



MAYWOOD CITY COUNCIL ADJOURNED MEETING AGENDA

WEDNESDAY, August 26, 2020 AT 3:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR

Eduardo De La Riva

CITY CLERK

Gerardo Mayagoitia

MAYOR PRO TEM

Ricardo Lara

CITY TREASURER

Gloria Viramontes

COUNCIL MEMBERS

Ramon Medina

Carlos Alvarez

Heber Marquez

CITY MANAGER

Jennifer E. Vasquez

CITY ATTORNEY

Roxanne Diaz

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the adjourned meeting of the City Council for August 26, 2020 will be conducted telephonically through Zoom and broadcast live on the City's Facebook page. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the meeting remotely:

Join by phone 1-669-900-6833

Enter Meeting ID: 856 9896 7889

If you want to comment during the public comment portion of the agenda, Press *9 and we will select you from the meeting cue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

The City wants you to know that you can also submit your comments by email to shirley.quinones@cityofmaywood.org. To give adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 1:30 p.m.; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714 by 1:30 p.m.

If you wish to have your comments read to the Council Members during the appropriate Public Comment period, please indicate in the **Subject Line "FOR PUBLIC COMMENT"** and list the item number you wish to comment on. Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the City Clerk's Office, (323) 562-5723 within 48 hours of the meeting.

IV. COUNCILMEMBER COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item not on the agenda may use the following:

By phone: 1-669-900-6833

Enter Meeting ID: 856 9896 7889

If you want to comment during the public comment portion of the agenda, Press *9 and we will select you from the meeting cue.

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VI. PRESENTATIONS

VII. PUBLIC HEARING

1. Public Hearing and First Reading of an Ordinance of the City of Maywood adding a new chapter to the Maywood Municipal Code to Create a Sidewalk Vending Program

VIII. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

1. Minutes for 08/12/2020 Adjourned City Council Meeting.
2. Resolution 6135 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payment.

3. A Resolution Of The City Council Of The City Of Maywood Fixing The Amount Of Revenue From A Property Tax Levy Approved By The Voters Of Maywood City For The Purpose Of Paying The Cost To The City For The Public Employees Retirement Systems (PERS) At The Same Rate Of Such Taxes As Last Year And Levying Such Taxes For The Fiscal Year Beginning July 1 , 2020.
4. Consideration of Awarding a Professional Services Agreement for Professional Engineering Services, Including Public Works Plan Check and Inspections
5. Resolution Amending the Community Benefit Fund Guidelines Revising the Community Benefit Fund Allocation

IX. DISCUSSION/ACTION ITEMS

6. Consideration of a Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services
7. Consideration of Establishing Guidelines for the City of Maywood Emergency Rental Assistance Program
8. Consideration to Adopt A Resolution of the City of Maywood Supporting Balanced Energy Solutions and Maintaining Local Control of Energy Solutions

X. CLOSED SESSION

XI. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item not on the agenda may use the following:

By phone: 1-669-900-6833

Enter Meeting ID: 856 9896 7889

If you want to comment during the public comment portion of the agenda, Press *9 and we will select you from the meeting cue.

NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

XII. ADJOURNMENT - The next Adjourned Meeting of the Maywood City Council is September 9, 2020 at 3:00 p.m.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS

I, , Gerardo Mayagoitia, City Clerk or Guillermo Padilla or Shirley Quinones, Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable  arrangements to ensure accessibility.



**MINUTES FOR THE ADJOURNED MEETING OF
THE MAYWOOD CITY COUNCIL
AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY**

WEDNESDAY, AUGUST 26, 2020 AT 3:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR

Eduardo De La Riva (Present)

CITY CLERK

Gerardo Mayagoitia (Teleconference)

MAYOR PRO TEM

Ricardo Lara (Teleconference)

CITY TREASURER

Gloria Viramontes (Absent)

COUNCIL MEMBERS

Ramon Medina (Teleconference)

Carlos Alvarez (Teleconference)

Heber Marquez (Teleconference)

CITY MANAGER

Jennifer E. Vasquez (Present)

CITY ATTORNEY

Roxanne Diaz (Teleconference)

Staff Present:

David Mango, Director of Building and Planning

Hrant Manuelian, Director of Finance

Guillermo Padilla, Deputy City Clerk

Shirley Quinones, Deputy City Clerk

Gisselle Delgado, Community Services Liaison

Edith Carrillo, Administrative Analyst

Abel Hernandez, Public Works Coordinator

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE ORDER N-29-20 THIS MEETING
WAS HELD AS A TELECONFERENCE MEETING

OBSERVERS WERE ABLE TO VIEW THE MEETING LIVESTREAMED VIA THE CITY'S
FACEBOOK AT:

<https://www.facebook.com/cityofmaywood>

OR BY ZOOM TELECONFERENCE AT:

*67 1-669-900-6833

Zoom Meeting Access Code: 856 9896 7889

Comments may have been submitted via e-mail to shirley.quinones@cityofmaywood.org
by 1:30 p.m. prior to meeting and by teleconference any time prior to closure of the public
comment portion of the item(s) under consideration

IV. COUNCILMEMBER COMMENTS

Mayor, Council Members and City Manager provided community updates.

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

The following spoke on Agenda Items:

- 1) Matt Blackburn (Submitted comment by teleconference);
- 2) Melissa Demirci (Submitted comment by teleconference);
- 3) Gerry Mayagoitia (Submitted comment by teleconference);
- 4) Steve Foster (Submitted comment by teleconference);
- 5) Denise Campos (Submitted comment by teleconference);
- 6) Adrian Garcia (Submitted comment by teleconference);

VI. PRESENTATIONS

None

VII. PUBLIC HEARING

1. Public Hearing and First Reading of an Ordinance of the City of Maywood adding a new chapter to the Maywood Municipal Code to Create a Sidewalk Vending Program. **Motion to continue the Public Hearing item to the next City Council meeting on September 9, 2020 by Mayor De La Riva. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES.**

VIII. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

1. Minutes for 08/12/2020 Adjourned City Council Meeting. **Motion to approve Adjourned Meeting Minutes by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

2. Resolution 6135 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payment. **Motion to adopt Resolution 6135 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

3. A Resolution Of The City Council Of The City Of Maywood Fixing The Amount Of Revenue From A Property Tax Levy Approved By The Voters Of Maywood City For The Purpose Of Paying The Cost To The City For The Public Employees Retirement Systems (PERS) At The Same Rate Of Such Taxes As Last Year And Levying Such Taxes For The Fiscal Year Beginning July 1 , 2020. **Motion to adopt Resolution 6136 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES**

4. Consideration of Awarding a Professional Services Agreement for Professional Engineering Services, Including Public Works Plan Check and Inspections.

Motion to award a Professional Services Agreement for Professional Engineering Services, including Public Works Plan Check and Inspections to Infrastructure Engineers by Medina. Second by Alvarez. AYES: Alvarez, Medina. NYES: Marquez, Lara, De La Riva. FAILED MOTION

Motion to award a Professional Services Agreement for Professional Engineering Services, including Public Works Plan Check and Inspections with the following; (i) waive any minor regularities pursuant to Section 6E of the RFP in the bid submitted by Transtech Engineering, Inc.; and (ii) award the Professional S`ervices Agreement to Transtech Engineering, Inc. for a three (3) year term beginning September 1, 2020 with the option to renew up to two (2) additional one-year periods by Lara. Second by Marquez. AYES: Marquez, Lara, De La Riva. NYES: Alvarez, Medina. PASSES

5. Resolution Amending the Community Benefit Fund Guidelines Revising the Community Benefit Fund Allocation **Motion to adopt Resolution 6138 Amending the Community Benefit Fund Guidelines Revising the Community Benefit Fund Allocation by Mayor De La Riva. Second by Lara. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES**

IX. DISCUSSION/ACTION ITEMS

6. Consideration of a Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services **Motion to adopt Resolution 6139 approving the Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services and directing the Mayor to execute the Agreement by Lara. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES**

7. Consideration of Establishing Guidelines for the City of Maywood Emergency Rental Assistance Program. **Direction given to staff to establish Guidelines for the City of Maywood Emergency Rental Assistance Program.**

8. Consideration to Adopt A Resolution of the City of Maywood Supporting Balanced Energy Solutions and Maintaining Local Control of Energy Solutions. **Motion to adopt**

Resolution 6137 Supporting Balanced Energy Solutions and the maintaining of Local Control of Energy Solutions by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES

X. CLOSED SESSION

None

XI. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

The following spoke on Agenda Items:

1. Angelica De La Mora (Submitted comment by email);
2. Jaime Lopez (Submitted comment by email);
3. Veronica Guardado (Submitted comment by teleconference);

XII. ADJOURNMENT – Meeting adjourned in the memory of Luz Solache at approximately 6:10 p.m. on August 26.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

COPY

COUNCIL AGENDA

ITEM No. 2

RESOLUTION NO. 6135

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been reviewed by the Director of Finance, and

WHEREAS, the Director of Finance has certified to the accuracy and availability of funds for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for approval.

NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions for \$544,020.97 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

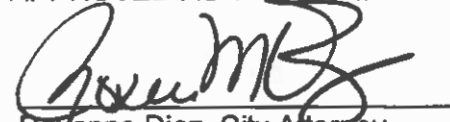
PASSED, APPROVED AND ADOPTED THIS 26TH day of August, 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

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)

I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6135 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 26th of August, 2020 by the following roll call vote, to wit:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NAYES:

ABSENT:

ABSTAINED:

A handwritten signature in black ink, appearing to be 'G. Mayagoitia', written over a horizontal line.

Gerardo Mayagoitia, City Clerk
Shirley Quiñones, Deputy City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, August 26, 2020

		Amount
Accounts Payable		
Accounts Payable prepaid warrants for payment: Checks No. 087409 - 087431	\$	31,415.86
Accounts Payable regular warrants for payment: Checks No. 087432 - 087459	\$	298,090.84
Sub-total	\$	329,506.70
Wire Transfers/ACH Transactions		
08/07/20 Willis Towers Watson Insurance Services West, Inc. - Auto Liability FY 2020-2021	\$	52,553.00
08/10/20 Lease Payment for Front Counter Cash Registers - August 2020	\$	49.42
08/10/20 US Bank - 2008 Lease Revenue Refunding Bonds, Series A - Principal & Interest	\$	161,146.26
08/14/20 US Bank Analysis Service Charge	\$	765.59
Sub-total	\$	214,514.27
Total Demands	\$	544,020.97

EXHIBIT 'A'

City of Maywood
Detail Warrants for Payment
Warrants No. 087409 to 087459

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087409	P	8/19/2020	Abila	4,149.90	Accounting Software Yearly Renewal
087410	P	8/19/2020	AT&T	333.39	Elevator Emergency Phone Line 07/10/20 to 08/09/20
087411	P	8/19/2020	AT & T Long Distance	45.83	Elevator Emergency Line July 2020
087412	P	8/19/2020	Brinks, Inc.	422.52	July and August 2020 Cash Handling Service
087413	P	8/19/2020	Calmex Graphics	216.81	Business Cards City Council
087414	P	8/19/2020	CoreLogic Solutions, LLC.	150.00	Property Finder August 2020
087415	P	8/19/2020	Dave And Frank Automotive	20.00	City Fleet Vehicle: Tire Repair
087416	P	8/19/2020	Dewey Pest Control	97.00	August 2020 Pest Control City Hall
087417	P	8/19/2020	VOID	0.00	VOID
087418	P	8/19/2020	L.B. Johnson Hardware Co.	975.62	Public Works Supplies
087419	P	8/19/2020	LGP Equipment Rentals	109.85	Remal Drill & Bits (Atlantic & 58th)
087420	P	8/19/2020	Maywood Car Wash	505.27	Car Wash/Gas July 2020
087421	P	8/19/2020	Tri-City Mutual Water Company	3,041.85	Various Locations 04-21-2020 to 06-20-2020
087422	P	8/19/2020	OnTrac	25.94	Document Shipping/Delivery Service: Building & Planning
087423	P	8/19/2020	Preferred Benefit Insurance Administrators, Inc.	2,593.20	Dental & Vision Insurance: August 2020
087424	P	8/19/2020	QDoxs	63.51	Copier Base Charge: 08-01-2020 - 08-31-2020
087425	P	8/19/2020	Sanitizing On Site	5,472.81	Hand Sanitizing Station (6 month service agreement)
087426	P	8/19/2020	Southern California Edison	11,054.43	Various Locations 06-24-2020 to 07-27-2020
087427	P	8/19/2020	Staples Business Advantage	605.33	Office Supplies
087428	P	8/19/2020	The Gas Company	49.72	Various Locations (07-07-2020 - 08-05-2020)
087429	P	8/19/2020	Time Warner Cable	629.59	Internet & Phone Service: August 2020
087430	P	8/19/2020	Xerox	350.09	July 2020 Base Charge and Printing Fee
087431	P	8/19/2020	Xerox Financial Services	503.20	Copier Lease: 06-22-2020 - 08-21-2020
087432		8/19/2020	VOID	0.00	VOID

EXHIBIT 'B'

City of Maywood
Detail Warrants for Payment
Warrants No. 087409 to 087459

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087433		8/19/2020	VOID	0.00	VOID
087434		8/19/2020	VOID	0.00	VOID
087435		8/19/2020	California Consulting, Inc.	3,000.00	Grant Writing Services: August 2020
087436		8/19/2020	Clean Street	7,500.00	July 2020 Monthly Street Sweeping
087437		8/19/2020	Colantuono, Highsmith & Whalley, PC	168.21	Legal Services
087438		8/19/2020	Crosstown Electrical & Data, Inc.	5,190.69	May 2020 Preventive Street Light Maintenance
087439		8/19/2020	Computer Service Company	1,050.17	April 2020 Preventive Street Light Maintenance
087440		8/19/2020	Daily Journal Corporation	850.00	Publication of Official Notices
087441		8/19/2020	Dewey Pest Control	700.00	One Time Service 5000 Slauson Ave.
087442		8/19/2020	George Hill Company	800.80	City Claims/Adjuster July 2020
087443		8/19/2020	Glass Doctor of Montebello	2,836.55	Install tempered glass City Hall lobby COVID
087444		8/19/2020	HDL Coren & Cone	2,217.38	Property Tax Service: July - September 2020
087445		8/19/2020	Hdl Software, LLC	1,005.80	Quarterly Use Fee-Permit Tracking Software 09/01/2020-11/20/2020
087446		8/19/2020	Hinderliter, de Llamas & Assoc.	7,375.00	Cannabis Management Program July 2020
087447		8/19/2020	Interwest Consulting Group	27,730.00	Monthly I.T. Services February 2020 - July 2020
087448		8/19/2020	JCL Traffic Services	1,085.28	K-Rail Rental (x6)- July 15 - August 6 Park 5000 Slauson Ave Temporary Cardboard Tow Away/No Parking Cone Rental 28" ReflectORIZED
087449		8/19/2020	JVLA Group	1,000.00	C & D Recycling Compliance Measure Deposit Return
087450		8/19/2020	Municipal Waste Solutions	3,087.50	July 2020 Waste & Recycling Consulting
087451		8/19/2020	Phoenix Group Information Systems	3,585.93	July 2020 Parking Citation Processing Fees July 2020 Permit Database Development
087452		8/19/2020	Ron's Maintenance, Inc	4,114.00	Catch Basin Cleaning Service
087453		8/19/2020	Richards, Watson & Gershon	24,339.56	Legal Services - July 2020
087454		8/19/2020	Sheriff's Department	4,053.97	Fireworks Suppression Health Code Enforcement
087455		8/19/2020	Willdan Engineering	2,640.00	Maywood Planning Services rendered through 07/31/2020

City of Maywood
Detail Warrants for Payment
Warrants No. 087409 to 087459

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087456		8/19/2020	Amigos Del Los Rios	9,090.00	Maywood Watering Services (May 2020 thru July 2020)
087457		8/19/2020	Arroyo Door & Hardware	1,470.00	Labor & Materials Sub-Station Door Upgrade
087458		8/19/2020	California Department of Human Resources	700.00	Administrative Analyst Training May 2020
087459		8/19/2020	Marcelina Ortiz and Century Park Law Group	182,500.00	Ortiz v. Maywood Settlement
TOTAL:				\$329,506.70	



AGENDA 3
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: HRANT MANUELIAN, FINANCE DIRECTOR

RE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD FIXING THE AMOUNT OF REVENUE FROM A PROPERTY TAX LEVY APPROVED BY THE VOTERS OF MAYWOOD CITY FOR THE PURPOSE OF PAYING THE COST TO THE CITY FOR THE PUBLIC EMPLOYEES RETIREMENT SYSTEMS (PERS) AT THE SAME RATE OF SUCH TAXES AS LAST YEAR AND LEVYING SUCH TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020

RECOMMENDATION

Staff recommends City Council to approve the attached resolution establishing the tax rate from a property tax levy approved by the voters for the purpose of paying the cost of the Public Employees Retirement System (PERS) and maintaining the rate of such tax and levying such tax for fiscal year beginning July 1, 2020.

BACKGROUND

In March 1974, Maywood voters approved a property tax levy of \$0.04 for every \$100 of assessed value as a means to pay for employee retirement benefits. Resolution No. 2670 established the tax initially.

The City is required to set the tax rate annually by resolution. In order for the tax rate to be collected a resolution setting such tax rate must be submitted to the Los Angeles County Assessor's Office every year.

On August 10, 2016, resolution No. 5874 of the City Council of the City of Maywood fixed the tax rate to cover the cost of the Public Employees Retirement System (PERS) at \$0.100000 per \$100 of assessed value. The approved \$0.100000 per \$100 of assessed value has remained unchanged since its adoption in 2016.

DISCUSSION

The projected pension cost eligible to be paid from the tax levy collected for fiscal year 2020-21 amounts to \$1,416,132. The projected revenue from the tax levy at current approved rates totals \$850,000. The total pension cost exceeds the amount anticipated from the collection of taxes by \$566,132. Considering that the Pension Tax Levy was increased from \$0.04 to \$0.100000 per \$100 of assessed value on August 10, 2016 for fiscal year 2016-17, and that the adopted budget for fiscal year 2020-21 anticipates coverage of the differential from the General Fund, staff recommends that the pension levy tax remains unchanged for fiscal year 2020-21.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

There is no fiscal impact involved with this action. The proposed property tax levy of \$0.100000 per \$100 of assessed value remains unchanged from fiscal year 2019-20.

ATTACHMENT(S)

Attachment No. 1 – Resolution No 6136, A resolution of the City Council of the City of Maywood fixing the tax rate from a property tax levy approved by the voters of Maywood City for the purpose of paying the cost to the City for the Public Employees Retirement Systems (PERS) at the same rate of such taxes as last year and levying such taxes for the fiscal year beginning July 1, 2020.

Attachment No. 2 – LA County form CR52RPTA 20-21 Secured Tax Rates

ATTACHMENT NO. 1

RESOLUTION NO. 6136

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD
FIXING THE AMOUNT OF REVENUE FROM A PROPERTY TAX LEVY
APPROVED BY THE VOTERS OF MAYWOOD CITY FOR THE PURPOSE
OF PAYING THE COST TO THE CITY OF THE PUBLIC EMPLOYEES
RETIREMENT SYSTEMS (PERS) AT THE SAME RATE OF SUCH TAXES
AS LAST YEAR AND LEVYING SUCH TAXES FOR THE FISCAL YEAR
BEGINNING JULY 1 , 2020**

WHEREAS, the City of Maywood entered into a contract with the Public Employees Retirement System (PERS) for the operation of a retirement program for Safety Personnel and Miscellaneous Employee; and

WHEREAS, a property tax for the purpose of raising sufficient revenue to fund the city's contribution to PERS was approved by more than two-thirds of the voters who cast ballots on a proposition to create such tax, which election was held on March 5, 1974; and

WHEREAS, the results of such voter approval were reported, canvassed and confirmed in Resolution No. 2670, dated March 12, 1974, incorporated herein by reference as if fully set forth; and

WHEREAS, such property tax was levied for the fiscal years commencing with July 1, 1974 and continuing for fiscal years commencing 1975 through 2019; and

WHEREAS, Article 13A, section (b) of the State Constitution, which was enacted by Proposition 13, provides that the 1% limit on the property tax rate is not applicable to ad valorem taxes or special assessments to pay the interest and redemption charges on any "indebtedness" approved by the voters prior to July 1, 1978. State courts have held that pension obligations inexistence before that date are an Indebtedness, "and that a city may levy an additional property tax to fund those obligations. Such a tax is commonly referred to as a "property tax override."; and

WHEREAS, in implementing the provisions of Proposition 13, the State Legislature has enacted Revenue & Taxation code section 96.31, subsection (b) which limits the maximum property tax that a city may levy to fund pension obligations at the rate that the City levied such a tax in either fiscal year 1982-1983 or 1983-84, whichever is higher. The additional property tax rate levied for the City's public employee pension obligations in both the 1982-83 and 1983-84 fiscal years was 0.6162181 per \$100 of assessed value.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD
DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:**

Section 1. The money necessary to be raised exceeds that amount to be collected by taxation upon the taxable properties in the City of Maywood to pay the cost of the Public Employees Retirement System expenses for the fiscal year beginning July 1, 2020 and numerous years prior.

Section 2. The current tax rate for support of the cost of the Public Employees Retirement System is hereby fixed at \$0.1000000 per \$100 assessed valuation.

Section 3. Resolution No. 6057; which was passed, approved and adopted by Maywood City Council on July 24, 2019; is hereby repealed.

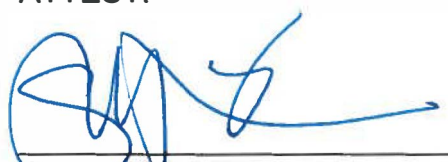
Section 4. Severability Clause. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutional, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be published in a newspaper of general circulation as required by law.

PASSED, APPROVED AND ADOPTED this 26th day of August 2020.

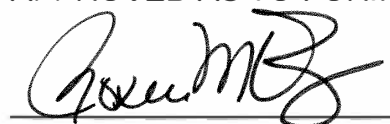

Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

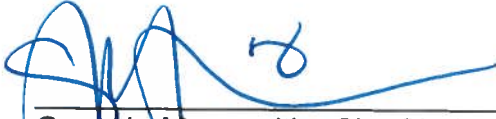
I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6136 was adopted at a regular meeting of the City Council of the City of Maywood held on the 26th day of August 2020 by the following vote:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NOES:

ABSTAIN:

ABSENT:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

ATTACHMENT NO. 2

CR52RPTA

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER, TAX DIVISION

2020 - 21 SECURED TAX RATES.

ACCT #	AGENCY NAME	TAX RATE
208.01	CITY-MAYWOOD TD #1	<u>\$0.1000000</u>
208.02	CITY-MAYWOOD WESTSIDE RP	<u>\$0.1000000</u>
208.03	CITY-MAYWOOD MAYWOOD RP 2	<u>\$0.1000000</u>
208.04	CITY-MAYWOOD CITYWIDE RP	<u>\$0.1000000</u>

I, EDUARDO DE LA RIVA, AM A MEMBER OF THE CITY COUNCIL, A MEMBER OF THE GOVERNING BOARD, THE CHIEF EXECUTIVE OR THE CHIEF FINANCIAL OFFICER FOR THIS AGENCY AND I HEREBY CERTIFY THAT THE TAX RATES LEVIED HEREIN ARE IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE XIII SECTION 1(b) OF THE CONSTITUTION OF THE STATE OF CALIFORNIA.


