



Resident Engineer/Office Engineer

Sayuja Malhotra has a Master's Degree in Architecture and is a licensed Architect. She is the Principal-in-Charge of SMARTEC Architecture & Engineering, P.C.

She has established a reputation as an outstanding Office Engineer who gains an in-depth knowledge of all aspects of the project rapidly. She has several years of experience in construction and project management of buildings and roads and is capable of running a project with little or no supervision. She has provided hands-on training to a number of Office Engineers new to the DDCs policies and procedures. She is familiar with all aspects of Office Engineering for DDC projects and is skilled in the use of all software necessary in the field office including MS Office, MS Access, MS Excel and Visio. She has also become very well versed with **DDCs PIMS Payment Management Program**. Her duties include tracking all submittals, coordinating of work with community boards and agencies, maintaining files in accordance with DDC procedures, reviewing Inspector's Daily Reports, processing concrete, water & soils samples to DDC for testing, tracking and reconciling pay quantities, preparing payments, maintaining material certifications, preparing change orders, and meeting minutes, preparing sewer as-built drawings, preparing field and tap cards, flow acceptance drawings & letters, fixed asset reports, in-service sheets and pedestrian ramp as-builts.

In addition, Ms. Malhotra has developed the special skills needed to complete contract close-out for DDC. She is proficient in all NYCDOT, NYSDOT and NYCDEP specifications and NYCDDC project management forms and reports.

OFFICE ENGINEER, NYCDDC SE818, INSTALLATION OF SANITARY AND STORM SEWERS AND WATER MAINS, AND BMP PROJECT in SHELDON AVENUE AREA, STATEN ISLAND.

Office Engineer for this \$48M project for the installation of water main, storm and sanitary sewers and roadway reconstruction in Staten Island. The scope of work includes the installation of 8", 12" & 20" DIP water main, 10" 15", & 18" ESVP sanitary sewers and storm sewers from 12" ESVP to 78" RCP, with 3'-6"W x 2'-0" H FTRC box culverts, including six different sized chambers and various diameter manholes. Additional work will include the reconstruction of local roadways including curb, sidewalks and pedestrian ramps. The project also includes BMP work in a major wetlands area, requiring the contractor to procure permits from NYCDEP, the Parks Dept. NY State DEC and also work in the vicinity of schools, tree pruning, tree protection and new tree planting component with professional arborist services.

Education

M. Arch (Honors), University of Michigan, Ann Arbor, MI (1986)
B. Arch, University of Michigan, Ann Arbor, MI (1984)

Certification/Training

Registered Architect – New Jersey – 1992
Registered Architect – New York - 1993
OSHA 10 Hour Site Safety
LEED Accredited Professional
ENVISION Sustainability Professional

Years of Experience: 28
Years with Firm: 4

Relevant Capabilities

Resident Engineering Inspections:

- Streets
- Sewers
- Water Mains
- Sidewalks
- Pedestrian Ramps
- Street Lighting

**SMAR TEC PC***Architecture & Engineering***SAYUJA MALHOTRA, AIA**

Key features of this project include phased construction in the vicinity of the school, an extensive community outreach program designed to serve the special population of this residential neighborhood. Ms. Malhotra will monitor reporting by SWPPP inspectors to maintain DDC required logs and documents for Planned Erosion and Sediment Control Practices. Ms. Malhotra is responsible for maintaining all project documents in accordance with NYCDDC & NYCDEP specifications and as a professional experienced with the PIMS system, for entering all project records as required for payment and future record keeping. She prepares monthly estimates, maintains all project logs, prepares Change Orders, monitors the work of sub consultants, prepares all project correspondence, prepare minutes of meetings and related documents and all documents related to contract close out.

OFFICE ENGINEER, NYCDDC SER002313, INSTALLATION OF SANITARY AND STORM SEWERS AND WATER MAINS in MCBAINE AVENUE AREA, STATEN ISLAND.

Office Engineer for this \$20M project for the installation of water main, storm and sanitary sewers and roadway reconstruction in Staten Island. The scope of work included the installation of 8", 12" & 20" DIP water main, 10" ESVP sanitary sewers and storm sewers from 12" ESVP to 78" RCP, with 3'-6"W x 2'-0" H FTRC box culvert s, with four different sized chambers and 7 foot diameter and drop pipe manholes. Additional work included the reconstruction of local roadways including curb, sidewalks and pedestrian ramps. The project also included work in wetlands, requiring the contractor to procure permits from NYCDEP, micro-tunnelling, work in the vicinity of schools, tree pruning, tree protection and new tree planting component with professional arborist services. Key features of this project include staged construction in the vicinity of the schools, an extensive community outreach program designed to serve the special population of this residential neighborhood. Ms. Malhotra worked closely with SWPPP inspectors to maintain DDC required logs and documents for Planned Erosion and Sediment Control Practices. Ms. Malhotra maintained all project documents in accordance with NYCDDC & NYCDEP specifications. She prepared monthly estimates, maintained all project logs, prepared Change Orders, monitored the work of sub consultants, prepared all project correspondence, prepared minutes of meetings and related documents and all documents related to contract close out.

ASSISTANT PROJECT MANAGER: NYCDDC/FEMA FUNDED 2013 Hurricane Sandy Emergency Beachfront Restoration Project. Responsible for Project Management tasks on 4 separate contracts running concurrently, mandated to be complete by Summer 2013. Review of all plant, shop and field inspector's reports for Steel, Concrete, Mechanical Inspections of pre-fabricated modular buildings installed on Piles and Drilled Pier Foundations. Prepare Weekly Field Report Submittals and Non Conformance Records. Prepare Punch lists for CM and necessary documents for TR submission.

OFFICE ENGINEER: NYCDDC 2011/FEMA FUNDED Hurricane Irene Emergency Sidewalks Repair Project. Responsible for Office Engineering tasks on 2 separate contracts running concurrently. Worked on a master spreadsheet detailing all damage noted by other agencies and consultants, verified the accuracy of the damage, checked PIRs for construction, reviewed inspector's daily field reports, entered quantities into spreadsheets for payment purposes, reviewed monthly payments, prepared meeting minutes, updated the master spreadsheet on a daily basis, prepared construction reports of work completed using Visio.