic studies, environmental assessment, right of way engineering, preliminary and final design, and construction management/inspection for a new interchange on US 395. Final construction cost was \$35 million with no claims.