AUTHORIZED SIGNATURE

MAYOR
TITLE

8/26/2020
DATE



AGENDA 4
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *Jew*

BY: EDITH CARRILLO, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION OF AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES, INCLUDING PUBLIC WORKS PLAN CHECK AND INSPECTIONS

RECOMMENDATION:

Staff recommends that the City Council award a Professional Services Agreement to Transtech Engineering, Inc. (Transtech), and approve an agreement in the form approved by the City Attorney for a three (3) year term beginning September 1, 2020 with the option to renew up to two (2) additional one-year periods.

BACKGROUND:

On April 22, 2020, the City Council approved the issuance of a request for proposal (RFP) for professional engineering services.

The RFP was released on May 1, 2020 and closed on May 22, 2020; however due to a limited number of submittals an addendum was issued and the RFP deadline was extended to June 19, 2020. The RFP and addendum was posted on the City website and on Quest CDN. The City received a total of three (3) proposals.

DISCUSSION:

Each proposal was evaluated and ranked based on the proposer's qualifications and financial stability. This includes qualifications of staff, operations, facilities, resources, operating methodologies and practices. Cost effectiveness was also considered during

this review. Based on the RFP's evaluation criteria and interviews with the top two (2) ranked firms, Transtech's proposal scored the highest (Attachment 2)

Firm Name	Rank
Transtech Engineers, Inc.	1
Interwest Consulting Group	2
Infrastructure Engineering,	3

Transtech Engineers has addressed the full scope of work included in the City's RFP, Section IV. Services (Attachment 2). In addition, through their approach to execute the requested services Transtech will bring established technological solutions which will include virtual counter, virtual inspection and electronic plan check. Furthermore, as a result of recent impacts of COVID-19, they have also implemented issuance of permits for certain types of projects thru complete on-line submittal and review, and without direct face-to-face interaction with applicants. They also have the ability to provide "same day response" through telephone or email and are founded on the principles of "Total Quality Management for Total Customer Care and Satisfaction." This quality is in accordance with the City's goals of provided excellent and responsive customer service.

LEGAL REVIEW:

City Attorney has reviewed this report.

FISCAL IMPACT:

The costs associated with this PSA is included in the budget. No budget adjustment is required.

The general fund budget for public works plan checks, inspections and general engineering services, including some traffic engineering is \$100,000. Public Works plan checks and inspections are partially offset by the revenues collected from applicants. The majority of the professional services that Transtech will provide are included within the Capital Improvement Project budget and additional special revenue funds. These funds include Gas Tax, SB-1 Road Maintenance Rehabilitation Act, Sewer fund, Street Lighting Assessment, and Local Return Proposition C.

The not-to-exceed amount for projects included within the CIP for engineering services is \$592,150.

Total not-to-exceed amount for fiscal year 2020/2021 will be \$692,150.

ATTACHMENT(S)

Attachment No. 1: Request for Proposal for Engineering Services/ Professional Engineering Services and Addendum

Attachment No. 2: Transtech Engineers, Inc. Proposal and DRAFT Professional Service Agreement

Attachment No. 3: Interwest Consulting Group, Inc. Proposal

Attachment No. 4: Infrastructure Engineers Proposal

ATTACHMENT NO. 1

CITY OF MAYWOOD

REQUEST FOR PROPOSALS

**CITY ENGINEER
AND/OR
PROFESSIONAL ENGINEERING SERVICES**

DUE DATE: MAY 22, 2020, 5:00 PM PDT

City of Maywood
4319 E. Slauson Avenue
Maywood, California 90270

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I. INTRODUCTION

A. PURPOSE OF REQUEST FOR PROPOSALS

The City of Maywood, California (the City) requests proposals from qualified firms to provide professional engineering services required by the City such as services required by a designated City Engineer and/or general engineering/project-based services, including, but not limited to, general public works administration, capital improvement projects, development plan review, building, utility infrastructure (sewer, wastewater and stormwater, including National Pollutant Discharge Elimination System permit), construction management and inspection and FHWA and FEMA Projects.

The scope of this proposal is to assist the City of Maywood in all aspects of engineering services required by a general law city, including but not limited to review of design plans; CEQA/NEPA coordination or compliance documentation; State and Federal grant submittals as required, design, planning, construction drawings, general contractor bidding /selection, construction engineering, surveying, and materials inspections/testing as assigned.

Any firm selected must demonstrate experience in providing professional engineering services, must be exceptionally capable of producing the desired services in a highly professional and cost-conscious manner, and must have established relationships with regional and State agencies.

B. THE CITY OF MAYWOOD - BACKGROUND

The City of Maywood was incorporated in 1924 and is a residential community with a population of more than 27,000 as of June 2017. Maywood is a small Gateway city in Los Angeles County. At 1.18 square miles, Maywood is the third-smallest incorporated city in Los Angeles County. Services provided by the City include administration, building and planning inspection, transit, recreation services, street maintenance and contract wastewater management.

The Building and Planning Director, with the assistance of a Public Works Coordinator, oversees the public works engineering function, which is managed by a contract city engineer. Encroachment permits are issued by City staff through the building and safety counter, but all engineering services, public works plan reviews, and public works inspections are provided under contract. Maywood has one full-time and three part-time public works field staff that handle general maintenance and repair.

The following table summarizes various public works functions and how they are managed.

Function	Description
Street Repair	Potholes and basic repair performed by City staff and L.A. County staff under contract; larger scale repairs or projects and CIP's performed by L.A. County staff or contractor
Sidewalk Repair	Grinding/ramping performed by City staff and L.A. County staff under contract; short segment

	replacement performed by City staff; long segment or complex replacement performed by contractor
Street Lights	City-owned street lights maintained by contractor, Edison owned/ non-city owned street lights maintained by Edison
Traffic Signals	Maintained by L.A. County and contractor
Street and Traffic signs	Maintained by City Staff
Street Striping and legends	Simple striping and legends maintained by City staff and by contractor
Storm Drains	City-owned catch basins and lines maintained by city staff and contractor; County owned lines and catch basins maintained by county
Sewer Service	City-owned lines maintained by Contractor
Water Service	Water lines owned and operated by three separate water purveyors; no City-owned lines or service

C. CONTRACT PERIOD

The initial contract term is anticipated to be a 3-year period beginning July 1, 2020 and concluding June 30, 2023, with the option to renew up to two (2) additional one-year periods; the total term of the contract shall not exceed five (5) years. All proposals submitted shall be valid for a period of at least 90 days.

D. TENTATIVE TIMELINE AND SCHEDULE OF EVENTS

Release of RFP. May 1, 2020

Submittal of Questions. May 6, 2020

Response to Questions. May 8, 2020

Proposal Submission Deadline Friday, May 22, 2020 @ 4:30 pm

Review of Proposals May 22 – May 29, 2020

Interviews with finalists (Tentative) Wednesday, June 3, 2020

Recommended firm to City Council for approval June 24, 2020

The City reserves the right to modify this timeline at any time.

E. QUESTIONS ON REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL

Any questions or requests for clarification about this RFP must be submitted in writing to the Administrative Analyst, Edith Carrillo via fax at (323) 773-2806 or via email to edith.carrillo@cityofmaywood.org by the date listed above. A summary of any questions received and their responses will be sent to all agencies who have requested an RFP and will also be posted on the City of Maywood's website at www.cityofmaywood.org or <https://www.questcdn.com/questcdn/action/questLogin>.

II. PROPOSAL FORMAT AND SCOPE OF SERVICES

A. PROPOSAL SUBMISSION REQUIREMENTS

1. Proposal Cover Sheet — Complete **Attachment A**. Identify the contact person for the proposal, and their address, telephone, fax, and e-mail information.

2. Proposal Narrative — The Proposal Narrative, excluding attachments, should not exceed 25 typewritten pages. All portions of the Proposal Narrative must be double-spaced, with a font size of 12 or larger.

The Narrative shall include:

1. **Firm Qualifications.** General information including the number of employees, local of company, number of years in business and a description of the disciplines and staffing provided. Include adequate documentation on the financial status of the firm to ensure that the firm will continue in business through the period of the agreement and can finance the costs of adequate personnel and support requirements.

2. Identify all personnel assigned to this contract and their resumes and licenses as applicable. Identify the individual that will be assigned as the designated City Engineer providing evidence that this individual is a registered engineer in the State of California. Also, indicate the experience of the firm's staff members who will be assigned to this contract including their relationship with the proposed work in the areas of:

- a. Development/ Public Works Review
- b. Public Works Inspections
- c. Public Works Plan Checks
- d. Utility Infrastructure (e.g., Wastewater, Stormwater, Sewer),
- e. Municipal and Capital Improvement Projects
- f. Any other areas as described in the scope of work.

3. One (1) copy of the Firm's license, affiliations and associations.

4. A statement regarding the status of any State disciplinary actions against the firm.

5. List three contracts with municipalities for similar services in the last three to five years and supply the names of persons that were the primary contact for the municipalities. The City may contact any of the listed references at any time and may make any other reasonable investigations into the firm's background and experience.

6. Provide an overview of the firm's approach to the work under this Agreement. Describe the firm's policies and procedures (such as in-house review) for assuring high quality work, including the monitoring of any proposed sub-contracts.

7. List 5-7 projects completed or under construction in reverse chronological order for the last four years for which your firm provided professional services and which reflects the performance and abilities of the proposed team. Indicate for each of these projects:

- (a) Name of project
- (b) Project location
- (c) Brief description (type of construction, functional components, and special design considerations)
- (d) Description of projects
- (e) Name of owner
- (f) Name of owner's contact person and telephone number
- (g) Your firm's specific involvement (i.e., engineer, engineer of record, sub consultant)
- (h) The proposal cost vs. cost estimate
- (i) Status of completion
- (j) CEQA or NEPA responsibilities

8. Additional comments regarding the firm's qualifications.

9. Exceptions to the City's Professional Services Agreement.

3. Conflict of Interest: Include a statement describing any potential or known conflict of interest regarding this RFP and/or the City of Maywood, or affirm that you do not have a conflict of interest. The selected proposer may not accept or perform engineering, survey or development work within the City's boundaries from individuals or organizations not directly and organizationally related to the City of Maywood during the life of the contract.

4. Please provide a W-9 with your proposal.

5. Non-Collusion Certificate: Execute the Non-Collusion certificate attached to this RFP. (Attachment C.)

6. Cost proposal in a separate sealed envelope. Provide a detailed cost proposal that shall include all the tasks required to perform the services. The cost proposal shall indicate how the City will be charged for services (i.e. hourly or flat rate basis as appropriate) for the term of the contract, including any extensions. Costs should include all services and materials if any, needed to perform the Scope of Services. If the respondent is proposing to provide the services on an hourly basis, the cost proposal shall identify the hourly rate for the personnel needed to complete the services.

B. SUBMISSION INSTRUCTIONS

Proposals shall contain the name of this RFP and can be mailed or delivered but must be received by the City by **5 PM PST May 22, 2020** at the address below. Because of COVID-19, electronic transmission by email will be accepted. The email address to send responsive proposals is: edith.carrillo@cityofmaywood.org.

City of Maywood
Attn: Administrative Analyst
4119 E Slauson Ave.
Maywood, CA 90270
(323) 562- 5747

III. PROPOSAL EVALUATION CRITERIA AND PROCESS

All proposals timely received shall be reviewed to verify that the proposal meets the minimum requirements and qualifications. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the professional services agreement, may be eliminated from further consideration at the discretion of the City. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Maywood personnel or such other persons as directed by the City Manager.

The City will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The City shall secure the professional services herein based upon demonstrated competence, professional qualifications, and suitability for the proposed scope of work. While cost is not the determining factor, the City reserves the right to consider cost as a relevant factor in the review of the proposals submitted. In addition, the City reserves the right to negotiate with one or more of the respondents for the same services. The principal selection criteria for the City's evaluation are as follows:

1. Firm's experience and qualifications including licenses held; ability to provide required insurance and meet the requirements of the City's professional services agreement; details about comparable work by the firm, reference information with other municipal agencies, and ability to provide the services.
2. Background and experience of key personnel qualifications and abilities, familiarity with state and federal procedures, experience and past performance on comparable work, reference information with municipal agencies.
3. Understanding of the work to be done, the firm's approach and the quality control measures to ensure delivery of quality services within budgeted amounts
4. Familiarity with state and federal procedures (Metro, CDBG).

5. Knowledge of local conditions.
6. Quality of past performance on similar work and/or projects.
7. Capability of developing innovative or advanced techniques.
8. Established relationships with regional and State agencies
9. Fee proposal. This is considered a criteria but not the sole factor. The City will review and compare the proposals to determine the best economic value of the proposals.

THE COST PROPOSAL IS TO BE SUBMITTED IN A SEPARATELY SEALED AND ENCLOSED ENVELOPE.

IV. SERVICES

City of Maywood seeks a firm to provide the following services:

1. Provide plan review and inspection services for all public right-of-way encroachment permits to confirm compliance with all applicable codes, regulations, policies, standards, and best practices. Such permits may include construction work; construction or vehicle operations; oversize vehicles; street closures; temporary storage of vehicles, storage pods, trash bins, or other objects; news racks; and ongoing encroachment by awnings, sidewalk dining, etc.
2. Maintain a communication channel for applicants and job superintendents to communicate directly with the public works inspector via telephone, and/or with the city engineer on behalf of the inspector. Provide continuity of inspection services through project completion.
3. Provide plan review of grading, drainage, and improvement plans for private and public development projects.
4. Provide plan review of plans submitted for planning or zoning review for public works issues. This may include conceptual or preliminary plans, architectural plans, site plans, and preliminary grading plans.
5. Provide review of projects submitted under the Subdivision Map Act and related provisions of the City of Maywood Municipal Code. This includes but may not be limited to tentative and final maps, lot mergers, lot line adjustments, certificates of compliance, dedications, vacations, and easements.
6. Provide city engineering services, including but not limited to the following:
 - Attend meetings with City staff, public officials, developers, contractors, and the public as needed
 - Attend Commission and City Council meetings as needed
 - Represent the City as its city engineer while interfacing with the public and other agencies including but not limited to L.A. County Department of Public Works, Southern California Edison, and the five water purveyors that serve the City, as needed
 - Review documents and reports from other agencies pertaining to City of Maywood infrastructure or

public works matters and provide recommendations to staff on appropriate responses or actions

- Provide guidance and technical assistance to City staff on public works and engineering laws, policies, procedures, and best practices including but not limited to the California Public Contract Code, Streets and Highways Code, and Subdivision Map Act
- Provide guidance and technical assistance to field staff regarding infrastructure and maintenance issues

7. Provide traffic engineering services, including but not limited to the following:

- Review and provide comments on traffic impact studies prepared by other consultants for development projects
- Review and provide comments on proposed development projects pertaining to traffic issues including but not limited to traffic impacts, site access and circulation, and parking; prepare conditions of approval for projects
- Review and provide engineering judgement on traffic safety issues
- Conduct traffic reviews and prepare reports with recommendations for issues including but not limited to stop sign warrants, crosswalk installation and removal, traffic calming, speed surveys, accident histories, and other general traffic safety and related issues

8. Provide project and contract management services for public works projects and other select capital improvement projects to be determined.

9. Provide project management and manage consultant contracts for public works services, such as updating plans or preparing studies beyond the scope of this contract. Services will include but may not be limited to the following:

- Prepare and distribute RFPs or RFQs
- Evaluate proposals submitted and interview consultants as needed
- Negotiate price and contract terms with consultant on behalf of City
- Prepare staff reports and other documents as may be needed for contract approval
- Direct consultant work, serve as liaison with consultant, and review work product
- Monitor work and progress and review invoices to ensure consistency with project budget and schedule

10. Advise City staff as to grants or other funding available for public works projects and, when so directed, initiate and prepare applications for such funding or grants.

11. In the event of a local, regional, or national emergency or disaster, provide engineering and public works plan review and inspection services as required to appropriately respond to the emergency, including after regular business hours.

V. CONTRACT TERMS

Based on the outcome of the evaluation of the proposals, a recommendation will be submitted to the City Council for consideration of award.

A. An award of a contract occurs when the contract is approved by the Maywood City Council. Selection of a respondent with whom the City enters into contract negotiations with or a

recommendation of an award by the evaluation committee or any other party, does not constitute an award of a contract. Failure to execute and return the agreement and provide acceptable insurance documentation in a timely manner may be just cause for the City to rescind the contract offer. A copy of the draft Professional Services Agreement is attached as Attachment D.

B. The selected firm shall, at its own expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the selected firm, its agent, representatives, employees, or subcontractors. The selected firm shall also require all its subcontractors assigned to the project to procure and maintain the same insurance requirements for the duration of the Agreement. Specific insurance requirements are outlined in the Professional Services Agreement.

C. It shall be the duty of the selected firm and its employees or contractors to comply with all applicable laws relating to prohibited conflicts of interest. As part of its response to this RFP, the proposer shall disclose in writing any financial, business, employment or other relationships with the City or with any of its officers, employees, or agents that are or were in existence during the twelve (12) calendar months immediately preceding, and including, the date the firm's response to the RFP was filed. In addition, the firm shall disclose in writing any financial, business, employment or other relationships with any contractor or engineer who may have a financial interest in securing design and/or construction contracts for a City project. The selected firm shall have a continuing obligation to keep the foregoing disclosures current and up-to-date during the term of the contract, and the selected firm's failure to timely disclose the existence of such a relationship shall be grounds for immediate termination of the contract.

VI. MISCELLANEOUS INFORMATION

A. Issuance of this RFP does not constitute a commitment by the City to award a contract. The City reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so.

B. The City anticipates selecting only one professional firm to carry out the work described in this RFP. However, if the City believes its goals can be best met by contracting with more than one proposer to this RFP, it may elect to contract with multiple proposers.

C. The firm submitting a proposal agrees that by submitting a proposal it authorizes the City to verify any or all information and/or references given in the proposal.

D. The City reserves the right to approve all subcontractors proposed by the primary proposer.

E. The City reserves the right to accept, reject, modify or cancel in whole or in part, this RFP. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and technical defects in the proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

F. No appeals will be heard for late proposals, proposals that do not pass the initial review or to contest a proposal score.

G. Proposers will be required to comply with the City's insurance requirements.

H. The City may reject proposals from proposers who cannot satisfactorily provide the experience and qualifications required by this RFP and/or provides the scope of services required herein. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.

I. Proposer must ensure that the engineers or other professionals providing the services be licensed to practice engineering in the State of California, and must not be listed on Federal debarment lists. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.

K. The City is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment or contracting. We do not discriminate on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected by state or local law. This policy applies to all employees and non-employees such as customers, clients, vendors, contractors, subcontractors and consultants.

L. The City accepts no responsibility for any expense incurred by the proposer in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the proposer.

M. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.

Attachment A

COVER PAGE

Legal Name of Firm (including entity type, e.g. "a California corporation"):

Address:

Telephone no. ()

Primary representative/manager/partner-in-charge

Name:

Title:

Telephone no. ()

E-mail:

Primary Contact for this RFP if different from above

Name:

Title:

Telephone no. ()

E-mail:

I agree that the submitted proposal is valid for a period of 90 days from May 22, 2020.

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS THE _____ DAY OF _____ 2020

Signature of Authorized Proposer

Title of Proposer

Attachment B

COST PROPOSAL

Other services as required (hourly cost – inclusive of all ancillary costs, list position/name)

Engineer _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Attachment C

NON-COLLUSION AFFIDAVIT

COUNTY OF LOS ANGELES

I am the _____ of _____, the party
(Title) (Proposer Name)

submitting the foregoing Proposal ("the PROPOSER"). In connection with the foregoing submitted Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The PROPOSER has not directly or indirectly induced or solicited any other PROPOSER to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other PROPOSER or anyone else to put in sham Proposal, or to refrain from submitting this Proposal.
4. The PROPOSER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the price, or that of any other PROPOSER, or to fix any overhead, profit or cost element of the price or that of any other PROPOSER, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The PROPOSER has not, directly or indirectly, submitted the price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
Any person executing this declaration on behalf of a PROPOSER that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

Executed this ____ day of _____, 2020 at _____
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: _____
Printed Name: _____
Title: _____

Attachment D

CITY OF MAYWOOD

PROFESSIONAL SERVICES AGREEMENT FOR

CITY ENGINEERING SERVICES

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated May 22, 2020 ("Effective Date") and is between the City of Maywood, a California municipal corporation ("City") and _____ ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

- A. City desires to utilize the services of Consultant to perform _____.
- B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.
- C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be _____ (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through _____, unless sooner terminated as provided in Section 13 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Scope of Services satisfactorily rendered, City agrees to compensate Consultant, and Consultant agrees to accept in full satisfaction for the services required by this Agreement, _____, as more particularly described in **Exhibit B** ("Compensation"). Said Compensation shall constitute reimbursement of Consultant's fee for the services as well as the actual cost of any staff time, other direct or indirect costs or fees, including the work of employees, consultants and subcontractors, equipment, materials, and supplies necessary to provide the service (including all labor, materials, delivery, tax, assembly, and installation, as applicable). In no event shall the Consultant be paid more than \$_____, which includes expenses and additional services (if any) during the term of this Agreement ("Maximum Compensation").

B. Expenses. The City will not reimburse Consultant for any expenses, unless expenses are agreed upon in advance in writing by both parties and/or set forth in **Exhibit B**.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council or the City Representative shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement or within such other reasonable time dependent on the City's warrant run procedures. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

5. Independent Contractor.

A. Consultant is an independent contractor and not an employee of the City. All work or other Services provided pursuant to this Agreement shall be performed by Consultant or by Consultant's employees or other personnel under Consultant's supervision, and Consultant and all of Consultant's personnel shall possess the qualifications, permits, and licenses required by State and local law to perform such Services, including, without limitation, a City of Maywood business license. Consultant will determine the means, methods, and details by which Consultant's personnel will perform the Services. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the customary professional standards.

B. All of Consultant's employees and other personnel performing any of the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant and Consultant's personnel shall not supervise any of City's employees; and City's employees shall not supervise Consultant's personnel. Consultant's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as an employee of City; and Consultant's personnel shall not use any City e-mail address or City telephone number in the performance of any of the Services under this Agreement. Consultant shall acquire and maintain at its sole cost and expense such vehicles, equipment and supplies as Consultant's personnel require to perform any of the Services required by this Agreement. Consultant shall

perform all Services off of City premises at locations of Consultant's choice, except as otherwise may from time to time be necessary in order for Consultant's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Consultant's performance of any Services under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform such Services. City may make a computer available to Consultant from time to time for Consultant's personnel to obtain information about or to check on the status of projects pertaining to the Services under this Agreement.

C. Consultant shall be responsible for and pay all wages, salaries, benefits and other amounts due to Consultant's personnel in connection with their performance of any Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, State, or federal policy, rule, regulation, statute or ordinance to the contrary, Consultant and any of its officers, employees, agents, and subcontractors providing any of the Services under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Consultant shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Consultant's personnel practices. or to the extent arising from, caused by or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Consultant's duty to defend, indemnify and hold harmless as set forth in any other provision of this Agreement.

6. PERS Compliance and Indemnification

A. General Requirements. The Parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to City to perform any work or other Services under this Agreement, Consultant shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code § 20000, the regulations of PERS,

and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Consultant shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify and hold harmless City, and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from (i) any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Consultant's violation of any provisions of this Section 6; or (ii) in the event that Consultant or any employee, agent or subcontractor of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction and/or by PERS to be eligible for enrollment in PERS as an employee of the City. This duty of indemnification is in addition to Consultant's duty to defend, indemnify and hold harmless as set forth in any other provision of this Agreement.

7. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subconsultants shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

8. Conflicts of Interest. Consultant and its officers, employees, associates and subconsultants, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subconsultants shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

9. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent Consultants in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence,

except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent Consultant relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subconsultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subconsultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any

insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

10. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall provide insurance in the amount required by California law.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) ☐ If this box is checked, Professional Liability/Errors and Omissions Insurance with minimum limits of \$1,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide or such other rating as approved by the City Manager. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The general liability policy shall contain an endorsement naming City and its elected and appointed officials, officers, employees, agents and

volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subconsultants from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager or such other official designed by the City Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's

Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 9 of this Agreement.

K. SubConsultant Insurance Requirements. Consultant shall require each of its subconsultants that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

11. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

12. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

13. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least ten calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work

satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.

14. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

15. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 13, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

16. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:
Attn: City Manager
City of Maywood
4319 East Slauson Avenue
Maywood, California 90270

If to Consultant:

17. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subConsultant or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subconsultants and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

18. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

19. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

20. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

21. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subconsultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment

be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subconsultants and agents.

22. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

23. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

24. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

25. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

26. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

27. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

28. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing

shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

29. Business Days. "Business days" means days Maywood City Hall is open for business.

30. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of Maywood.

31. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

32. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

33. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

34. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Maywood,
a California municipal corporation

Consultant:

NAME OF CONSULTANT

By: _____

Eduardo De La Riva

Mayor of the City of Maywood

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

By: _____

Roxanne Diaz, City Attorney



ADDENDUM NO.1

RFP CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES

FOR

THE CITY OF MAYWOOD

Date: June 4, 2020

The Following Changes, deletions, additions, and/or alterations in, on and to the RFP CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES shall apply to proposals made for and to the execution of the various parts of the work affected thereby.

City of Maywood's expectation for this RFP is to get to a bigger base of bidders.. Due to lack of participation we have decided to extend the RFP due date.

The following changes/additions/clarifications are made to the RFP documents:

CHANGES TO THE RFP DUE DATE:

Item 1.1 RFP due date has been changed from 5:00 p.m., Friday, May 22nd , 2020 to 5:00 p.m., Friday, June 26, 2020.

This Addendum forms a part of the RFP CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES and modifies the original RFP documents.

END OF ADDENDUM

ATTACHMENT NO. 2

Submitted To
City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
Attn: Edith Carrillo, Administrative Analyst



Due Date: 6-26-2020, 5 pm (per Addendum 1)

Submittal requirement Per RFP:

Because of COVID-19, electronic transmission by email will be accepted. The email address to send responsive proposals is:
edith.carrillo@cityofmaywood.org

Submittal by Transtech:

5 hard copies and 1 pdf file on thumb drive delivered to City.

Technical Proposal

CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES



TRANSTECH

13367 Benson Ave
Chino, CA 91710
www.transtech.org
855.595.2495 (toll-free)

Submitted By
TRANSTECH Engineers, Inc.

Contact Person:

Ahmad Ansari, PE, Principal

E: ahmad.ansari@transtech.org

C: 949-702-5612

O: 909-595-8599

Transtech Services and Actions COVID-19 & CORONAVIRUS UPDATE

Transtech Responds to Recent Health Concerns & Economic Challenges

On behalf of the Transtech Team, we would like to take this time to let you know that we are closely monitoring the events, and assure our current client Cities and all Cities, City Staff, and the community that the Transtech Team is fully committed and standing by your organization and community during this critical time. Transtech is here for the City's needs as they continue to navigate through and monitor the novel coronavirus (COVID-19) situation.

Whether or not we are your current vendor, or our service is on an "on-call" basis, we are available to support you. We are here for you if and when you need us.

At Transtech, the safety and well-being of Transtech Team Members and our client Cities is always our priority, and we recognize the important role we play in providing services to our client Cities during this critical time. Internally, we have issued notices to all our Transtech Team Members working inside City Halls, field project sites, and across our Transtech Offices emphasizing social distancing, following CDC preventative guidelines, and staying home if feeling sick. Protective gear, including masks and gloves have been made available to all Transtech Team Members. Furthermore, relevant CDC guidelines and recommended posters have been posted throughout our offices.

Additionally, we have created a designated email, health@transtech.org; in which any email sent to this address will be distributed to our management team. This in effect is our own activated Emergency Operations Center (EOC) to effectively deal with the ongoing developments as they may arise – please feel free to [email us](mailto:health@transtech.org) with any information, 24-7.

Adapting Our Services to Our Current Client Cities

In addition to the above items, below are highlights of our response to our current client Cities and how we are adapting and customizing our services as a result of the COVID-19 Pandemic.

- ✓ Transtech has long implemented all necessary and vital electronic tools, software and remote workflows to provide its services. Having such tools and software deployed, Transtech has been able to provide essential services with no service disruption to its client Cities during COVID-19.
- ✓ All Transtech personnel have work laptops and smartphones. Transtech's virtual workstations and cloud servers allow all Transtech personnel to work remotely virtually anywhere.
- ✓ Transtech utilizes Microsoft Teams virtual video/audio meeting system, and conducts client meetings virtually with all stakeholders.
- ✓ Transtech retains all work files electronically on its cloud servers, providing real-time access to all project stakeholders. Ease of access to information provided by Transtech minimizes face to face meetings during COVID-19.
- ✓ Transtech utilizes electronic/online bid management systems providing electronic bid/proposal submittal options, which eliminates or minimizes City walk-ins. Transtech has helped some of our client Cities transition to fully electronic bid/proposal submittals during City Hall closures.
- ✓ Transtech has implemented electronic/online permit issuance portal at no additional cost to its various client City's Building & Safety and Public Works Departments.
- ✓ Transtech has been instrumental in adopting electronic plan check workflows by using its own electronic plan check system to its various client City's Building & Safety and Public Works Departments at no additional cost. Transtech team has prepared and successfully implemented custom plan check portals for their client Cities and has delivered electronic plan checks throughout City Hall closures during COVID-19.
- ✓ During electronic permit and plan check system implementations to its client Cities, Transtech staff worked closely with City Finance and IT Departments to implement electronic/online payment workflows, and provided training to City Staff to eliminate any service disruption.
- ✓ Above tools and services have been implemented at no additional cost to our client Cities. This service will also be extended to new cities at no additional cost.
- ✓ Virtual Inspections have been implemented on a case by case basis for occupied buildings and home inspections by our Building and Safety Department.
- ✓ Building inspections continue for non-occupied structures.
- ✓ We have set up designated toll-free numbers with assigned operators and email distribution lists for continuity of virtual government services.

Attachment A - COVER PAGE

Legal Name of Firm (including entity type, e.g. "a California corporation"):	Transtech Engineers, Inc.
Address:	13367 Benson Avenue Chino, CA 91710
Telephone no.	909-595-8599 855-595-2495 (toll-free)
Primary representative/manager/partner-in-charge:	
Name:	Ahmad Ansari, PE
Title:	Principal
Telephone no. ()	C: 949-702-5612 O: 909-595-8599
E-mail:	Ahmad.ansari@transtech.org
Primary Contact for this RFP if different from above	
Name:	Same as above
Title:	Same as above
Telephone no. ()	Same as above
E-mail:	Same as above
I agree that the submitted proposal is valid for a period of 90 days from May 22, 2020 (from June 26, 2020 per Addendum 1).	Yes

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS THE 26TH DAY OF JUNE 2020



Signature of Authorized Proposer

Ahmad Ansari, Principal

Title of Proposer



June 26, 2020

City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
Attn: Edith Carrillo, Administrative Analyst

TECHNICAL PROPOSAL City Engineer and/or Professional Engineering Services

Dear Ms. Carrillo:

Transtech is pleased to submit this proposal for the subject services. This Cover Letter provides an executive summary of our qualifications.

Company Profile: Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. **Transtech is currently providing similar municipal services to approximately 50 agencies, and has extensive experience working in a mixed staff/consultant environment for over 30 years.** We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members.

Service Capabilities: Transtech is a full-service Municipal Consulting Firm. Our service capabilities include:

- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection; Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

Unique Qualification: One of the unique qualifications of Transtech is that we serve a number of public agencies as municipal contract service providers. We serve as Contract City Engineer, City Traffic Engineer, CIP Manager, PW Director, Building Official, Building Inspector, Plans Examiner/Plan Checker, Permit Technician, Public Works Inspector, Construction Manager, Construction Inspector, Designer, Federally Funded Project Manager and in other capacities for a number of public agencies.

Knowledge of Local Area, Region: Transtech has extensive experience in the local area. Our firm is currently providing municipal services to approximately 15 cities within 10-mile radius of Maywood.

Experience with METRO: We work closely with METRO. We represent client cities at 710 TAC (Maywood is part of the 710 TAC) and have obtained funding for several projects. Also, currently, we are programming over \$300

million of funding projects for our client Cities under Measure R Funds as part of the SR 710 North Mobility Improvement Projects, for which we had also prepared funding applications and assisted our client cities in obtaining these funds for local projects.

Experience with Los Angeles County: We coordinate many projects at our client Cities with County of Los Angeles. Also, we were recently selected by the County of Los Angeles as one of the qualified firms to provide Building and Safety and Plan Check Services.

Experience with Caltrans: We interact with Caltrans on many projects. Recently, we completed the Washington Bl Widening, Reconstruction and Beautification project in the City of Commerce. At a total cost of \$40m, this project was one of the largest local projects in the region, and also included improvements to Freeway ramps at 710 and 5 Freeways, and required close coordination with Caltrans. Transtech served as the Program and Project Manager, Construction Manager Inspector, Resident Engineer, Federal Fund Manager on this project.

Experience in Federally Funded Projects: We have extensive experience in the management and administration of federally funded projects. In the past few years, we managed over 20 federally funded projects. Our staff members have completed Caltrans Resident Engineer Academy for Federally Funded Projects. We follow guidelines and procedures of Caltrans Local Assistance Procedures Manual (LAPM).

Experience in Grants: Our team has proven track record in obtaining outside grants for its client cities. Our staff works with our client cities to find potential funding sources, and to prepare competitive applications for various programs. We have obtained extensive amount of funds for our client cities. Additionally, after funds are awarded to a client, our experienced staff provides assistance to ensure compliance with applicable funding program requirements, including preparing necessary clearance approvals (environmental, utilities, ROW), processing E-76 authorizations, and managing project.

Experience in CDBG: We have completed several projects with CDBG Funds in compliance with funding requirements and coordinate with LACDC r team has proven track record in obtaining outside grants for its client cities. In addition, our team includes AVANT-GARDE, Inc, which is one of the well-known Grant Management firms, including CDBG.

Innovative and Advanced Technology: Transtech has integrated many technological assets into its services to provide most efficient and cost-effective service. We provide fully automated electronic plan submittal, checking and tracking. We provide this on our company portal, as well as offer same portal to our client cities on their web sites. As a result of recent impacts of Novel Covid-19 pandemic, we have also implemented issuance of permits for certain types of projects thru complete on-line submittal and review, and without direct face-to-face interaction with applicants. We have provided toll free numbers, video conference call with applicants to discuss any questions and review plans on common screens as necessary, set-up electronic/credit card payment options, and issued permits on-line.

- **Virtual Counter:** We offer virtual meetings with plan checkers. To explore the virtual plan check counter appointment calendar for one of the Cities, [click here](#). To see closing statement of virtual counter with an applicant, [click here](#).
- **Virtual Inspection:** We offer virtual inspections, [click here](#) to watch virtual interior inspection. For reroof, solar and rooftop equipment, inspections can be performed with the use of drones, [click here](#) to watch



a drone inspection.

- **Electronic Plan Check:** Transtech provides Electronic Plan Check. [Click here](#) for a sample of our electronic plan check portal at one of our contract cities.

Software programs/technology-based applications that are used to keep track of projects: Transtech maintains CIP Matrix and Schedule for various contract Cities. The CIP Matrix includes a detailed tracking info for each CIP, as well as a high-level project schedule status in bar chart format for various project phases. The CIP Matrix is updated at a minimum monthly, and project status is presented to City Management at management meetings, as well as to City Council when directed by the City Management. A sample CIP Program Tracking Data Base can be accessed by clicking on the following link: [SAMPLE CIP MATRIX](#)

Key Project Staff Members: Our key staff members have extensive experience in working with Public Agencies, and have served as Public Works Directors, City Engineers, City Traffic Engineers, CIP managers, Construction Managers, Inspectors, Plan Checkers.



AHMAD ANSARI, PE
Contract Principal
Principal City Engineer

- 30 years of experience
- Former Director of PW/City Engineer/Sr. Engineer in several municipalities, including Moreno Valley, Rialto, Burbank
- Served as Division Manager at the Orange County PW Dep in charge of their 7-Year, \$700M CIP



MOHAMMED MOSTAHKAMI, PE
Supporting City Engineer

- Over 35 years of experience.
- Experience includes working for various Public Agencies as Public Works Director, City Engineer, Project Engineer, Plan Checker, Designer, including for the Cities of Downey, PW Director; South Gate, Sr. Engineer, City Engineer, PW Director; Arcadia, Civil Engineer



JANA ROBBINS, PTP, RSP
Traffic/Transportation
Planner

- Approximately 25 years of experience in traffic and transportation engineering and planning
- Serves as the Transtech representative for Traffic Engineering Services at various Cities, and attends Traffic Commission, Planning Commission, City Council Meetings as well as Design Review Board meetings



CARLOS A. PINEDA, PE, QSD, QSP, LEED
Supporting City Engineer
SPANISH SPEAKER

- Over 35 years of experience in civil engineering and project management
- Experience covers a wide variety of projects, including the improvement of major arterials, secondary highways and collectors, flood control and drainage projects, water and waste water projects, ADA retrofit, and safe routes to school projects
- Prior experience includes working for Caltrans; and for City of San Bernardino



KAREN VIGIL, EIT
Associate Engineer
SPANISH SPEAKER

- Approximately 7 years of experience in Transportation and Traffic Engineering, and Grant Writing.
- Works at various Transtech Contract Cities and provides traffic engineering support, as well as city engineering support. Prepares traffic studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies. Responds to requests from Public and City Officials.



OKAN DEMIRCI, PE, QSD, QSP

- Approximately 10 years of experience
- Serves as CIP Program Manager at Transtech's Contract Cities



- CIP Manager**
- Completed the Caltrans Resident Engineer Academy and is very familiar with the management and administration of federally funded projects in compliance with Caltrans LAPM



MICHAEL ACKERMAN, PE,
QSD, QSP, QISP
Principal Civil Engineer

- Over 20 years of experience
- Served at various Cities under Transtech's City Engineering Contracts, including Temple City, Huntington Park, and Alhambra
- Prior experience includes working for Caltrans; and for City of San Bernardino



MELISSA DEMIRCI, RSP
Public Relations and
Grants Coordinator

- Approximately 10 years of experience in Project Management, Transportation and Traffic Engineering, and Grant Writing
- Prior experience includes working as in the Energy and Environment Department of the Mayor's preparing infrastructure grants and project management for 3 years at the City of Los Angeles while completing her civil engineering degree at Cal Poly

Subconsultants: Transtech may use the following specialty sub consultants, if needed:

- **GEO-ADVANTEC, INC.** www.geoadvantec.com, Geotechnical/Soils Engineering Review Support
- **AVANT-GARDE, INC.;** (DBE Firm) www.agi.com.co, Grants Support
- **CWE, INC.** www.cwecorp.com, Storm Water Inspection Support

Transtech has long working relationship with the above subconsultants and use their services at many contract cities.

Licenses and Certificates in Diversified Fields:

- Professional Licensed Engineer (PE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)
- ICC Certified Building Official
- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- ICC Certified Plumbing Inspector
- ICC Certified CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CASp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector

Our Staff members are involved in many local and national ICC and CALBO committees, and are involved in the development of local and national guidelines and codes:

- ✓ ICC (Code Council for the International Building Code)
- ✓ CALBO (California Building Officials)
- ✓ Commissioner; ICC Codes & Standards Council
- ✓ Commissioner; CALBO Green Committee
- ✓ Commissioner; ICC/CALBO CA Exam Committee
- ✓ Commissioner; CALBO Outreach/ Communications Committee
- ✓ Chair; ICC Sustainability Membership Council
- ✓ Commissioner; CALBO State Licensing Boards Committee



- ✓ IAS Accreditation Committee
- ✓ Chair; ICC LA Basin Chapter Inspection Committee
- ✓ ICC Los Angeles Basin Chapter Board of Directors
- ✓ ICC Building Officials Membership Governing Council
- ✓ ICC Code Development Committee Vice Chair
- ✓ ICC Technology/Web Advisory Group
- ✓ ICC LA Chapter Accessibility Committee
- ✓ APWA (American Public Works Association)
- ✓ ASCE (American Society of Civil Engineers)
- ✓ CMAA (Construction Management Association of America)
- ✓ ITE (Institute of Transportation Engineers)
- ✓ CCCA (California Contract Cities Association)
- ✓ League of California Cities

Community Benefit Enhancement: Supporting civic and community activities demonstrates Transtech's commitment to the progress, health, and well-being of the communities we serve. This is something that we take pride in as a company. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events. This could include involvement or presence at City programs or events, supporting local businesses through the chamber, youth events, hosting workshops, sports, scholarship opportunities, community service, managing homelessness challenges, public safety, crime prevention, or any other community benefit that the City wishes us to be a part of. Our goal is not just to serve as an engineering consultant which is what we are best at, but also in being an active partner with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. This service could also be for consulting services for potential city staff training or workshops, funding strategy advisement, future development projects, attendance of special meetings on behalf of the city, or any unanticipated programs beyond our scope of services on which the City normally would not consult with us. We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in. **Below are some recent CBE programs we have started, facilitated and/or were part of.**

TEMPLE CITY YOUTH COMMITTEE PEDESTRIAN SAFETY



BOOTH The Transtech Team volunteer their time and at no cost to the City prepared traffic safety brochures working together with the youth committee to educate the community about road safety for motorists, pedestrians, and cyclists. This particular event was held to coincide with

another City event to be able to capture many community members. Transtech joined the thee Temple City Youth Committee in hosting the booth that focused on pedestrian safety and included surveys for the community to fill out related to the types of traffic improvements they would like to see around the City, their frequency of using different modes of transportation (walking, cycling, driving), and other traffic related questions.

EMBRACING LATINA LEADERSHIP ALLIANCES (ELLAS)



Transtech annually hosts engineering workshops at the ELLAS Annual Empowerment Conference. The workshop is aimed to encourage students to pursue an academic career in a STEM field. Our team shares their personal

experiences in college majoring in Civil Engineering as well as their transition to their careers. The workshop is to empower young women in the community to advocate for themselves and others while making positive life choices. Transtech is a big supporter of the Embracing Latina Leadership Alliances (ELLAS) organization and has worked in partnership with this nonprofit for almost a decade through volunteering and mentoring.



GIRLS LEADERSHIP AND MENTORING (GLAM) WORKSHOP



AT BELL'S MAGNOLIA SCIENCE ACADEMY

The Transtech Team volunteered their Saturday to be part of an incredibly impactful and inspiring panel of women at the 6th Annual GLAM Workshop. Hosted by Magnolia Science Academy in the City of Bell, the workshop included young women between the ages of 10 and 17. The purpose of the workshop is to empower young women to advocate for themselves and others while making positive life choices so they can become the leaders we all know they can be!

HIGH SCHOOL ENLISTEE



RECOGNITION CEREMONY THROUGH "OUR COMMUNITY SALUTES"

Transtech was honored to be part of the High School Enlistee Recognition Dinner Ceremony through the nonprofit organization "Our Community Salutes". The Ceremony took place in Pico Rivera. It recognized and honored high school enlistees and their commitment to military service as well as provided parents and guardians of enlistees with community support as their son or daughter transition into military service.

We believe our team is well qualified to perform the services requested: One of the unique qualifications of Transtech and its staff is that we work as Contract City Engineers, Traffic Engineers and Building Officials for several agencies. We have extensive experience working with Public Agencies in similar assignments, including experience in dealing with Public Agency Staff, Council, and Commissions. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. We have extensive experience in managing projects as City staff extension with a turn-key service approach.

- ✓ Successfully providing **similar services to many agencies** for over 30 years.
- ✓ Proven track record in **on time and within budget** project delivery.
- ✓ **Multi-disciplinary** engineering consulting service capabilities to provide an array of municipal services.
- ✓ Ability to **work collaboratively** with agencies, project applicants, and other stake holders, and **communicate effectively** with diverse audiences and stakeholders at public forums.
- ✓ Committed to producing a **high-quality work product and deliver a high level of customer care.**
- ✓ Commitment of **principal level management** and involvement throughout the contract duration.
- ✓ Well experienced **in-house staff readily available** to commence with the services upon City's authorization.

Thank you for the opportunity to submit this proposal.

Should you have any questions, or require additional information, please feel free to contact us.

Sincerely,

Ahmad Ansari, PE, Principal

ahmad.ansari@transtech.org

C: 949-702-5612; O: 909-595-8599



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1.1. FIRM QUALIFICATIONS

Company Profile:

Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. **Transtech is currently providing similar municipal services to approximately 50 agencies, and has extensive experience working in a mixed staff/consultant environment for over 30 years.** We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members.

Service Capabilities:

Transtech is a full-service Municipal Consulting Firm. Our service capabilities include:

- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection; Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

Providing similar municipal services to approximately 50 agencies:

City of Temple City

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **City Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management

City of Commerce

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Plan Check, Federally Funded Project Management

City of Cudahy

- ✓ **Building & Safety Services:** Plan Review Services
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project Management, PW Inspection, Federally Funded Project Management

City of South Pasadena

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician

City of Seal Beach

- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection
- ✓ **Public Works Services:** Public Works/CIP Inspection

City of Alhambra

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **City Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management

City of South El Monte

- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection, As-Needed Permit Technician
- ✓ **City Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Plan Check, Federally Funded Project Management

City of West Covina

- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management, and PW Plan Check

City of Rosemead

- ✓ **City Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Plan Check, Federally Funded Project Management

City of Big Bear Lake



City of Claremont

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

City of Azusa

- ✓ **Building & Safety Services:** Building Plan Review, As-needed Inspection

San Manuel Indian Reservation

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

San Manuel Casino

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

City of Burbank

- ✓ **On-call:** Planning, transportation planning and building, plan check public works, and engineering

City of Placentia

- ✓ **Development/Public Works Plan Check:** Development/Public Works Plan Check

City of San Clemente

- ✓ **Development/Public Works Plan Check:** Development/Public Works Plan Check

City of Chino

- ✓ **CIP Management Services:** Transtech is City's Contract CIP Manager for major Public Works Projects.

City of Ontario

- ✓ **CIP Management Services:** Transtech is City's Contract CIP Manager for major Public Works Projects.

City of Beaumont

- ✓ **Engineering Services:** Engineering Support Staff Augmentation

City of Thousand Oaks

- ✓ **On-call Engineering Services:** On-call Engineering

City of Rialto

- ✓ **On-call Construction Management and Inspection Services:** Construction Management and Inspection Services.

City of Menifee

- ✓ **On-call Engineering Services:** Engineering Services

City of Culver City

- ✓ **On-call Engineering Services:** Engineering Services

City of Lynwood

- ✓ **On-call Engineering Services:** Engineering Services

City of Fontana

- ✓ **On-call Engineering and Construction Management Services:** Eng and Construction Management Services

City of Santa Ana

- ✓ **On-call Services:** Engineering, Technical and Administrative Support Services

City of Covina

- ✓ **On-call Engineering and Construction Management Services:** Eng and Construction Management Services

City of Anaheim

- ✓ **Engineering Services:** Engineering Services

City of Manhattan Beach

- ✓ **Building & Safety Services:** Building Official, Plan Review

- ✓ **City Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management, and PW Plan Check

City of Bell

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, As-Needed Permit Technician

City of West Hollywood

- ✓ **Building & Safety Services:** Inspection, Plan Review, Permit Technician

City of Hawaiian Gardens

- ✓ **Building and Safety Services:** Building Official, Plan Review, Inspection, Permit Technician

City of Downey

- ✓ **Building & Safety Services:** Plan Review, Inspection

UTC Corporation/City of Riverside

- ✓ **Building & Safety Services:** Plan Review, Inspection, and Support

City of Monterey Park

- ✓ **Building & Safety Services for PW Projects:** Building plan check and inspection services on City CIP Building projects under PW Department

- ✓ **Engineering Services:** Engineering Support, Traffic Engineering, CIP Management, PW Plan Check

City of San Marino

- ✓ **City Traffic Engineering Services:** City Traffic Engineering

City of Rancho Cucamonga

- ✓ **Development/Public Works Plan Check:** Development/Public Works Plan Check

City of Hermosa Beach

- ✓ **Plan Check Services:** Dev Plan Check

City of Banning

- ✓ **Public Works Plan Check:** PW Plan Check

City of Hemet

- ✓ **On-call Building & Safety Services:** Plan Review, Inspection

Riverside County Economic Development Agency

- ✓ **Engineering and Building Services:** Eng, Building Evaluations, & Surveying

City of San Fernando

- ✓ **Building Inspection Services.**
- ✓ **On-call Engineering Services:** Engineering Services

City of Moreno Valley

- ✓ **On-call Engineering Services:** Engineering Services

City of Santa Clarita

- ✓ **Staff Augmentation Services:** Staff Augmentation Services

San Bernardino County Housing Authority

- ✓ **Engineering and Building Services:** As-Needed Engineering, Building & Safety Support.



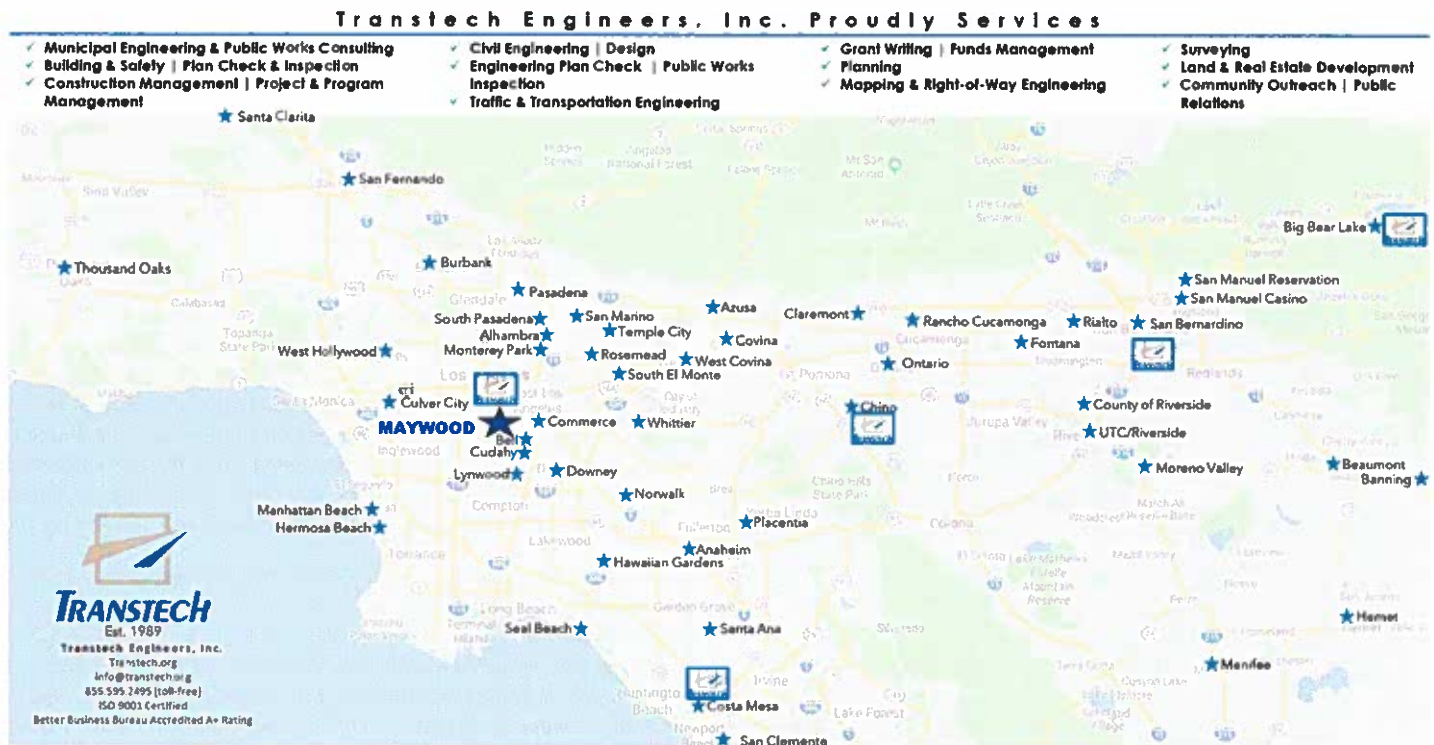
- ✓ On-call Engineering Services: Engineering Services
City of Pasadena
- ✓ On-call Engineering Services: Engineering Services

City of Norwalk

- ✓ Capital Improvement Project Management Support
Services: As-Needed Capital Improvement Project Management Support.

Map of Current Client Agencies:

Transtech services the following cities in various capacities for both full services and on-call.



Unique Qualifications: One of the unique qualifications of Transtech is that we serve a number of public agencies as municipal contract service providers. We serve as Contract City Engineer, City Traffic Engineer, CIP Manager, PW Director, Building Official, Building Inspector, Plans Examiner/Plan Checker, Permit Technician, Public Works Inspector, Construction Manager, Construction Inspector, Designer, Federally Funded Project Manager and in other capacities for a number of public agencies.

Experience in various service areas and projects:

DEVELOPMENT PLAN CHECK, MAP CHECK AND INSPECTION (PARTIAL LIST)



City of San Bernardino Santa Fe Depot/Metrolink Parking Structure and Historic Santa Fe Depot Renovation Project (\$25m): This project included the construction of a 3 level parking structure and Historic Santa Fe Depot Renovation for adoptive reuse. *Transtech also provided building code plan check, constructability review, building code inspection, construction management, construction inspection, materials testing/inspection, and program management services for this 2 projects.*



The Alhambra (Project Value: \$57.8M): Located at 88 S Garfield Avenue, Alhambra. Transtech provided full plan review as well as inspection services of for this development which includes 260 apartment units, 4-story parking garage, 72,000 sq ft 2-story retail building, 16,730 sq ft 1-story retail building, and 23,000 sq ft 1-story retail building. *Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.*



The Terraces (Mixed-Use Development (Project Value: \$19M): Located at 5935-5953 Temple City Blvd in Temple City. Transtech is currently providing full plan review for the 4 Story Mixed-Use Development which includes a one level basement garage, 61 condominium units as well as ground level and basement parking and 7,250 SF of commercial retail space/restaurant. *Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.*



Temple City Camellia Square (Project Value: \$15M): Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building. *Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.*



Linden Walk Residential Development (Project Value: \$18.5M): Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City. *Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.*



Blossom Walk Residential Development (Project Value: \$5.7M): Transtech provided full plan review as well as inspection services of for this development which includes 24-unit condominiums and 4 single family homes. This project is located in Temple City. *Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.*



Pacific Plaza (Project Value: \$30.3M): Located at 11 S 3rd St (condo) and 300 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes 120 condo units and retail space below. This project is located in Alhambra. *Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.*



Casita de Zen (Project Value: \$21M): Located at 28 N 3rd St (condo) and 235 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes mixed use project with 92 condos on top, and retail on bottom. This project is located in Alhambra. ***Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.***



Alta Med Medical Group (Project Value: \$4M): Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington Park. ***Transtech also provided establishing conditions of approval and worked with the Planning Staff for the entitlement of the project, and provided plan check for Map, Landscape, Utilities, Off-site Improvements PW Inspection, and Building Inspection Services for this project.***



San Manuel Band of Mission Indians-Building and Safety, Plan Check, Inspection Services for Casino Expansion/Development Project (\$700M): Transtech serves as the Building Official, Plan Checker and Inspector for the Tribe. Recently we provided Plan Check and Inspection services for Casino's expansion program, which includes casino renovation, hotel, entertainment center, parking structure, pedestrian bridges, alignment of entry and exit roads, and various other improvements. Previously, we completed a multi-phase remodel of the entire casino floor, including 5 new restaurants, 3 new bars, retail stores, food court, executive offices, chiller plant, bridge, and 50,000 SF of new gaming area. Transtech provided plan check, inspection, Building Official services.



County of Riverside Economic Development Agency, Facility Evaluation: Located at 41888 Motor Car Pkwy Transtech provided Facility Evaluation Services including an accessibility compliance review to allow the 297,033 SF 5-story office building to operate as an essential services facility.



TRAFFIC AND TRANSPORTATION ENGINEERING AND PLANNING (PARTIAL LIST)

Transtech is currently providing various Traffic and Transportation Engineering contract services to several agencies and serves as contract traffic engineer for a number of municipalities. We advise our client cities on actions needed to comply with County, State, and Federal regulations related to City streets, traffic regulation and traffic management. We provide technical expertise, recommendations, conducted necessary surveys, prepare reports on traffic related issues, and present them at Commission and/or Council Meetings. We prepare traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, respond to City requests, citizen complaints, and attend Traffic Commission meetings. We review traffic impact studies submitted by developers, provide traffic study guidelines to other consultants preparing TIA's, and represent the City at planning commission and council meetings when these projects are reviewed and presented. We also assess safety for pedestrians, buses and bicycles by reviewing master plans completed for transit and bicycles as well as safe walk to school routes. Following are various traffic engineering projects and studies completed by Transtech:

GRANT WRITING

Our team has proven track record in obtaining outside grants for its client cities. Our staff works with our client cities to find potential funding sources, and to prepare competitive applications for various programs. Just recently, our firm obtained approximately \$80m in funding from METRO for 710 North Corridor Mobility Improvements Projects under Round 2 applications, including \$9m for Monterey Park, \$27m for Rosemead, and \$76m for Alhambra. We also obtained approximately \$150m under Round 1 projects for our client cities. Additionally, after funds are awarded to a client, our experienced staff provides assistance to ensure compliance with applicable funding program requirements, including preparing necessary clearance approvals (environmental, utilities, ROW), processing E-76 authorizations, and managing project.

- ✓ **City of Monterey Park: 2018 Active Transportation Program (ATP) Cycle 4, Citywide School and Crosswalk Safety Improvements Project, Awarded Funding Amount: \$1,367,000**



- ✓ **City of Monterey Park: 2018** Highway Safety Improvement Project (HSIP) Cycle 9, Signal Safety Enhancement Project, Awarded Funding Amount: \$540,000
- ✓ **City of Alhambra: 2018** Highway Safety Improvement Project (HSIP) Cycle 9, Pedestrian Safety Improvements at Signalized Intersections Project, Awarded Funding Amount: \$600,000
- ✓ **City of South El Monte: 2018** Highway Safety Improvement Project (HSIP) Cycle 9, Signal Safety Enhancement Project, Awarded Funding Amount: \$876,000
- ✓ **City of Beaumont: 2018-19** Rubberized Pavement Grant Program (Cal Recycle), Awarded Funding Amount: \$299,500
- ✓ **City of Commerce: 2018-19** Rubberized Pavement Grant Program (Cal Recycle), Awarded Funding Amount: \$348,600
- ✓ **City of Commerce: 2016-17** Rubberized Pavement Grant Program (Cal Recycle), Awarded Funding Amount: \$281,400
- ✓ **City of Huntington Park: 2016** Active Transportation Program (ATP) Cycle II, Uncontrolled Crosswalk SRTS Ped Safety Project, Awarded Funding Amount: \$1,032,000
- ✓ **City of Cudahy: 2016** Active Transportation Program (ATP) Cycle III, Atlantic Ave Bicycle and Ped Enhancement Project, Awarded Funding Amount: \$1,784,000
- ✓ **City of San Gabriel: 2016** Highway Safety Improvement Project (HSIP) Cycle 8, Install overhead flashing beacon, Awarded Funding Amount: \$270,200
- ✓ **City of Pico Rivera: 2016** Highway Safety Improvement Project (HSIP) Cycle 8, Sign Improvements Project, Award Amount: \$696,300
- ✓ **City of Vernon: 2016** SCAG Sustainability Planning Grants Program, Transit Route Feasibility Study, Awarded Funding Amount: \$60,000
- ✓ **City of Rosemead: 2015** Metro (MTA) Call for Projects, Garvey Avenue Regional Access & Capacity Improvement Project, Awarded Funding Amount: \$2,316,000
- ✓ **City of Rosemead: 2015** Highway Safety Improvement Project (HSIP) Cycle 7, Installation of HAWK Project, Awarded Funding Amount: \$241,300
- ✓ **City of Monterey Park: 2015** Metro (MTA) Call for Projects, Monterey Pass Road Complete Streets Bike Project, Awarded Funding Amount: \$1,994,000
- ✓ **City of San Gabriel: 2015** Highway Safety Improvement Project (HSIP) Cycle 7, Signal Safety Enhancements Project, Awarded Funding Amount: \$570,000
- ✓ **City of Huntington Park: 2015** Active Transportation Program (ATP) Cycle III, Citywide Uncontrolled Crosswalk Pedestrian Safety Enhancement Project, Awarded Funding Amount: \$1,757,000
- ✓ **City of Cudahy: 2015** Active Transportation Program (ATP) Cycle II, Wilcox Avenue Complete Streets and SRTS Project, Awarded Funding Amount: \$1,344,000
- ✓ **City of Cudahy: 2015** Metro (MTA) Call for Projects, City Wide Complete Streets Improvement Project, Awarded Funding Amount: \$2,134,000
- ✓ **City of Cudahy: 2015** Highway Safety Improvement Project (HSIP) Cycle 7, Salt Lake Ave Safety Project, Awarded Funding Amount: \$363,000
- ✓ **City of Commerce: 2015-16** Rubberized Pavement Grant Program (Cal Recycle), Awarded Funding Amount: \$204,500
- ✓ **City of Commerce: 2014-15** Rubberized Pavement Grant Program (Cal Recycle), Awarded Funding Amount: \$145,200
- ✓ **City of Alhambra: 2013** Metro (MTA) Call for Projects, Valley Boulevard Ped Improvement/Walking Viability Project, Awarded Funding Amount: \$323,000
- ✓ **City of Commerce: 2013** Metro (MTA) Call for Projects, Atlantic Blvd: Washington to Como Goods Movement Project, Award Amount: \$631,000

CIVIL ENGINEERING, MASTER PLANS, FEASIBILITY STUDIES, FACILITIES NEEDS ASSESSMENT (PARTIAL LIST)

- **2016, 2017, 2018, 2019 Annual City-wide Street Rehabilitation Project, City of Commerce:** Prepared Design/PS&E as well as provided construction management and inspection services.
- **2015, 2016, 2017, 2018, 2019 Annual City-wide Street Rehabilitation Project (Prop C and Measure R Funded), City of Temple City:** Prepared Design/PS&E as well as provided construction management and inspection services.
- **San Elijo Hills Specific Plan:** Provided planning, engineering, surveying services for the design and development of the 2,000-acre 3,500 dwelling unit Specific Plan and Master Tentative Map in the City of San Marcos.
- **Shandin Hills Specific Plan:** Provided planning engineering services for the preparation of the Specific Plan and Tentative Map. The project is a proposed 240-acre 1049 dwelling unit community in the City of San Bernardino. Drafted the Specific Plan and prepared the master tentative map.
- **Arrowhead Springs Specific Plan (including annexation into the City):** Approximately 4,000-acre site at the foothills of San Bernardino Mountains, and includes 1,500 to 2,000 residential units, 1,000,000 square feet of commercial and office space, 199-acre/18-hole public golf course, renovation and reuse of the historic Arrowhead Springs Hotel with a new 115 room annex, new 300-room hotel, a conference center, 14-acre corporate office area.



- **Eagle Bice, Muscupiabe Land Area Infrastructure Master Plan** (Devore area in San Bernardino): Drainage, Sewer and Water Master Plan: Approximately 500-acre area for future 1,100-unit master planned community. The project also included a full infrastructure (roadways, storm drain, water, sewer, parks, and utilities) needs and assessment and cost analysis for this future development.
- **University Development Master Plan** (San Bernardino): Approximately 200-acre site in association with the City of San Bernardino, Watson Development and Cal-State SB for the development of 200 residential, mixed use, live-work, retail, office and student housing, educational and training facilities and offices for Cal State SB University.
- **University of California, Riverside, West Campus Infrastructure:** Prepared West Campus Infrastructure Development Design/Study, which identified utility and surface infrastructure requirements, and how these improvements could be phased to accommodate proposed campus growth, for an area of 236.8 acres to support approximately 5 million gross square feet of academic, research, support, and student housing facilities.
- **CSUSB (Cal State SB University) San Bernardino Campus Access Road:** Prepared PS&E and provided construction administration for the project. Improvements included approximately 1-mile street, water, landscape, grading, drainage, street lighting and various other improvements. Cost \$5M.
- **City of San Bernardino Campus Parkway Roadway Design:** Prepared PS&E as well as provided construction management and inspection services for the project. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping. Cost \$6M.
- **Riverside County Economic Development Agency:** Real Estate Division, Engineering and Construction Services on various housing, real estate and infrastructure projects.
- **City of San Bernardino, Sewer upgrade project:** Preparation of a project PSE for upgrade of main sewer lines at various locations per the City's Sewer Master Plan. Cost: \$1.2M
- **Penasquitos Canyon Trunk Sewer:** PS&E for two miles 36-inch gravity sewer including design study reports. City of San Diego.
- **Ranch Santa Fe Road Sewer Project:** Relocation and rehabilitation of 1.5 miles of sewer main. City of San Marcos (by Transtech's VP, David Ragland while employed with another firm).
- **City of San Bernardino Water Projects:** Design and construction management of 3500 feet of 20 to 36-inch ductile iron water transmission main in the City of San Bernardino for the development of University Park. Design of over 10,000 feet of 8 thru 12-inch DIP water main for water distribution. Structural arch design for road crossing over the Dept of Water Resources 109-inch Santa Ana pipeline.
- **City of San Bernardino, Northpark Boulevard Sewer Extension:** Half mile gravity sewer main extension for University Park Subdivision in the City of San Bernardino: Project required special structural designs and encroachment permitting for crossing 100' aqueduct right-of-way.
- **City of San Bernardino, University Park Storm Drain Design:** Design of storm drain system with pipes ranging in size from 18 to 60 inches and trapezoidal channel design for 4500 cfs.
- **City of Riverside Water Projects:** Water distribution analysis and computer modeling for University of California Riverside West Campus expansion infrastructure project.

CONSTRUCTION MANAGEMENT SERVICES (PARTIAL LIST)



Washington Boulevard Widening and Reconstruction Project (\$30M): Transtech provided CM/CI/Resident Engineer, Inspector, Office Engineer Services. The project included widening and reconstruction of 2.7 miles of Roadway, Traffic Signals, Street Lighting, Landscape, Improvements at I-5 and at 710 Freeways ramps. The project was federally funded and was managed in compliance with Caltrans LAPM. The project was also a Caltrans Oversight Project. **AWARD:** This project was recognized as one of the projects of the year as part of the 2017 American Public Works Association (APWA) BEST Award, in the category of Transportation Projects.



Rosemead Boulevard Improvements Project (\$20M): Located in the City of Temple City, this was a Federally Funded project. Transtech provided construction management, resident engineer, inspection, labor compliance and office engineer services. The project included protected bike lanes, widening and reconstruction of 2 miles of roadway (including approx. 6,000 tons rubberized AC overlay). The project was federally funded and was managed in compliance with Caltrans LAPM.





26th Street Rehab and Metrolink Station (\$1M): This project was Federally Funded in the City of Commerce and included rehabilitation of 26th Street, and Metrolink Station parking lot rehab, station platform improvements, landscape and lighting. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services.



ATP Citywide Crosswalk and Pedestrian Safety Improvement Project (\$1.2M): Located in the City of Cudahy, this project included safe routes to school pedestrian safety improvements near schools and pedestrian activity centers. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services.



Eastern Avenue Rehab Project (\$1.5M): Located in the City of Commerce, this project was funded thru City's Measure AA Funds. The project involved Full Depth Reclaimed Pavement Rehabilitation. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services. **AWARD:** This project was recognized as one of the projects of the year awards as part of the 2017 Outstanding Local Streets and Roads Project Award Program in the Category of Roads for Efficient & Sustainable Road Maintenance, Construction & Reconstruction Projects.



Middleton Street Elementary School Safe Routes to School Improvements Project (\$500K): Located in the City of Huntington Park, this project was part of the Safe Route to School program and included pedestrian safety improvements, bulb outs, ADA compliant PCC curb ramps, sidewalk improvements, updated signage, striping and markings. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services.



Cactus Avenue and Nason Street Improvements and 135' Span Bridge Project (\$21M): This project was part of the State Local Partnership Program SLPP Grant in the City of Moreno Valley (\$21M). Transtech provided construction management, resident engineer, inspection, and office engineer services. **AWARD:** This project was recognized with a project achievement award by the Construction Management Association of America (CMAA) for Construction Management Services under the PW for \$11M-\$50M projects.



Parking Lot Improvements Projects (\$550K): Located in the City of Temple City, this project included new parking lot signage, asphalt resurfacing, construction of trellis, new lighting, electrical vehicle charging station infrastructure, landscaping, and drainage. Transtech provided design, construction management, and inspection services.



Bogert Trail Bridge Widening Project (\$5M): Located in the City of Palm Springs, this project was a Federally Funded project. Transtech provided construction management, resident engineer, inspection, labor compliance and office engineer services. The project involved bridge widening, retrofit, and beautification elements.



Citywide Parks Improvement Project (\$2.5M): This project included installation of park equipment (playground, picnic shelters, benches), construction of ADA improvements, and various PCC improvements at 13 parks in the City of Monterey Park. Transtech provided CIP project management which included bid package preparation, project management and coordination.



Salt Lake Park Splash Pad Project (\$1M): This project was located at Salt Lake Park in the City of Huntington Park. Transtech provided construction management, resident engineer, inspection, and office engineer services.



Cascades Waterfall Renovation Project (\$600K): This project included the renovation of the Cascades Waterfall landmark in Monterey Park, which included lighting, plastering of the fountain, painting, ADA improvements, PCC walkway improvements, and landscaping. Transtech provided CIP project management which included bid package preparation, project management and coordination.



Lugo Park, Soccer Field and Park Improvements Project (\$1.6M): This project was partially funded through CDBG funds in the City of Cudahy. Transtech prepared the PS&E as well as provided construction management and inspection services for a regulation soccer field with artificial turf on existing baseball field, DG walking path, landscaping, parking lot expansion, concrete plaza, lighting, drainage, bathroom and concession stand ADA improvements.



Garvey Ranch Basketball Court Improvements (\$200K): This project included construction of new PCC basketball court installation, striping, basketball hoops, fence, and PCC walkway in Monterey Park. Transtech provided bid package preparation, project management and coordination.



City of Alhambra Civic Center Library Project (\$25M): Transtech provided plan check, inspection, construction management, and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.



Renaissance Plaza (\$15M): This project was located in the City of Alhambra and included a parking structure, 10 plex movie theater, retail, and plaza. Transtech served as the City's Building Official, Plan Checker and Inspector for this project including construction manager of the parking structure, public plaza, and other improvements.



Rosewood Community Center (\$25M): Transtech was retained by the City of Commerce to take over the management of this multimillion-dollar facility which was 2 years behind schedule. Within 5 months, Transtech brought the construction to substantial completion level allowing the City to start the move-in process, and 2 months after, the facility was opened for public use.



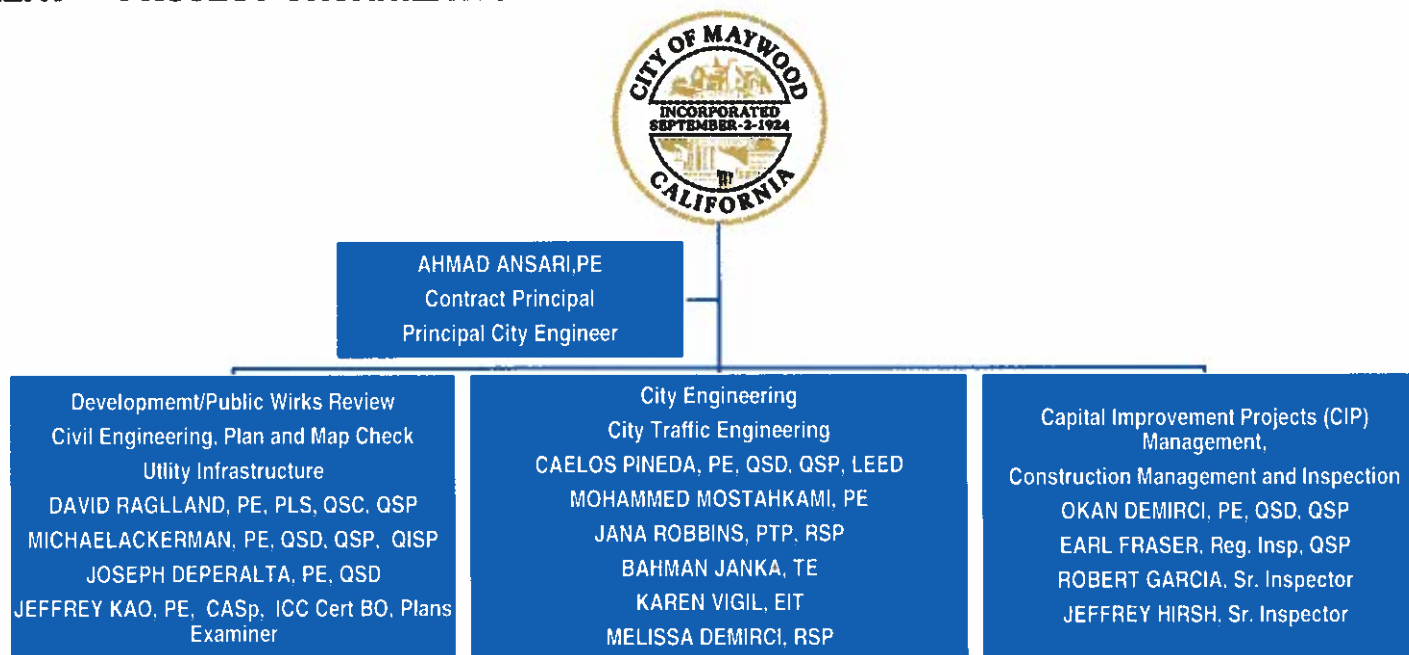
Riverside County Transportation Commission, Corona Main Street Metrolink Parking Structure and Pedestrian Bridge (25M): This project is in Corona and included 6 level, approximately 1,000 space parking structure, and a pedestrian bridge over railroad tracks. Transtech provided inspection and construction management services for the construction of this federally funded project.



City of San Bernardino Santa Fe Depot/Metrolink Parking Structure and Historic Santa Fe Depot Renovation Project (\$25m): This project included The Parking Structure involved the construction of a 3-level parking structure for 350 cars. Renovation involved renovation for adoptive reuse of 60,000 sf historical Santa Fe Train Depot. Transtech provided building code plan check, constructability review, building code inspection, construction management, construction inspection, materials testing/inspection, and program management.

1.2. PROJECT STAFF QUALIFICATIONS

1.2.1. PROJECT ORGANIZATION CHART



Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. Transtech is currently providing similar municipal services to approximately 50 agencies. We have a large staff pool, which include, City Engineers, City Traffic Engineers, CIP Managers, PW Directors, Building Officials, Building Inspectors, Plans Examiner/Plan Checkers, Permit Technicians, Public Works Inspectors, Construction Managers, Construction Inspectors, Designers, Federally Funded Project Managers and other support staff.

Subconsultants

GEO-ADVANTEC, INC. www.geoadvante.com, Geotechnical/Soils Engineering Review Support

AVANT-GARDE, INC.; (DBE Firm) www.agi.com.co, Grants Support

CWE, INC. www.cwecorp.com, Storm Water Inspection Support



TECHNICAL PROPOSAL

City Engineer and/or Professional Engineering Services



1.2.2. STAFF SUMMARY QUALIFICATIONS

Our key staff members have extensive experience in working with Public Agencies, and have served as Public Works Directors, City Engineers, City Traffic Engineers, CIP managers, Construction Managers, Inspectors, Plan Checkers.



AHMAD ANSARI, PE
Contract Principal
Principal City Engineer

- 30 years of experience
- Former Director of PW/City Engineer/Sr. Engineer in several municipalities, including Moreno Valley, Rialto, Burbank
- Served as Division Manager at the Orange County PW Dep in charge of their 7-Year, \$700M CIP



MOHAMMED MOSTAHKAMI, PE
Supporting City Engineer

- Over 35 years of experience.
- Experience includes working for various Public Agencies as Public Works Director, City Engineer, Project Engineer, Plan Checker, Designer, including for the Cities of Downey, PW Director; South Gate, Sr. Engineer, City Engineer, PW Director; Arcadia, Civil Engineer



JANA ROBBINS, PTP, RSP
Traffic/Transportation
Planner

- Approximately 25 years of experience in traffic and transportation engineering and planning
- Serves as the Transtech representative for Traffic Engineering Services at various Cities, and attends Traffic Commission, Planning Commission, City Council Meetings as well as Design Review Board meetings



CARLOS A. PINEDA, PE, QSD, QSP, LEED
Supporting City Engineer
SPANISH SPEAKER

- Over 35 years of experience in civil engineering and project management
- Experience covers a wide variety of projects, including the improvement of major arterials, secondary highways and collectors, flood control and drainage projects, water and waste water projects, ADA retrofit, and safe routes to school projects
- Prior experience includes working for Caltrans; and for City of San Bernardino



KAREN VIGIL, EIT
Associate Engineer
SPANISH SPEAKER

- Approximately 7 years of experience in Transportation and Traffic Engineering, and Grant Writing.
- Works at various Transtech Contract Cities and provides traffic engineering support, as well as city engineering support. Prepares traffic studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies. Responds to requests from Public and City Officials.



OKAN DEMIRCI, PE, QSD, QSP
CIP Manager

- Approximately 10 years of experience
- Serves as CIP Program Manager at Transtech's Contract Cities
- Completed the Caltrans Resident Engineer Academy and is very familiar with the management and administration of federally funded projects in compliance with Caltrans LAPM



MICHAEL ACKERMAN, PE, QSD, QSP, QISP
Principal Civil Engineer

- Over 20 years of experience
- Served at various Cities under Transtech's City Engineering Contracts, including Temple City, Huntington Park, and Alhambra
- Prior experience includes working for Caltrans; and for City of San Bernardino



MELISSA DEMIRCI, RSP
Public Relations and
Grants Coordinator

- Approximately 10 years of experience in Project Management, Transportation and Traffic Engineering, and Grant Writing
- Prior experience includes working as in the Energy and Environment Department of the Mayor's preparing infrastructure grants and project management for 3 years at the City of Los Angeles while completing her civil engineering degree at Cal Poly





**DAVID RAGLAND, PE,
PLS, QSD, QSP**
Principal Civil Engineer

- Over 30 years of experience
- Performs map checks, serves as Principal Project Manager for a variety of projects, including: Master Planned Communities; Major infrastructure projects for public agencies (Freeway Interchanges, Roadways, Water, Storm Drain and Sewer Facilities and Master Plans); Commercial, Retail and Residential Development; Infrastructure Master Plan Studies and Development



**JOSEPH DEPERALTA, PE,
QSD**
Sr. Civil Engineer

- Approximately 30 years of experience
- Experience includes working as contract/consultant engineer, plan checker, design engineer for various Cities



**JEFFREY KAO, PE, CBO,
CASp**
Sr. Civil Engineer

- 20 years of experience.
- Extensive experience in Structural Plan Check.
- Experience includes working as structural design engineer



**EARL FRASER,
REGISTERED INSPECTOR,
QSP**
Sr. Constr Manager/Sr.
Supervising Inspector

- Over 30 years of experience
- Extensive experience in the management, inspection and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM)



ROBERT GARCIA
Sr. PW Inspector
SPANISH SPEAKER

- Approximately 30 years of experience
- 20 years as the City Public Works PW Inspector for the City of Palmdale
- Experience includes inspecting of all types of public works construction project: roadway construction, pavement rehabilitation, signals, grading, storm drains, sewer mains, concrete structures, sidewalks, and gutters



ANDY CARLTON
PW Inspector

- Approximately 15 years of experience
- Works as Public Works Inspector at various Transtech client cities, which include Temple City, Commerce, South El Monte and issues encroachment permits to various public works projects.



**EDWARD GANDARA, EIT,
MS, Associate Engineer,
Assistant Inspector**
SPANISH SPEAKER

- Over 5 years of experience
- He has been providing support services on various projects and various Cities under Transtech's Municipal Engineering Contracts as associate/office engineer



ANTHONY BENDEZU
Associate Engineer,
Assistant Inspector
SPANISH SPEAKER

- Over 2 years of experience
- He has been providing support services on various projects and various Cities Transtech's Municipal Engineering Contracts as associate/office engineer



ALI CAYIR, PE
Management Support,
QC/QA

- Over 30 years of experience
- Serves as City Engineer, Traffic Engineer, Resident Engineer, and Project Manager under several of Transtech's Municipal Contracts

Please see Appendix 1-RESUMES for Full Staff Resumes.

1.3. FIRM'S LICENSES, AFFILIATIONS AND ASSOCIATIONS

Staff members are involved in many local and national ICC and CALBO committees, and are involved in the development of local and national guidelines and codes:

- ✓ ICC (Code Council for the International Building Code)
- ✓ CALBO (California Building Officials)
- ✓ Commissioner; ICC Codes & Standards Council
- ✓ Commissioner; CALBO Green Committee
- ✓ Commissioner; ICC/CALBO CA Exam Committee
- ✓ IAS Accreditation Committee
- ✓ Chair; ICC LA Basin Chapter Inspection Committee
- ✓ ICC Los Angeles Basin Chapter Board of Directors
- ✓ ICC Building Officials Membership Governing Council
- ✓ ICC Code Development Committee Vice Chair
- ✓ ICC Technology/Web Advisory Group
- ✓ ICC LA Chapter Accessibility Committee
- ✓ Commissioner; CALBO Outreach/Communications Committee
- ✓ Chair; ICC Sustainability Membership Council
- ✓ Commissioner; CALBO State Licensing Boards Committee
- ✓ APWA (American Public Works Association)
- ✓ ASCE (American Society of Civil Engineers)
- ✓ CMAA (Construction Management Association of America)
- ✓ ITE (Institute of Transportation Engineers)
- ✓ CCCA (California Contract Cities Association)
- ✓ League of California Cities

Licenses and Certificates in Diversified Fields:

- Professional Licensed Engineer (PE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)
- ICC Certified Building Official
- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- ICC Certified Plumbing Inspector UPC ICC Certified CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CASp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector

1.4. STATUS OF ANY STATE DISCIPLINARY ACTIONS

There are no State Disciplinary Actions.



1.5. REFERENCES

Client Name: City of Rosemead (Year started and completed: 2019 – Ongoing Service)

- Services Provided: City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Christopher Daste, Public Works Director; T: 626-569-2158; E: cdaste@cityofrosemead.org

Client Name: City of Temple City (Year started and completed: 2012 – Ongoing Service)

- Services Provided: City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management, Building Official, Building and Safety Plan Check, Inspection
- Contact: Bryan Cook, City Manager; T: 626-285-2171; E: bcook@templecity.us

Client Name: City of Alhambra (Year started and completed: 1993 – Ongoing Service)

- Services Provided: City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management, Building Official, Building and Safety Plan Check, Inspection
- Contact: Marc Castagnola, Dev Services Director, 626-570-5041; E: mcastagnola@cityofalhambra.org

Client Name: City of South El Monte (Year started and completed: 2018 – Ongoing Service)

- Services Provided: City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management, Building Official, Building and Safety Plan Check, Inspection
- Contact: Rene Salas, Public Works Director; T: 626-579-6540, Ext. 3040; E: rsalas@soelmonte.org

Client Name: City of West Covina (Year started and completed: 2019 – Ongoing Service)

- Services Provided: City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Mark Persico, Assistant City Manager; T: 626-939-8456; E: MPersico@westcovina.org
- Also, Mark Persico is Transtech's reference at other Cities, where he served as Development Services Director, and Transtech provided Building Official, Plan Check, Inspection, City Engineer services. These Cities include Temple City and San Bernardino.

Client Name: City of Commerce (Year started and completed: 2003 – Ongoing Service)

- Services Provided: City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management, Building Official, Building and Safety Plan Check, Inspection
- Contact: Daniel Hernandez, Public Works Director; T: 626-322-4805; E: dhernandez@ci.commerce.ca.us

Client Name: City of Cudahy (Year started and completed: 2005 – Ongoing Service)

- Services Provided: City Traffic Engineering Services; CIP Services; Building & Safety Plan Check Services
- Contact: Aaron Hernandez-Torres, P. E., Assistant City Engineer; T: 323-773-5143, Exr. 228; E: ahernandez@cityofcudahyca.gov

Client Name: City of Bell (Year started and completed: 2015 – Ongoing Service)

- Services Provided: Building Official, Building and Safety Plan Check, Building Inspection
- Contact: Manuel Acosta, Director of Development; T: 3232-528-6211; E: macosta@cityofbell.org



Client Name: City of Azusa (Year started and completed: 2019 – Ongoing Service)

- Services Provided: Building and Safety Plan Check, as-needed Inspection, Permit Technician, Building Official
- Contact: Matt Marquez, Director of Development; T: 626-812-5236; E: mmarquez@azusaca.gov

Client Name: City of Downey (Year started and completed: 2019 – Ongoing Service)

- Services Provided: Building and Safety Plan Check, as-needed Inspection
- Contact: Richard Hicks, Building Official; T: (562) 904-7142; E: rhicks@downeyca.org

Client Name: City of San Marino (Year started and completed: 2018 – Ongoing Service)

- Services Provided: City Traffic Engineering Services
- Contact: Michael Throne, PW Director, 626-300-0787; E: MThrone@CityofSanMarino.org

Please see Appendix 2-REFERENCE LETTERS, from few of our client cities:

1.6. PROJECT UNDERSTANDING, SCOPE OF SERVICES AND APPROACH

1.6.1. UNDERSTANDING AND SCOPE OF SERVICES

The proposed project involves providing municipal engineering services, which generally include development engineering, plan and map check reviews, land development inspection services, lot line adjustment plan reviews, geology and soils engineering, assessment engineering, and potentially encroachment permitting/inspection and capital improvement projects.

City's Capital Improvement Program: Per June 24, 2020 City Council Meeting Agenda, the following CIP was included in the FY 2020-2021 Operating and Capital Improvement Budget:

CIP Projects 20-20 Proposed Budget

		Actuals	Actuals	Actuals	Budget		
		Expenses to Date 10/19	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimated Cos Funding Source
Sewers							
1	6101 Sewer Master Plan	180,958.35	74,697.35	106,261.00	-	60,000.00	240,958.35 Sewer Fund
2	6103 Sanitary Sewer Management Plan Update SSMP	25,340.00	23,340.00	2,000.00	-	55,000.00	80,340.00 Sewer Fund
3	6104 Randolph & Heliotrope Emergency Overflow Project	7,220.00	5,220.00	2,000.00	322.50	76,000.00	83,542.50 Sewer Fund
4	6105 52nd Place Sewer Replacement Project	20,000.00	-	20,000.00	8,430.00	825,500.00	853,930.00 Sewer Fund, Gas Tax
Total Sewer		233,518.35	103,257.35	130,261.00	8,752.50	1,016,500.00	1,258,770.85
Streets							
5	6201 Slauson Avenue Corridor Improvements Project	-	-	-	-	65,000.00	65,000.00 Measure R
6	6204 Pavement Rehabilitation Project FY 2019/2020 on Various Streets	-	-	-	21,358.75	1,468,000.00	1,489,358.75 Measures R & M and SB1
7	6205 Slurry Seal Project FY 2019/2020 on Various Streets	-	-	-	15,046.25	500,000.00	515,046.25 Gas Tax
8	6208 Citywide Street Name Sign Design	-	-	-	-	240,000.00	240,000.00 Gas tax
9	6210 6.6 KV Street Lighting Project	310.00	310.00	-	-	300,000.00	300,310.00 SLAD
10	Flashing Stop Signs	-	-	-	-	92,000.00	92,000.00 Prop C
11	Street Striping	-	-	-	-	100,000.00	100,000.00 Prop C
12	Pavement Management System	-	-	-	-	25,000.00	25,000.00 Prop C
Total Streets		310.00	310.00	-	36,405.00	2,790,000.00	2,826,715.00
Parks							
13	Various Park Updates	-	-	-	-	300,000.00	300,000.00 Measure A
Total All Projects		233,828.35	103,567.35	130,261.00	45,157.50	4,106,500.00	4,385,485.85



1.6.2. SCOPE OF SERVICES

Scope of services is listed in detail in City's RFP, Section "IV. SERVICES" as follows:

1. Provide plan review and inspection services for all public right-of-way encroachment permits to confirm compliance with all applicable codes, regulations, policies, standards, and best practices. Such permits may include construction work; construction or vehicle operations; oversize vehicles; street closures; temporary storage of vehicles, storage pods, trash bins, or other objects; news racks; and ongoing encroachment by awnings, sidewalk dining, etc.
2. Maintain a communication channel for applicants and job superintendents to communicate directly with the public works inspector via telephone, and/or with the city engineer on behalf of the inspector. Provide continuity of inspection services through project completion.
3. Provide plan review of grading, drainage, and improvement plans for private and public development projects.
4. Provide plan review of plans submitted for planning or zoning review for public works issues. This may include conceptual or preliminary plans, architectural plans, site plans, and preliminary grading plans.
5. Provide review of projects submitted under the Subdivision Map Act and related provisions of the City of Maywood Municipal Code. This includes but may not be limited to tentative and final maps, lot mergers, lot line adjustments, certificates of compliance, dedications, vacations, and easements.
6. Provide city engineering services, including but not limited to the following:
 - Attend meetings with City staff, public officials, developers, contractors, and the public as needed
 - Attend Commission and City Council meetings as needed
 - Represent the City as its city engineer while interfacing with the public and other agencies including but not limited to L.A. County Department of Public Works, Southern California Edison, and the five water purveyors that serve the City, as needed
 - Review documents and reports from other agencies pertaining to City of Maywood infrastructure or public works matters and provide recommendations to staff on appropriate responses or actions
 - Provide guidance and technical assistance to City staff on public works and engineering laws, policies, procedures, and best practices including but not limited to the California Public Contract Code, Streets and Highways Code, and Subdivision Map Act
 - Provide guidance and technical assistance to field staff regarding infrastructure and maintenance issues
7. Provide traffic engineering services, including but not limited to the following:
 - Review and provide comments on traffic impact studies prepared by other consultants for development projects
 - Review and provide comments on proposed development projects pertaining to traffic issues including but not limited to traffic impacts, site access and circulation, and parking; prepare conditions of approval for projects
 - Review and provide engineering judgement on traffic safety issues
 - Conduct traffic reviews and prepare reports with recommendations for issues including but not limited to stop sign warrants, crosswalk installation and removal, traffic calming, speed surveys, accident histories, and other general traffic safety and related issues
8. Provide project and contract management services for public works projects and other select capital improvement projects to be determined.



9. Provide project management and manage consultant contracts for public works services, such as updating plans or preparing studies beyond the scope of this contract. Services will include but may not be limited to the following:
 - Prepare and distribute RFPs or RFQs
 - Evaluate proposals submitted and interview consultants as needed
 - Negotiate price and contract terms with consultant on behalf of City
 - Prepare staff reports and other documents as may be needed for contract approval
 - Direct consultant work, serve as liaison with consultant, and review work product
 - Monitor work and progress and review invoices to ensure consistency with project budget and schedule
10. Advise City staff as to grants or other funding available for public works projects and, when so directed, initiate and prepare applications for such funding or grants.
11. In the event of a local, regional, or national emergency or disaster, provide engineering and public works plan review and inspection services as required to appropriately respond to the emergency, including after regular business hours.

1.6.3. APPROACH

Following is our service approach to execute requested services in an efficient and cost effective manner:

Customer Care and Responsive Service Approach:

- ✓ Our services are founded on the principals of **Total Quality Management** for **Total Customer Care and Satisfaction**.
- ✓ All telephone calls or e-mails received are returned within the same working day, or the following day. We take pride in our **"Same Day Response"** motto.
- ✓ Transtech also provides a **24-hour emergency contact** number to its clients.
- ✓ Customer Care means highest quality customer service. Transtech is committed to providing **"Customer Care"** to the City, City's patrons, including responding quickly and effectively to the walk-in, telephone, and electronic inquiries of the public related to our services. **Responsiveness** is an integral part of Transtech's **"Customer Care"** service approach.
- ✓ Our Contract Principal will meet with the Client's Project Manager frequently for **service evaluation** and address any areas for improvements.
- ✓ Responsiveness is an integral part of Transtech's **"customer friendly" service approach**. While our service is always on an "as needed" basis, our responsiveness is on "full-time" basis.
- ✓ Transtech understands the importance of being able to **expedite certain projects**, when requested, by the City. Transtech has sufficient staff and resources to expedite projects.
- ✓ We have a structured approach to execute projects in an efficient manner that makes Transtech capable of providing the City with the highest quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff and for its contract cities. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization in compliance with City's specific procedures, standards and requirements.
Transtech is an ISO 9001 certified firm in Quality Management Systems, this certification is based on a number of quality management principles including a strong customer service focus

Communication Approach due to Covid-19 Impacts: At Transtech, the safety and well-being of Transtech Team Members and our client Cities is always our priority, and we recognize the important role we play in



providing services to our client Cities during this critical time. Internally, we have issued notices to all our Transtech Team Members working inside City Halls, field project sites, and across our Transtech Offices emphasizing social distancing, following CDC preventative guidelines, and staying home if feeling sick. Protective gear, including masks and gloves have been made available to all Transtech Team Members. **Furthermore, relevant CDC guidelines and recommended posters have been posted throughout our offices.** Additionally, we have created a designated email, health@transtech.org; in which any email sent to this address will be distributed to our management team. This in effect is our own activated Emergency Operations Center (EOC) to effectively deal with the ongoing developments as they may arise – please feel free to [email us](#) with any information, 24-7. In addition to the above items, below are highlights of our response to our current client Cities and how we are adapting and customizing our services as a result of the COVID-19 Pandemic.

1. Transtech has long implemented all necessary and vital electronic tools, software and remote workflows to provide its services. Having such tools and software deployed, Transtech has been able to provide essential services with no service disruption to its client Cities during COVID-19.
2. All Transtech personnel have work laptops and smartphones. Transtech's virtual workstations and cloud servers allow all Transtech personnel to work remotely virtually anywhere.
3. Transtech utilizes Microsoft Teams virtual video/audio meeting system and conducts client meetings virtually with all stakeholders.
4. Transtech retains all work files electronically on its cloud servers, providing real -time access to all project stakeholders. Ease of access to information provided by Transtech minimizes face to face meetings during COVID-19.
5. Transtech utilizes electronic/online bid management systems providing electronic bid/proposal submittal options, which eliminates or minimizes City walk-ins. Transtech has helped some of our client Cities transition to fully electronic bid/proposal submittals during City Hall closures.
6. Transtech has implemented electronic/online permit issuance portal at no additional cost to its various client City's Building & Safety and Public Works Departments.
7. Transtech has been instrumental in adopting electronic plan check workflows by using its own electronic plan check system to its various client City's Building & Safety and Public Works Departments at no additional cost. Transtech team has prepared and successfully implemented custom plan check portals for their client Cities and has delivered electronic plan checks throughout City Hall closures during COVID-19.
8. During electronic permit and plan check system implementations to its client Cities, Transtech staff worked closely with City Finance and IT Departments to implement electronic/online payment workflows, and provided training to City Staff to eliminate any service disruption.
9. Above tools and services have been implemented at no additional cost to our client Cities. This service will also be extended to new cities at no additional cost.
10. Virtual Inspections have been implemented on a case by case basis for occupied buildings and home inspections by our Building and Safety Department.
11. Building inspections continue for non-occupied structures.
12. We have set up designated toll-free numbers with assigned operators and email distribution lists for continuity of virtual government services.

Innovative and Advanced Technology: Transtech has integrated many technological assets into its services to provide most efficient and cost-effective service. We provide fully automated electronic plan submittal, checking and tracking. We provide this on our company portal, as well as offer same portal to our client cities on their web sites. As a result of recent impacts of Novel Covid-19 pandemic, we have also implemented issuance of permits for certain types of projects thru complete on-line submittal and review, and without direct face-to-face interaction with applicants. We have provided toll free numbers, video conference call with applicants to discuss any questions and review plans on common screens as necessary, set-up electronic/credit card payment options, and issued permits on-line.



- **Virtual Counter:** We offer virtual meetings with plan checkers. To explore the virtual plan check counter appointment calendar for one of the Cities, [click here](#). To see closing statement of virtual counter with an applicant, [click here](#).
- **Virtual Inspection:** We offer virtual inspections, [click here](#) to watch virtual interior inspection. For reroof, solar and rooftop equipment, inspections can be performed with the use of drones, [click here](#) to watch a drone inspection.
- **Electronic Plan Check:** Transtech provides Electronic Plan Check. [Click here](#) for a sample of our electronic plan check portal at one of our contract cities.

CIP Tracking and Reporting: Transtech maintains CIP Matrix and Schedule for various contract Cities. The CIP Matrix includes a detailed tracking info for each CIP, as well as a high-level project schedule status in bar chart format for various project phases. The CIP Matrix is updated at a minimum monthly, and project status is presented to City Management at management meetings, as well as to City Council when directed by the City Management. Following are copies of few sheets of a sample CIP Matrix and Schedule. Also, full CIP Program Tracking Data Base can be accessed by clicking on the following link: [SAMPLE CIP MATRIX](#)



**SAMPLE
5 YEAR
CIP MATRIX**

CITY OF WEST COVINA

2019/2024 Capital Improvement Projects (CIP)

Engineering Department



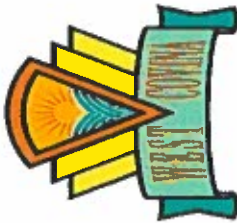
Revised on 1/15/2020

PROJ. NO	NO	PROJECT	RESPONSIBLE DEPARTMENT	STATUS	PROJECT BUDGET	BALANCE AS OF 7/31/19	FUND	PREVIOUS FY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	MILESTONES / UPDATES
B-1		JDA Access - Public Facilities	Engineering	Future Funded	\$400,000		CDBG			\$100,000	\$100,000	\$100,000	\$100,000	
B-2		Police - Forensic Lab upgrade Part 1	Police Dept	Future Funded	\$211,200		CP				\$211,200			
B-3		Police - Forensic Lab upgrade Part 2	Police Dept	Future Funded	\$93,500		CP						\$93,500	
B-4		Police - Forensic Lab upgrade Part 3	Police Dept	Future Funded	\$39,500		CP						\$39,500	
B-5		Fire Station 3 - Construction & Relocation	Fire Dept	Future Funded	\$3,500,000		CDBG						\$3,500,000	
B-6		Fire Station 1 & Headquarters Relocation	Fire Dept	Unfunded	\$13,870,000		Unfunded						\$13,870,000	
B-7		Fire Station 1 - Replace Emergency Generator	Fire Dept	Future Funded	\$30,000		CT			\$30,000				
B-8		Fire Station 1 - Gate & Fence Installation	Fire Dept	Future Funded	\$25,000		CT			\$25,000				
B-9		Fire Station 1 - Remodel Kitchen	Fire Dept	Unfunded?	\$27,000		N/A			\$27,000				
B-10		Fire Station 2 - Remodel Kitchen	Fire Dept	Unfunded?	\$42,500		N/A			\$42,500				
B-11		Fire Station 2 - Renovate Building	Fire Dept	Unfunded	\$1,100,000		Unfunded						\$1,100,000	
B-12		Fire Station 2 - Replace Flooring	Fire Dept	Future Funded	\$12,000		GF			\$12,000				
B-13		Fire Station 2 - Replace Roof	Fire Dept	Future Funded	\$78,500		GF			\$78,500				
B-14		Fire Station 3 - Demolish and Rebuild	Fire Dept	Unfunded	\$7,500,000		Unfunded						\$7,500,000	
B-15		Fire Station 3 - Remodel Kitchen	Fire Dept	Future Funded	\$36,000		GF			\$36,000				
B-16		Fire Station 3 - Replace Flooring	Fire Dept	Future Funded	\$10,000		GF			\$10,000				
B-17		Fire Station 3 - Replace Roof	Fire Dept	Future Funded	\$65,400		GF			\$65,400				
B-18		Fire Station 4 - Remodel Kitchen	Fire Dept	Future Funded	\$33,000		GF			\$33,000				
B-19		Fire Station 4 - Renovate Building	Fire Dept	Unfunded	\$8,850,000		Unfunded						\$8,850,000	
B-20		Fire Station 4 - Replace Flooring	Fire Dept	Future Funded	\$11,000		GF			\$11,000				
B-21		Fire Station 5 - Remodel Kitchen	Fire Dept	Future Funded	\$26,300		GF			\$26,300				
B-22		Fire Station 5 - Renovate Building	Fire Dept	Unfunded	\$3,520,000		Unfunded						\$3,520,000	
B-23		Fire Station 3 - Replace Roof	Fire Dept	Future Funded	\$40,750		GF			\$40,750				
B-24		Replace Fire Station Furniture	Fire Dept	Future Funded	\$12,000		GF			\$12,000				
B-25		Shadow Oak Community Center Renovation	Engineering/ Public Services	Future Funded	\$130,000		PDF G			\$130,000				
B-26		City Hall - Acoustical Ceiling Tiles Seismic Retrofit	Engineering/ Public Services	Future Funded	\$250,000		CT			\$250,000				
B-27		City Hall - Repainting Exterior	Engineering/ Public Services	Future Funded	\$400,000		CP				\$400,000			
B-28		Plain View Center - Roll-up Doors & Windows	Public Services	Future Funded	\$25,000		PDF B			\$25,000				
B-29		Corbett Senior Center - Update heating serving line in kitchen	Public Services	Future Funded	\$30,000		PDF E			\$30,000				
B-30		City Hall Parking Lot Resurfacing	Engineering	Unfunded	\$300,000		Unfunded			\$300,000				
B-31		Fire Station 5 Replace Emergency Generator	Fire Dept	Future Funded	\$40,000		CP			\$40,000				
B-32		New Permit Center & Kitchenettes remodel	Engineering/ Public Services	Future Funded	\$395,000		CP			\$395,000				
B-33		Fire Stations Floor Improvements	Fire Dept	Future Funded	\$28,000		CT			\$28,000				
B-34		Replace Emergency Generator at City Hall	Engineering/ Public Services	Future Funded	\$85,000		CT			\$85,000				



**SAMPLE
HIGH-LEVEL
CIP SCHEDULE
TRACKER**

CITY OF WEST COVINA
Capital Improvement Projects (CIP) Schedule
Engineering Department



Revised on 1/15/2020

Design Bid Advertisement / Analysis Award Construction Misc Coordination

Project No	Project	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
17003	Major Street Rehab - Cameron Ave																								
	Federal Project Closeout (Coordination with Caltrans)																								
17022	Upgrades for 2700 Azusa SWR Lift Station																								
	Long lead time material procurement																								
	Construction (including maintenance)																								
19006/18005	Major Street Rehab - Azusa Ave																								
	Review of project, Funding coordination/approvals on FTIP																								
	Design / Preparation of PS&E (Bid Package)																								
	Stake time (avoid winter months for construction)																								
	Construction Bid Advertisement / Award																								
	Construction																								
18032	Residential Street Rehab - Annual Prgm (FY 17/18)																								
	Construction Bid Advertisement / Award																								
	Construction																								
19003	Restroom Renovation at Senior Center																								
	Construction Bid Advertisement / Award																								
	Construction																								
19007	Contra Park Parking Lot-Citrus Entrance																								
	Design / Preparation of PS&E (Bid Package)																								
	Construction Bid Advertisement / Award																								
	Construction																								
19027	Blkte and Ped. Improvements (Storm Drain Imp. at Orangewood at Burness)																								
	Design / Preparation of PS&E (Bid Package) (Completed)																								
	Standby: Coordination with LA County to obtain storm drain permit																								
	Construction Bid Advertisement / Award																								
	Construction																								



Project Specific Schedule Approach: Transtech has a proven track record for completing projects on time. As part of our role as Project Managers is to develop, review, update and manage the project schedules and confirm that tasks are scheduled within reasonable and appropriate timeframes. We constantly review, monitor and update the schedule to confirm it is in compliance with the original schedule and that related coordination with external/3rd parties/regulatory agencies/utility companies, etc. are on track. If the look ahead schedule is not in compliance with the original schedule, we take appropriate actions to avoid potential delays. Our approach to Scheduling and Timely Completion of Project and Schedule Recovery includes having the contractor prepare a baseline schedule, which identifies the project scope, critical path, project milestones, target dates, phases and sequences of work, and activity durations. When significant activities show that they are slipping from the baseline, we work with the contractor to develop recovery plans.

Contract Administration Approach: For construction contract administration, we follow guidelines described in Caltrans Local Assistance Procedures Manual (LAPM). Maintaining complete and accurate files is a very important aspect of managing federally funded projects. Generally, whenever the local agency is unable to produce requested data or information, it is assumed by reviewing personnel that the required actions were either never performed or not properly recorded. Organized project files can minimize these negative assumptions. Organization and content of the project file is one indicator of effective and efficient management of the project by the resident engineer.

Community Information Approach: When requested, we can provide an effective public outreach, including setting up a construction information web site, toll free project call number, project e-mail, hold community information meetings, provide public information via e-mails on web sites. A sample view of one of our construction web-sites is provided (visit <http://www.washingtonblvdcommerce.com/>). We provide our on-site inspector(s) cell numbers to local residents and business owners impacted within the project area, on notices so that adjacent residents/businesses can directly contract us, and we will respond and mitigate concerns as feasible.

Initial Service Analysis: If selected by the City, within approximately 3 months of the approval of the contract, Transtech will complete a thorough review of existing City policies, ordinances, and conditions pertaining to relevant services, and perform an operational, service and quality assessment and efficiency review. Based on this review, we will provide any recommendations we may have for any improvements in service quality, efficiency, and effectiveness. Upon approval of a final recommendations, we will develop an implementation process and timetable and present a report to the City for review and consideration.

Performance Standards and Monitoring: Transtech will also develop and provide to the City monitoring information that shows achievement of the performance standards, and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires, interviews, and observations at the building counter and during building permit inspections and monthly statistical reports.

Training Program: We offer any City staff, who are involved in inspection, plan check and permit issuance, an option to participate in our training program for code updates and process, as well as ICC certification training.

Job Opportunity for Local Residents: If the City selects Transtech, we will seek applicants from local residents for employment possibilities at our firm and offer training for various administrative and technical support positions.



Timely and Accurate Invoicing: Transtech is on electronic staff time tracking and timecard system. Employees are required to enter their timecards on daily basis electronically. The timecards are reviewed at the end of the week by employees' direct supervisors, and then approved by Project Managers. Invoices are generated from the timecards, with backup timecards provided with the invoices.

1.7. SIMILAR PROJECTS

Per RFP, information requested in this section is as follows:

"List 5-7 projects completed or under construction in reverse chronological order for the last four years for which your firm provided professional services and which reflects the performance and abilities of the proposed team."



Washington Boulevard Widening and Reconstruction Project (\$30M): Transtech provided CM/CI/Resident Engineer, Inspector, Office Engineer Services. The project included widening and reconstruction of 2.7 miles of Roadway, Traffic Signals, Street Lighting, Landscape, Improvements at I-5 and at 710 Freeways ramps. The project was federally funded and was managed in compliance with Caltrans LAPM. The project was also a Caltrans Oversight Project. **AWARD:** This project was recognized as one of the projects of the year as part of the 2017 American Public Works Association (APWA) BEST Award, in the category of Transportation Projects.



Rosemead Boulevard Improvements Project (\$20M): Located in the City of Temple City, this was a Federally Funded project. Transtech provided construction management, resident engineer, inspection, labor compliance and office engineer services. The project included protected bike lanes, widening and reconstruction of 2 miles of roadway (including approx. 6,000 tons rubberized AC overlay). The project was federally funded and was managed in compliance with Caltrans LAPM.



26th Street Rehab and Metrolink Station (\$1M): This project was Federally Funded in the City of Commerce and included rehabilitation of 26th Street, and Metrolink Station parking lot rehab, station platform improvements, landscape and lighting. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services.



ATP Citywide Crosswalk and Pedestrian Safety Improvement Project (\$1.2M): Located in the City of Cudahy, this project included safe routes to school pedestrian safety improvements near schools and pedestrian activity centers. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services.



Eastern Avenue Rehab Project (\$1.5M): Located in the City of Commerce, this project was funded thru City's Measure AA Funds. The project involved Full Depth Reclaimed Pavement Rehabilitation. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services. **AWARD:** This project was recognized as one of the projects of the year awards as part of the 2017 Outstanding Local Streets and Roads Project Award Program in the Category of Roads for Efficient & Sustainable Road Maintenance, Construction & Reconstruction Projects.



Middleton Street Elementary School Safe Routes to School Improvements Project (\$500K): Located in the City of Huntington Park, this project was part of the Safe Route to School program and included pedestrian safety improvements, bulb outs, ADA compliant PCC curb ramps, sidewalk improvements, updated signage, striping and markings. Transtech prepared the PS&E, as well as provided construction management, resident engineer, inspection, labor compliance and office engineer services.



Cactus Avenue and Nason Street Improvements and 135' Span Bridge Project (\$21M): This project was part of the State Local Partnership Program SLPP Grant in the City of Moreno Valley (\$21M). Transtech provided construction management, resident engineer, inspection, and office engineer services. **AWARD:** This project was recognized with a project achievement award by the Construction Management Association of America (CMAA) for Construction Management Services under the PW for \$11M-\$50M projects.



Parking Lot Improvements Projects (\$550K): Located in the City of Temple City, this project included new parking lot signage, asphalt resurfacing, construction of trellis, new lighting, electrical vehicle charging station infrastructure, landscaping, and drainage. Transtech provided design, construction management, and inspection services.



Bogert Trail Bridge Widening Project (\$5M): Located in the City of Palm Springs, this project was a Federally Funded project. Transtech provided construction management, resident engineer, inspection, labor compliance and office engineer services. The project involved bridge widening, retrofit, and beautification elements.

References are provided in Proposal Section 1.5. REFERENCES.

1.8. ADDITIONAL COMMENTS REGARDING FIRM'S QUALIFICATIONS

Community Involvement: Supporting civic and community activities demonstrates Transtech's commitment to the progress, health, and well-being of the communities we serve. This is something that we take pride in as a company. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events. This could include involvement or presence at City programs or events, supporting local businesses through the chamber, youth events, hosting workshops, sports, scholarship opportunities, community service, managing homelessness challenges, public safety, crime prevention, or any other community benefit that the City wishes us to be a part of. Our goal is not just to serve as an engineering consultant which is what we are best at, but also in being an active partner with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in. **Below are some recent CBE programs we have started, facilitated and/or were part of.**



TEMPLE CITY YOUTH COMMITTEE PEDESTRIAN SAFETY BOOTH The Transtech Team volunteer their time and at no cost to the City prepared traffic safety brochures working together with the youth committee to educate the community about road safety for motorists, pedestrians, and cyclists. This particular event was held to coincide with another City event to be able to capture many community members. Transtech joined the three Temple City Youth Committee in hosting the booth that focused on pedestrian safety and included surveys for the community to fill out related to the types of traffic improvements they would like to see

around the City, their frequency of using different modes of transportation (walking, cycling, driving), and other traffic related questions.



EMBRACING LATINA LEADERSHIP ALLIANCES (ELLAS) Transtech annually hosts engineering workshops at the ELLAS Annual Empowerment Conference. The workshop is aimed to encourage students to pursue an academic career in a STEM field. Our team shares their personal experiences in college majoring in Civil Engineering as well as their transition to their careers. The workshop is to empower young women in the community to advocate for themselves and others while making positive life choices. Transtech is a big supporter of the Embracing Latina Leadership Alliances (ELLAS) organization and has worked in partnership with this nonprofit for almost a decade through volunteering and mentoring.



GIRLS LEADERSHIP AND MENTORING (GLAM) WORKSHOP AT BELL'S MAGNOLIA SCIENCE ACADEMY The Transtech Team volunteered their Saturday to be part of an incredibly impactful and inspiring panel of women at the 6th Annual GLAM Workshop. Hosted by Magnolia Science Academy in the City of Bell, the workshop included young women between the ages of 10 and 17. The purpose of the workshop is to empower young women to advocate for themselves and others while making positive life choices so they can become the leaders we all know they can be!



HIGH SCHOOL ENLISTEE RECOGNITION CEREMONY THROUGH "OUR COMMUNITY SALUTES" Transtech was honored to be part of the High School Enlistee Recognition Dinner Ceremony through the nonprofit organization "Our Community Salutes". The Ceremony took place in Pico Rivera. It recognized and honored high school enlistees and their commitment to military service as well as provided parents and guardians of enlistees with community support as their son or daughter transition into military service.

1.9. EXCEPTIONS TO THE CITY'S PROFESSIONAL SERVICES AGREEMENT

Following are comments we received on the contract from our insurance agency for City's review. If selected by the City, we will appreciate a discussion with the City's contract administrator to discuss the final contract language.

C. **Time for Performance.** Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence. City agrees that Consultant shall not be responsible for delays caused by factors beyond the Consultant's reasonable control including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of City to furnish timely information or approve or disapprove of the Consultant's services or work product promptly, or delays caused by faulty performance by City or by City of any level.

When such delays beyond the Consultant's reasonable control occur, City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of this Agreement.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement. Notwithstanding any provision to the contrary in this Agreement, Consultant shall not be restricted from disclosing any information that is reasonably necessary for Consultant to disclose: (1) to Consultant's employees, subcontractors, and the General Contractor and subcontractors; if appropriate, or information in whatever form that is in the public domain; or (2) as part of the procurement and public entity approval process; or (3) if required as required by law or compliance with an order to provide information or data when such an order is issued by a court, administrative agency or other legitimate authority; or (4) if reasonably necessary for Consultant to defend itself from any legal action or claim.

9. INDEMNIFICATION, HOLD HARMLESS, AND DUTY TO DEFEND.

A. **Indemnity for Design Professional Services.** To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, protect, indemnify, and hold harmless City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, fines, and losses of any nature whatsoever, including reimbursement of reasonable fees of accountants, attorneys, or other professionals, if the services of such other professionals is deemed reasonable by a court of competent jurisdiction or by agreement of the parties, and all costs associated therewith and reimbursement of reasonable attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to, the extent found to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2762.8(c).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnities, Consultant shall be fully responsible and indemnify, and hold harmless and defend the Indemnitees from and against any and all Claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to, the extent found to arise out of, pertain to, or relate to the negligent acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by court decision or by the agreement of the Parties.

D. **Primary and Non-Contributing.** The General Liability and Automobile Liability insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance

B. **Consultant's Cooperation.** In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires. Notwithstanding the foregoing, Consultant's assistance and/or participation shall be given to City only if authorized by Consultant's insurance carrier(s) and/or legal counsel.

16. **NOTICES.** ANY NOTICE, CONSENT, REQUEST, DEMAND, BILL, INVOICE, REPORT OR OTHER COMMUNICATION REQUIRED OR PERMITTED UNDER THIS AGREEMENT SHALL BE IN WRITING AND CONCLUSIVELY DEEMED EFFECTIVE: (A) ON PERSONAL DELIVERY; (B) ON CONFIRMED DELIVERY BY COURIER SERVICE DURING CONSULTANT'S AND CITY'S REGULAR BUSINESS HOURS OR (C) THREE BUSINESS DAYS AFTER DEPOSIT IN THE UNITED STATES MAIL BY FIRST-CLASS CERTIFIED MAIL, RETURN RECEIPT REQUESTED, POSTAGE PREPAID, AND ADDRESSED TO THE PARTY TO BE NOTIFIED AS SET FORTH BELOW.

31. **ATTORNEYS' FEES.** IN ANY LITIGATION OR OTHER PROCEEDING BY WHICH A PARTY SEEKS TO ENFORCE ITS RIGHTS UNDER THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR BOTH) OR SEEKS A DECLARATION OF ANY RIGHTS OR OBLIGATIONS UNDER THIS AGREEMENT, THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER ALL ATTORNEYS' FEES, EXPERTS' FEES, AND OTHER COSTS ACTUALLY INCURRED IN CONNECTION WITH SUCH LITIGATION OR OTHER PROCEEDING, IN ADDITION TO ALL OTHER AS PART OF TOTAL RELIEF TO WHICH THAT PARTY MAY BE ENTITLED AS DETERMINED BY A COURT OF COMPETENT JURISDICTION OR AS AGREED UPON BY THE PARTIES IN SETTLEMENT.



Transtech is not aware of any potential or known conflict of interest regarding this RFP and/or the City of Maywood., Also, per the RFP, the selected proposer may not accept or perform engineering, survey or development work within the City's boundaries from individuals or organizations not directly and organizationally related to the City of Maywood during the life of the contract.



Below is Transtech W-9 as requested by the RFP:

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. TRANSTECH ENGINEERS, INC.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	☐ Individual/sole proprietor or single-member LLC	
	☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions. 13367 BENSON AVENUE		Requester's name and address (optional)
6 City, state, and ZIP code CHINO, CA 91710		
7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
Social security number OR Employer identification number 9 5 - 4 3 1 4 7 4 5		
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person ▶	Date ▶ 4/1/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Attachment C

NON-COLLUSION AFFIDAVIT

COUNTY OF LOS ANGELES

I am the Principal of TRANSTECH Engineers, the party
 (Title) (Proposer Name)
 submitting the foregoing Proposal ("the PROPOSER"). In connection with the foregoing submitted
 Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
 2. The Proposal is genuine and not collusive or sham.
 3. The PROPOSER has not directly or indirectly induced or solicited any other PROPOSER to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other PROPOSER or anyone else to put in sham Proposal, or to refrain from submitting this Proposal.
 4. The PROPOSER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the price, or that of any other PROPOSER, or to fix any overhead, profit or cost element of the price or that of any other PROPOSER, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
 5. All statements contained in the Proposal and related documents are true.
 6. The PROPOSER has not, directly or indirectly, submitted the price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
- Any person executing this declaration on behalf of a PROPOSER that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

Executed this 26th day of June, 2020 at Chino.
 (City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: 
 Printed Name: Ahmad Ansari, PE
 Title: Principal



AHMAD ANSARI, PE, Contract Principal

Mr. Ansari, a Principal at Transtech, provides any contractual or technical support and QC/QA if and when needed. Mr. Ansari has over 30 years of past experience in City and County Public Works and has worked at several municipalities in Southern California at executive management level:

- City of Moreno Valley- Public Works Director/City Engineer
- City of Rialto- Public Works Director/City Engineer
- City of Perris- Public Works Director
- City of Pomona- Deputy Public Works Director/Assistant City Engineer

He has managed full-time staffing levels of up to 123, and served as the responsible in charge of numerous multi-disciplinary teams dealing with the business of public works including:

- Capital Improvement Program project management and delivery
- Real Property/Right of Way acquisition and management
- Traffic and Transportation engineering
- Private Development/Entitlement process review and approval
- Maintenance and Operations including roads, storm drains, sewers, parks, facilities, traffic signals, signs/stripping, fleet
- Special Districts, Landscape/Lighting Assessment
- Electric Utility
- Participation in Economic Development/Job Creation incentives through effective infrastructure improvements

EDUCATION

- BS Civil Engineering & Architecture, USC
- Resident Engineer Academy, Caltrans
- Real Estate

REGISTRATION

- Registered Civil Engineer
- Licensed Real Estate Broker

HIGHLIGHTS

- 33 years of past experience in City and County Public Works
- City of Rialto – Interim City Manager
- County of Orange Public Works- Administrative Manager
- City of Moreno Valley- Public Works Director/City Engineer
- City of Rialto- Public Works Director/City Engineer
- City of Perris- Public Works Director
- City of Pomona- Deputy Public Works Director/Assistant City Engineer
- City of Burbank- Senior Civil Engineer

Most recently, he served as Interim City Manager at City of Rialto. Prior, he managed the Orange County Public Works' 7-year Capital Improvement Program comprised of roads, flood and bikeway improvement projects throughout the County.

He has a broad knowledge of local government operations, including preparation and presentation of agenda reports to advisory boards, commissions and city councils. He is well versed in public outreach and interaction with citizenry groups, committees and stakeholders. Mr. Ansari has excellent working relationship and rapport with regional and sub-regional governmental/regulatory agencies. He has represented cities/county at League of California Cities, CSAC/CEAC organizations, and APWA.

Public Works and City/County Engineering past positions held

- County of Orange- Administrative Manager II
- City of Moreno Valley- Public Works Director/City Engineer
- City of Rialto- Public Works Director/City Engineer
- City of Perris- Public Works Director
- City of Pomona- Deputy Public Works Director/Assistant City Engineer
- City of Burbank- Senior Civil Engineer

Multi-Million-Dollar/Complex Infrastructure Projects Managed***County of Orange- Public Works, Roads-***

- Crawford Canyon Rd (Construction Phase)
- Edinger Bridge Replacement (Construction Phase)
- Hazard Ave Bikeway (Planning/Public Outreach Phase)
- Oso Pkwy/Antonio Intersection (Planning/Design Phase)
- Oso Pkwy/SR-241 Toll Rd Bridge (CM Augmentation/Bidding)
- Brea Cyn Rd Widening (Planning/Funding)



- Live Oak/Trabuco Rd Safety Improvements (Design/Bidding)
- Santiago Cyn Rd Safety Improvements (Planning/Public Outreach)

County of Orange- Public Works, Flood-

- Lane Channel Improvements (Design/Bidding)
- Fullerton Creek Ph. 1 (Construction)
- San Juan Creek Ph. 4,5,6 (Construction)

City of Moreno Valley- Public Works

- Nason/SR-60 freeway Interchange
- Moreno Beach/SR-60 freeway Interchange
- Theodore/60 freeway Interchange
- Heacock Channel
- Morrison Park Fire Station
- City's Corporate Yard Administration Building
- Reche Vista Realignment
- Nason Extension/Cactus Widening
- Traffic Management Center

City of Rialto- Public Works

- Riverside/I-10 freeway Interchange
- Pepper Ave Extension and Pepper/I-210 freeway Interchange
- Rialto City Park
- Veterans memorial Park
- Jerry Eaves Park
- Riverside Ave Fire Station
- Renewable Energy/Power Generation at Wastewater Treatment Plant
- Foothill Blvd Improvements
- Iconic Bus Shelters Citywide

City of Perris- Public Works

- Perris Blvd Resurfacing
- Ramona Expwy Raised Medians, Landscaping and Resurfacing
- City Council Chamber Renovation

City of Pomona- Public Works

- Mission Blvd Resurfacing and Parkway Landscaping
- Mission/SR-71 Grade Separation
- Variety of Water Bond Utility Improvements

City of Burbank- Public Works

- Five-Points (Burbank/Victory Blvd's) Intersection Realignment
- Former Lockheed Building 85 Acquisition, Hazardous Waste Abatement and Demolition
- Glenoaks Blvd Resurfacing
- Magnolia Blvd Streetscape/Street Furniture Improvements



MOHAMMED MOSTAHKAMI, PE, Sr. Engineer

Mr. Mostahkami has over 35 years of experience and has worked for various Public Agencies as Public Works Director, City Engineer, Project Engineer, Plan Checker, Designer, including for the Cities of

- Downey, Public Works Director
- South Gate, Sr. Engineer, City Engineer, Public Works Director
- Arcadia, Civil Engineer

He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

City of Downey, CA

Director of Public Works 2014 - 2018

Provided oversight, support and direction of the operation of the Public Works involving engineering, construction, operation and maintenance of water production and distribution, maintenance of sewer lines and storm drains, administration of street sweeping activities and management of solid waste disposal, and weed abatement, the operations of street maintenance, equipment maintenance and facilities upkeep, the operation of the Engineering Division including Traffic Engineering, Office Engineering and Capital Improvements, beverage and oil recycling program, directed the compilation of reports, technical studies and research activities. Prepared the Departmental Annual Budget, review maintenance schedules and methods of performance, directed training activities; promoted safety programs and safe work practices, advised on personnel recruitment and reviewed performance evaluations, , participated in a public Works and other internal and external Committees, Commissions meetings as necessary, conferred with developers, businesses and residents on respective matters, developed short and long range department goals and objectives, policies and procedures, oversaw compliance of City's NPDES and TMDL compliance regulations , oversaw development and implementation of public improvements associated with developments, participated in various community functions , secured grants from Federal, State, Metro, etc., performed other related duties as assigned,.

EDUCATION

- MS and BS Civil Engineering

REGISTRATION

- Registered Civil Engineer

HIGHLIGHTS

- 35 years of past experience in City Engineering
- Was Active member of Metro Technical Advisory Committee, Gateway Cities Council of Government Transportation Committee, I-710 Major Corridor Technical Advisory Committee and Gateway Water Management Authorities
- Extensive experience management of Federal, State Metro and other grant funded Public Works and Parks projects
- Extensive experience in preparation of 5 year CIP and annual operating budget and administration
- Extensive experience in management and administration of traffic control system, traffic signal synchronization, traffic calming and traffic safety enhancement
- NPDES and TMDL Compliance activities

City of South Gate, CA

Director of Public Works/ City Engineer 2010 - 2014

Provided oversight, support and direction of the operation of the Public Works involving engineering, construction, operation and maintenance of water production and distribution, maintenance of sewer lines and storm drains, administration of street sweeping activities and management of solid waste disposal, and weed abatement, the operations of street maintenance, equipment maintenance and facilities upkeep, the operation of the Engineering Division including Traffic Engineering, Office Engineering and Capital Improvements, beverage and oil recycling program, directed the compilation of reports, technical studies and research activities. Prepared the Departmental Budget, reviewed maintenance schedules and methods of performance, directed training activities; promoted safety programs and safe work practices, advised on personnel recruitment and reviewed performance evaluations, performed other related duties as assigned, participated in various community functions and outside Committees, secured grants from Federal, State, Metro, etc.



experience

- Secured over \$60 million in SR2S, HSIP, Measure R and M Metro Early Action Call for project, AQMD and other grant funds.

City of South Gate, CA

City Engineer 2002 – August 2010

Responsible for day to day operation of the engineering division including planning, directing, organizing, coordinating, supervising, and reviewing the functions, programs and projects of the engineering divisions; assisted in the General Plan Circulation Element update, prepared RFQ, RFP and Consultant Agreements, selected, supervised and evaluated consulting services, reviewed subdivision and land developments, addressed citizen complaints and inquiries, coordinated public works activities with other City departments and outside agencies, involved in right of way acquisition for a major intersection widening project, completed CIP projects including but not limited to: streets, sewers lighting, water main replacement and upgrade, wells and reservoirs, drainage system, traffic signal ,etc. participated in various community functions and outside committees, secured Federal , State , and County grants, assumed functions of Director of Public Works during his absence, etc.

City of South Gate, CA

Assistant City Engineer 2001 -2002

Responsible for planning, directing, organizing and supervising civil engineering work, implementation of CIP projects, preparation of operating budget and CIP, preparation of RFQ, RFP, agreement, resolution, ordinance, agenda reports and recommendations for City Council, securing Federal, State , Metro,... grants; responding to citizen inquiries and concerns, promoting staff development and motivation, review of major development EIR and other CEQA documents, coordinating public works activities with other City departments and outside agencies, participating in selection and training of division personnel, etc.

City of South Gate, CA

Senior Civil Engineer 1997-2001

Under general direction of the Director of Public Works reviewed and supervised preparation of engineering plans and specifications for construction of public works projects, managed and administered construction contracts, supervised and participated in development of plans, specifications, estimates and work orders for public works construction projects, supervised work of subordinate engineering personnel, prepared reports and recommendations as appropriate, prepared RFQ, RFP and Agreement for Federal and State funded project consultants and prepared public works conditions of approval for multiple residential, commercial and industrial developments.

City of Arcadia, CA

Assistant City Engineer 1994- 1997

Responsible for : planning, directing, organizing and supervising civil engineering work, NPDES compliance activities, preparation of Pavement Management System, Sewer and Drainage Master Plan, overseeing design and construction inspection of CIP projects, traffic engineering , preparing conditions of approval for development, reviewing tract and parcel maps and development plans, securing and administering various grants, preparing CIP and annual budget, selecting and training of division personnel, preparing agenda reports,...

City of Arcadia, CA

Senior Civil Engineer 1991 - 1994

Under general direction of the City Engineer and Director of Public Works managed the Engineering Division. Coordinated work with other departments, public and



private agencies and consultants. Performed office and field engineering work, prepared special studies and reports for City Council, oversaw capital improvement program and acted as Assistant City Engineer.

City of Arcadia, CA

Associate Civil Engineer 1989 - 1991

Coordinated engineering work with other departments, public and private agencies and consultants, performed complex professional and technical office and field engineering work, evaluated, developed and implemented various engineering and department procedures, etc.

City of Arcadia, CA

Assistant Civil Engineer 1985 - 1989

Performed professional engineering work in connection with a wide variety of civil engineering projects, prepared plans, specifications and administered various public works projects, reviewed projects to determine scope and preliminary project costs, prepared plans to provide project concept and criteria for field inspection and final estimates, prepared design plans and specifications, contract documents, estimates and reports for streets, sewers and storm drains and performed hydraulic studies for sump pumps and drainage areas.



CARLOS A. PINEDA, PE, QSD, QSP, LEED, Sr. Engineer/Project Manager

Mr. Pineda has over 35 years of experience in civil engineering and project management. He has extensive experience working for both private and public sectors.

Mr. Pineda has participated on numerous multi-disciplinary teams dealing with the planning and development of civil and traffic engineering, urban and rural development, and public works projects. He has served as Principal Project Manager for a variety of projects.

Public works design experience covers a wide variety of projects, including the improvement of major arterials, secondary highways and collectors, flood control and drainage projects, water and waste water projects, ADA retrofit, and safe routes to school projects. He has a good understanding and knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

EDUCATION

- MS, Civil Engineering (Structures) California State University, Long Beach, California
- BS, Civil Engineering (Cum Laude) Virginia Polytechnic & State University, Blacksburg, Virginia
- MBA, Business Administration University of Phoenix, Foothill Ranch, California

Private sector design experience covers a wide range of projects including residential master planned communities and "in tract" residential improvements. In-tract residential improvements included the design and construction of domestic and reclaimed water infrastructure to serve the new developments.

He has been responsible for the management of a variety of projects, including close coordination with clients and with engineering staff, execution of projects, submittal of the deliverables and meeting the budget and schedule established in the Contracts. He supervised project managers, engineers and designers in the preparation of Plans, Specifications and Estimates for the construction of Civil Engineering projects, including residential subdivisions, school facilities, public works projects and community parks. He provided Quality Assurance and Quality Control for the Projects. He has also provided engineering support during the Construction Phase of the projects, including responding to RFI's, plan revisions, review of submittals etc.

REGISTRATION

- Registered Civil Engineer
- QSD, Qualified Stormwater Pollution Prevention Plan Developer
- QSP, Qualified Stormwater Pollution Prevention Plan Practitioner
- LEED Accredited Professional, U.S. Green Building Council

Examples of projects representative of his diversified project experience includes:**Staff Augmentation:**

Provided Staff Augmentation support to various Cities, including Pomona, Irvine, Laguna Woods, Village Park, La Habra, which included project management, engineering support, plan checking for permit applications, construction support, project closeouts, grant reimbursements, city council staff report preparation and presentations. and other service as needed.

Roadway Infrastructure Projects

- Butterfield Stage Road Phase III Improvements, Temecula.
- Lincoln Park ADA and Landscape Improvement Project, Pomona.
- Cress Street Sidewalk and Retaining Wall Improvements, Laguna Beach.
- Queda Way Drainage and Retaining Wall Improvements, Laguna Beach.
- Village Pond Park Improvements, Lake Forest
- Los Serranos Infrastructure Improvements -Safe Routes to Schools Program Phase 3, Chino Hills
- Cerritos Avenue Widening Project, City of Cypress.
- SR2S Hermosa View Improvements, Hermosa Beach

HIGHLIGHTS

- Work in the planning and design and construction of residential communities in Camarillo, Irvine, Pomona, Anaheim, Newport Beach and Los Angeles.
- Work in the design and



construction of several Public Works transportation Projects throughout Southern California.

- Retaining Wall Improvements – Moulton Parkway, County of Orange
- Mermaid St. Sidewalk and Retaining Wall Improvements, Laguna Beach
- Parking Lot Reconstruction and ADA Improvements - Carmelitos and Harbor Housing Developments, County of LA - Community Development Commission
- Mater Dei High School Athletic & Aquatic Complex, Santa Ana, The Austin Company
- 9th Street Span Elementary School, Quatro Design Architects, City of Los Angeles, LAUSD

Water/Waste Water Infrastructure Projects

- Village at The Park Residential Community, Domestic Water and Sanitary Sewer Infrastructure, Camarillo, DR Horton
- Portola Parkway Infrastructure Improvements, Domestic and Reclaimed Water Capital Facilities, Irvine, The Irvine Company
- Jeffrey Parkway Infrastructure Improvements, Domestic and Reclaimed Water Capital Facilities, Irvine, The Irvine Company
- Citywide Sanitary Sewer Improvements Project Group 5, Lincoln Ave -between Gilbert St. and Magnolia Ave, Anaheim
- Avella Apartments, Domestic Water and Reclaimed Water Improvements serving 485 residential units, Irvine, The Irvine Company
- Construction Technology Building and East Parking Structure, Domestic Water and Fire Water Services, City of Los Angeles, LAUSD
- Newport Coast Phase IV Residential Community, Domestic Water Facilities, County of Orange, The Irvine Company
- Shady Canyon Village, Domestic and Reclaimed Water Infrastructure Facilities, Irvine, The Irvine Company

His prior experience with other professional firms includes:

- Stantec (former VA), Senior Project Manager
- CivilSource (Presently NV5), Director of Engineering
- PENCO Engineering Inc., Director of Engineering
- Tetra Tech Engineering, Inc. (former CDC Engineering), Senior Project Manager
- NBS Lowry, Project Engineer / Project Manager
- Adams Streeter, Project Engineer / Project Manager
- City of Irvine – Community Development Department, Associate Engineer
- Los Angeles County Department of Public Works, Senior Civil Engineer
- Pullman Power Products, Redline Field Engineer
- Fluor Corporation, Structural Engineer



JANA ROBBINS, PTP, RSP, Traffic and Transportation Engineering and Planning, Review Oversight

Ms. Robbins has approximately 24 years of experience in the field of traffic and transportation engineering and planning. Ms. Robbins serves as the Transtech representative for Traffic Engineering Services at various Cities, prepares traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies, responds to requests from Public and City Officials and attends Traffic Commission, Planning Commission, City Council Meetings as well as Design Review Board meetings. On behalf of client Cities, she reviews traffic impact studies and parking analysis submitted by developers, and represents contract Cities at Commission meetings when these projects are reviewed. She works directly with staff in the departments of public works, planning, engineering and community development at each client city. She also contacts, meets with residents representing city staff in assisting in the resolution of local traffic problems and concerns. After meeting with residents, she prepares and presents reports and recommendations to various city staff and agencies. She has also attended community forums and neighborhood block meetings to discuss and answer questions about current and future traffic conditions. She also prepares traffic impact studies for development projects in Southern California, which involves the coordination with developers, as well as local and regional agencies. She has developed traffic models and performed impact analyses utilizing state-of-the-art software.

EDUCATION

- Business Administration, California State Polytechnic University
- Classes and Seminars Through ITE Professional Development
 - Traffic Operations Studies
 - Traffic Safety
 - Traffic Control Devices
 - Elements of Design
 - Transportation Management

REGISTRATION

- Professional Transportation Planner (PTP) #479
- ITE Member

EXPERIENCE HIGHLIGHTS

- 24 years of experience.
- Serves as Transtech representative for Traffic Engineering Services at various Cities.
- Extensive experience in preparing traffic safety and calming studies, stop and signal warrants/studies and traffic impact studies and parking analysis
- Extensive experience in handling requests from Public and City Officials.

Her project experience includes:

- **City of Alhambra, Contract Traffic Engineering Support:** As part of Transtech's Municipal Services Contract, Ms. Robbins serves as the Transtech representative for Traffic Engineering Services. In this capacity she prepares traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, responds to City requests, citizen complaints and attends Traffic Commission meetings. She also reviews traffic impact studies submitted by developers, provides traffic study guidelines (scoping) to consultants preparing TIA's and represents the City at planning commission and council meetings when these projects are reviewed and presented. Part of her duties also includes assessing safety for pedestrians, buses and bicycles by reviewing master plans completed for transit and bicycles as well as safe walk to school routes.
- **City of Commerce, City of Monterey Park and City of Temple City; Contract Traffic Engineering Support:** As part of Transtech's Municipal Services Contract, Ms. Robbins serves as the Transtech representative for Traffic Engineering Services. In this capacity she assists the City Engineer with traffic safety requests, reviews and prepares traffic scoping documents for new developments, reviews traffic impact studies submitted by consultants to the City and provides comments for areas of concern as the Cities representative. She also attends meetings with potential developers, development services department and engineering staff representing traffic engineering.
- **Preparation of Traffic Impact Studies (TIA):** These studies are prepared to assess transportation impacts of proposed developments and to determine the changes in traffic and traffic control devices that will be needed in the future with the added development or land use change. The preparation of TIA's includes; Identification of impact mitigation plans, coordination with City or agency planning and traffic engineering departments. This includes the supervision of field technicians and in the field collection of traffic related data, preparing a local traffic model, conducting a level of service analysis at each study intersection and street segment, identification of mitigation measures and

- Extensive experience in presenting projects at Traffic and Transportation Commission, Planning and Council meetings.

report preparation. Some sample project's that Ms. Robbins has been responsible for preparing include:

- University of Riverside – West Campus Study
- Cal State San Bernardino – Campus Expansion Project
- Industry East - Development of 6 Million Square Foot Industrial Park for the City of Industry
- Arrowhead Springs Specific Plan TIA
- Private Development Projects TIA's:
 - Shandin Hills – 250 Single Family Housing Tract in San Bernardino
 - GFR Housing – 160 Single Family Housing Tract in San Bernardino
 - Apple Valley Plaza – Shopping Center with Movie Theater in Apple Valley – Parking Occupancy and TIA
 - Big Bear Plaza – Shopping Center in Big Bear Lake
 - Quartz Hill – Shopping Center and Housing in Quartz Hill LA County
 - Baker – Carl's Junior fast food in Baker CA
 - East Valley Water District – Corporate Yard in San Bernardino
 - Laguna Beach Corporate Yard – City of Laguna Beach
 - City of Industry – MRF facility, Park and Ride
 - City of Montebello – Park and Ride
 - El Segundo Self Storage in El Segundo
 - Loma Linda Housing in Loma Linda
 - Queen of Angels Church – Riverside
 - Condo Development project – San Gabriel
 - City of Palmdale – Residential Mixed Use TIA
 - City of Corona – Commercial Center, Industrial Center
 - City of Anaheim – Car Wash, Gas Station and Market
 - City of Chino – Andy's Burgers
- Traffic Impact Reports for Master Plans and Specific Plans for City Clients:
 - Master Plan of City of San Juan Capistrano Downtown Area
- CMP Traffic Monitoring Program:
 - City of Alhambra
 - City of Inglewood
 - City of Compton
 - City of Temple City
 - City of Huntington Park
- Engineering and Radar Speed Survey for Various Cities: This task included the radar field survey, field observations, and calculation of 85th percentile speeds, preparation of overall city maps and preparation of final report. Various Cities some of which include:
 - City of Inglewood
 - City of Long Beach
 - City of Alhambra
 - City of Lynwood
 - City of Upland
 - City of Bell
 - City of Hacienda Heights
 - City of Commerce
 - City of Malibu
 - City of Santa Monica
 - City of Culver City

Jana is Certified Radar Technician by the Rio Hondo Police Department
- School Site Review: This task includes the observation and analysis of school



sites as related to traffic and safety. This includes suggesting drop off/pick up procedures for parents and buses, driveway assessment and signage, field review of existing signing, striping, school drop off, pick up, school crosswalks, sidewalks, crossing guard locations and the identification of future measures that will improve the traffic safety. Some schools included:

- Ganesha Elementary in Pomona
- Emery Elementary in Alhambra
- Montvue Elementary- Pomona Unified School District
- Alhambra High School in Alhambra
- Mark Keppel High School in Alhambra
- Benton Middle School- La Mirada School District
- City of Alhambra – City-wide as needed
- City of Temple City – 6 schools for funding and City-wide as needed
- City of Huntington Park – City-wide as needed
- City of Torrance – 32 schools SRTS assessment
- City of Commerce – 4 schools
- City of Baldwin Park – 12 schools
- City of Rosemead – 3 schools
- **General Plan Updates, Circulation Elements and TIA:** Preparation of circulation element and TIA for the City's General Plan update. Identification of impact mitigation plans, coordination with the City planning and traffic engineering department and Caltrans. This included the supervision of field data, traffic modeling, level of service analysis, identification of mitigation measures and report preparation.
 - City of San Bernardino
 - City of Calimesa
- **Parking Occupancy Studies for Various Cities and Developers:** This task included conducting existing inventory counts in the field and developing future demand for parking models, preparing shared parking analysis, preparing parking variance reports for developments, accumulation and generation reports. Reports have been prepared for a variety of developers for shared parking or variance needs or for traffic calming needs in housing tracts. Sample projects include: City Lawndale – entire City to assess the probability of a residential permit district; City of Inglewood for deficient parking in residential areas; Apple Valley Plaza for parking variance, City of Alhambra for public parking structures, Huntington Park general on-street parking occupancy and parking policy, and various private developments to look at parking occupancy and demand.
- **Specialty Studies: Travel Time and Delay, License Plate Studies, Pedestrian Movement Studies, Bicycle Usage Studies, Truck Movement Studies, On Street Parking Assessment in Commercial Districts, Assessment of Cut-Thru Traffic for various Agencies and Private Developers.**
- **Preparation of the Traffic Portion of HSIP, SR2S, TIGER Grants and CALL for Projects Funding Applications and PSRE documents:** Following is a list of successful grant applications:
 - City of Alhambra – Valley Blvd Median Projects, Pedestrian Safety Grants
 - City of Huntington Park – ATP 2 and ATP 3
 - City of Cudahy – ATP 3 and HSIP
 - City of Inglewood – Crenshaw S Curve Project, Century Blvd Gateway Project
 - City of Carson – Avalon Freeway Ramp Improvements
 - City of Commerce – Washington Blvd Improvements, Atlantic Blvd Goods



Movement

- City of Hermosa Beach – Traffic Signal Upgrades
- City of Bellflower – Bellflower Blvd Traffic Calming Measures
- City of Temple City – Safe Route to School, Bike Route Plans, HSIP

As a Traffic consultant Ms. Robbins is called upon to complete a variety of traffic reports and research interacting with developers, community members, architects, Cities Public Works Departments, City Community Development Departments, Planning Departments, Counties Public Works, Traffic and Lighting, Regional Planning and Caltrans at local and regional levels. Some of the Traffic Manuals and reference materials that Ms. Robbins works with on a daily basis include:

- ITE Trip Generation Manual
- California Edition Manual of Uniform Traffic Control Devices (CAMUTCD)
- A Policy on Geometric Design of Highways and Streets (AASHTO)
- Highway Capacity Manual (HCM)

California Vehicle Code (CVC)



KAREN VIGIL, PTP, EIT, Associate Civil Engineer, Traffic & Transportation Analyst

Ms. Vigil has approximately 7 years of experience in Transportation and Traffic Engineering, and Grant Writing. She has worked in the Public Works Department and Building and Safety Department and assists in the preparation of staff reports, contract administration, RFP preparation, bid analysis, budgeting, traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies, and responding to requests from Public and City Officials. She also prepares grant applications for transportation related projects including detailed figures, diagrams, and exhibits. She has helped facilitated about \$15 million in funding for clients' public works and transportation improvement projects

Examples of her project experience includes:

Public Works Department Experience (2016-2017)*Rosemead-Assistant City Traffic Engineer*

As part of Transtech's Municipal Services, Ms. Vigil worked for one year in the City of Rosemead as assistant to the Public Works Director and City Engineer. Her tasks included the following:

EDUCATION

- BS, Civil Engineering, Cal Poly Pomona 2013

REGISTRATION

- Professional Transportation Planner (PTP)

HIGHLIGHTS

- Serves as a Traffic Analysts and Associate Engineer for several Traffic Authorities and Traffic Commissions.
- Serves as assistant to City Engineer and Public Works Director preparing budgeting, contract management, staff report writing, and misc. items.
- Bilingual in both written and spoken Spanish
- Extensive experience in diagram and conceptual preparation for design.
- Secured over \$15M in federal and state grant funds for various agencies

ADMINISTRATIVE TASKS

- Prepare Staff Reports and Presentations for Council Meetings, Commission Meetings, and Ad-Hoc Committees

REQUEST FOR PROPOSAL'S

- Prepare Requests for Qualifications and Proposals (RFQ's and RFP's) to hire consultants and outside contractors to perform services for City projects.
- Analyze submitted proposals and bids
- Prepare staff reports for City Council meetings.

TRAFFIC COMMISSION

- Traffic Commission items coordinator.
- Point of contact for Traffic Commission related items.
- Prepare staff reports for Traffic Commission items.
- Attend and participate in Traffic Commission meetings.

PLAN CHECK REVIEW

- Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains, and related public works facilities and ensure that they all meet City imposed requirements.
- Coordinate with other departments such as Planning and Building Department for Plan Checks

OTHER TASKS

- Respond to inquiries and requests for information from the general public, contractors, and other agencies.
- Prepare memos, letters, and field reports in the course of performing work.
- Assist in the preparation of Engineering Division budget.
- Attend and participate in meetings and conferences with City boards and commissions, City departments, public officials, professional organizations and contractors regarding requirements for public works projects, land



development/subdivision projects and other matters relating to areas of assigned responsibilities.

- Prepare a variety of reports, correspondence and special studies.

Traffic and Transportation Engineering Experience (2010-present)

Temple City, Alhambra, Rosemead, Commerce, Monterey Park, Huntington Park, Cudahy

Traffic Commission: As part of Transtech's Municipal Services Contract, Ms. Vigil also assists in the preparation of traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, calming reports, responding to requests from Public and City Officials. She also attends Traffic Commission meetings and assists in presentations of reports.

Focused Parking Studies for Various Cities and Developers: This task included conducting existing inventory counts in the field and assisting cities to come up with solutions to parking demands.

School Site Review: This task includes the observation and analysis of school sites as related to traffic and safety. This includes suggesting drop off/pick up procedures for parents and buses, driveway assessment and signage.

Safe Route to School Program: This task includes field review of existing signing, striping, school drop off, pick up, school crosswalks, sidewalks, crossing guard locations and the identification of future measures that will improve the traffic safety. Sample programs were conducted for:

- City of Alhambra – City-wide as needed
- City of Temple City – City-wide as needed
- City of Huntington Park – City-wide as needed

Grant Writing Experience (2014-present): Ms. Vigil also prepares grant applications for transportation projects, awarded grants she worked on include:

- **City of Rosemead:** 2015 Metro (MTA) Call for Projects, Garvey Avenue Regional Access & Capacity Improvement Project, Award Amount: \$2,315,305
- **City of Rosemead:** 2015 Highway Safety Improvement Project (HSIP) Cycle 7, Installation of HAWK system, Award Amount: \$241,300
- **City of Monterey Park:** 2015 Metro (MTA) Call for Projects, Monterey Pass Road Complete Streets Bike Project, Award Amount: \$1,993,627
- **City of Alhambra:** 2013 Metro (MTA) Call for Projects, Alhambra Ped Improvement/Walking Viability Project on Valley, Award Amount: \$323,427
- **City of San Gabriel:** 2015 Highway Safety Improvement Project (HSIP) Cycle 7, Signal Safety Enhancements Project, Award Amount: \$569,800
- **City of San Gabriel:** 2016 Highway Safety Improvement Project (HSIP) Cycle 8, Install overhead flashing beacon, Award Amount: \$270,200
- **City of Huntington Park:** 2015 Active Transportation Program (ATP) Cycle III, Citywide Uncontrolled Crosswalk Pedestrian Safety Enhancement Project, Award Amount: \$1,757,000
- **City of Huntington Park:** 2016 Active Transportation Program (ATP) Cycle II, Uncontrolled Crosswalk SRTS Ped Safety Project, Award Amount: \$1,032,000
- **City of Cudahy:** 2015 Active Transportation Program (ATP) Cycle II, Wilcox Avenue Complete Streets and SRTS Project, Award Amount: \$1,344,000



- **City of Cudahy:** 2015 Metro (MTA) Call for Projects, Cudahy City Wide Complete Streets Improvement Project, Award Amount: \$2,134,449
- **City of Cudahy:** 2015 Highway Safety Improvement Project (HSIP) Cycle 7, Salt Lake Ave Safety Project, Award Amount: \$363,180
- **City of Cudahy:** 2016 Active Transportation Program (ATP) Cycle III, Atlantic Ave Bicycle and Ped Enhancement Project, Award Amount: \$1,784,000
- **City of Pico Rivera:** 2016 Highway Safety Improvement Project (HSIP) Cycle 8, Sign Improvements, Award Amount: \$696,300
- **City of Commerce:** 2013 Metro (MTA) Call for Projects, Commerce Goods Movement Atlantic Blvd: Washington to Como, Award Amount: \$631,137
- **City of Commerce:** 2016-17 Rubberized Pavement Grant Program (Cal Recycle), Award Amount: \$281,400

Building and Safety Department (2014-Present)

Ms. Vigil also provides support to our Building and Safety Department and assists our Building Official with necessary reports, plan check processing, permit technician tasks, as well as other Building and Safety duties across multiple agencies as part of Transtech's Municipal Services Contract.



OKAN DEMIRCI, PE, QSD, QSP, MBA, CIP Project Manager

Mr. Demirci has approximately 10 years of experience. Mr. Demirci serves as Assistant Public Works Director, Assistant City Engineer, CIP Program Manager at Transtech's Contract Cities and provides technical and management support.

Mr. Demirci completed Caltrans Resident Engineer Academy, very familiar with the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).

Mr. Demirci works as Project Manager on various projects (including federal and state funded projects) from project inception to closeout.

Examples of his project experience includes:

City of South El Monte, Assistant City Engineer/CIP Program Manager/Resident Engineer (Transtech serves as Contract City Engineer): Mr. Demirci coordinated Capital Improvement Projects (CIP) program at the City. As part of his responsibility, Mr. Demirci prepared PS&E packages, coordinated bid advertisement, bid opening, bid analysis, contract award, pre-construction meetings, provided construction management as resident engineer, coordinated project close out, and state/federal projects grant closeout activities. Mr. Demirci also coordinated professional services procurement by preparing RFPs, and oversees various consultants on City's CIP program. Highlighted projects are:

- HSIP Cycle 6 & 7 Program: Managed 5 separate Traffic Signal, Lighting and Street Improvements Federally funded HSIP projects through all phases including federal grant management, design phase coordination, construction phase coordination, project closeout, federal grant closeout. Cost \$2.7m
- Federal CDBG Program: Managed City's FY 17/18, 18/19 CDBG projects through all phases including federal grant management, design phase coordination, construction phase coordination, project closeout, federal grant closeout. Cost \$1.5m

City of Chino, CIP Project Manager/Resident Engineer: Mr. Demirci worked as City's CIP manager. As part of his responsibility, Mr. Demirci prepared PS&E packages, coordinated bid advertisement, bid opening, bid analysis, contract award, pre-construction meetings, provided construction management as resident engineer, coordinated project close out, and state/federal projects grant closeout activities. Mr. Demirci also coordinated professional services procurement by preparing RFPs, and oversees various consultants on City's CIP program. Highlighted projects are:

- Citywide Alley Paving Improvements, Federally Funded (CDBG): Asphalt pavement, various concrete improvements (sidewalk, driveway, curb ramp, sidewalk, etc.). Cost: \$0.5m
- El Prado Rd Reconstruction Project: Asphalt full depth reclamation (FDR), concrete improvements (sidewalk, curb ramp, curb & gutter, etc.), traffic signal, signing and striping. Cost: \$3.0m

City of Monterey Park, CIP Project Manager/Resident Engineer: Mr. Demirci worked as City's CIP manager. As part of his responsibility, Mr. Demirci prepared PS&E packages, coordinated bid advertisement, bid opening, bid analysis, contract award, pre-construction meetings, provided construction management as resident engineer, coordinated project close out, and state/federal projects grant closeout activities. Mr. Demirci also coordinated professional services procurement by preparing RFPs, and oversees various consultants on City's CIP program. Highlighted projects are:

EDUCATION

- MBA, Brandeis University, Massachusetts
- BS, Engineering, Sabanci University, Turkey

HIGHLIGHTS

- Registered Civil Engineer
- Qualified Stormwater Designer and Practitioner (QSD/QSP)
- Serves as CIP Program Manager, Assistant Public Works Director and Assistant City Engineer at Transtech's Contract Cities.
- Completed Caltrans Resident Engineer Academy, very familiar with the management and administration of federally funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Strong knowledge of MS Project, Primavera, AutoCAD



- Parks & Rec Master Plan Development and Construction of Improvements at 13 parks (including picnic shelters, playgrounds, irrigation systems installations and ADA improvements). Cost \$1.5m
- Citywide Parking Lot Reconstruction and Various City Facility Restoration/Maintenance (including Cascades Waterfall Restoration, City Pool Maintenance, Various other City facility maintenance). Cost \$2.5m

City of Temple City, CIP Program Manager/Assistant City Engineer (Transtech serves as Contract City Engineer): Mr. Demirci worked as City's CIP manager. As part of his responsibility, Mr. Demirci prepared PS&E packages, coordinated bid advertisement, bid opening, bid analysis, contract award, pre-construction meetings, provided construction management as resident engineer, coordinated project close out, and state/federal projects grant closeout activities. Mr. Demirci also coordinated professional services procurement by preparing RFPs, and oversees various consultants on City's CIP program. Highlighted projects are:

- City's Annual Pavement Management Program: Prepared and managed City's PMP since 2013. He coordinated in preparation of bid packages following recommendations from PMP and managed projects in PE and CE phases. Annual cost: \$1.5m
- Pedestrian and Bike Safety Improvements on Temple City Blvd, El Monte and Various Locations Citywide (HSIP Federally Funded): Worked as project manager in PE and CE phases of federally funded projects. These projects were managed in compliance with applicable federal requirements. Cost: \$1.5m
- Council Chambers Renovation and ADA Improvements Project: Served as Project manager, the improvements included complete reconstruction/renovation of the Council Chambers with new seating, dais, carpet, lighting, AV system, and new ADA compliant bathrooms, new ADA compliant access to the building. Cost \$0.5m.
- Rosemead Safety and Enhancement and ADA Improvements Project: Served as the Office Engineer for the Rosemead Safety and Enhancement Project. The project included widening and reconstruction of 2 miles of Rosemead Boulevard, including new medians, bike lanes, signals, sidewalks, curb&gutter, street lighting, landscape, street scape. The project is federally funded and is managed in compliance with Caltrans Local Assistance Procedures Manual. Cost \$20m.

City of Cudahy, CIP Manager/Coordinator: Mr. Demirci served as CIP Program Manager/Coordinator. As part of his responsibility, Mr. Demirci prepared PS&E packages, coordinated bid advertisement, bid opening, bid analysis, contract award, pre-construction meetings, construction phase coordination, post construction project close out, and state/federal projects grant closeout activities. Highlighted projects are:

- Pedestrian Safety Improvements, (ATP Funded): Served as Project Manager for this federally funded \$1.0m project. Project includes construction of pedestrian safety improvements such as curb extensions, installation of traffic devices, signs, striping.
- Lugo Park, Soccer Field Project (CDBG Federally Funded): Served as Project Manager for this \$1.6m federally funded project. Project includes construction of a regulation new soccer field with artificial turf on existing baseball field, DG walking path, landscaping, parking lot expansion, concrete plaza, lighting, drainage, bathroom and concession stand ADA improvements. The project is CDBG federally funded and being managed in compliance with applicable CDBG requirements. Cost \$1.6m



City of Commerce, CIP Manager/Coordinator: Mr. Demirci served as CIP Program Manager/Coordinator. As part of his responsibility, Mr. Demirci prepared PS&E packages, coordinates bid advertisement, bid opening, bid analysis, contract award, pre-construction meetings, construction phase coordination, post construction project close out, and state/federal projects grant closeout activities. Highlighted projects are:

- Slauson Avenue ADA Improvements and Tree Replacement Project: Served as Project Manager for this \$1.2m ADA Improvements and tree replacement project.
- City's Annual Pavement Management Program: Managed City's PMP since 2015. He coordinated in preparation of bid packages following recommendations from PMP and managed projects in PE and CE phases. Annual cost: \$4.5m
- Washington Boulevard Widening and Reconstruction Project (Federally Funded), City of Commerce (\$30m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. The project includes widening and reconstruction of 2.7 miles of Roadway (including approx. 3,500 tons rubberized AC overlay). The project is federally funded and being managed in compliance with Caltrans Local Assistance Procedures Manual.



MICHAEL ACKERMAN, PE, QSD, QSP, QISP, Sr. Engineer

Mr. Ackerman has over 20 years of experience.

At Transtech, he has been working as a Sr. Engineer at various Transtech City Engineering Contracts. He has served at various Cities under Transtech's City Engineering Contracts, including Temple City, Huntington Park, and Alhambra. Mr. Ackerman managed Engineering and CIP projects, attended and coordinated with COG Regional Transportation Planning, GWMA Gateway Water Management Association, and Los Angeles Upper Reach 2 Storm Water Management Group. He is very familiar with the local and regional agencies and goals. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

Mr. Ackerman's experience also includes working at Caltrans and other agencies:

EDUCATION

- Bachelor of Science in Engineering, the University of Iowa
- Land Development Desktop, AutoCAD Civil 3D, and Microstation Certification - Westech College

REGISTRATION

- Registered Civil Engineer

CERTIFICATIONS

- Resident Engineer Academy, Caltrans
- Water Pollution Control Compliance on Construction Sites for Resident Engineers, Caltrans
- Asphalt Pavement Fundamentals: Design, Construction, and Rehabilitation
- Construction Program Management Workshop, FHWA
- Field Office Procedures Course, Caltrans
- California Work Zone Inspection – High Speed, Caltrans
- Asphalt Concrete Inspection and Rehabilitation Strategies, Caltrans

Caltrans District 8: Mr. Ackerman was a civil transportation engineer for Caltrans District 8 where he was involved in the design and construction of various projects.

- **Construction Division:** In the Construction Division, Mr. Ackerman was Resident Engineer for various projects, including:
 - Watson Wash Bridge Replacement Right (Rte 40)
 - Replacement of Drains and Earthwork (Rte 40)
 - Fenner Overhead Bridge Replacement (Replacement of two bridges over BNSF Railroad, Rte 40).
- **Design Division:** Designed plans, specifications, and estimates for the rehabilitation of Route 10 freeway from the Riverside/San Bernardino County line to Beaumont.
- **Traffic Operations Division:** Performed studies and analyses to interpret and mitigate above average accident volume areas on highways and freeways. Also, he performed traffic studies.

City of San Bernardino: Mr. Ackerman held the position of Associate Engineer under City Engineer of the Division of Public Works in the Department of Development Services. He was involved in many projects including Development Review and Plan Check, design and review of Street Improvement Plans, Rough and Precise Grading Plans, Sewer Plans, Storm Drain Plans, Street Lighting Plans, Storm Water Pollution Prevention Plans, Water Quality Management Plans, Geotechnical Reports, and Hydrology/Hydraulic Studies, land development, industrial, commercial, residential, and transportation development projects including Tract and Parcel Maps. He also directed and performed plan check of improvement plans submitted by developers to the City. Also, he represented the City of San Bernardino at the South Tehachapi Management Team meetings, coordinated with San Bernardino County Flood Control and FEMA for the certification of City levees and updating of the Flood Insurance Rate Maps (FIRM), and oversaw permitting and tracking of Land Development Projects through the Division of Public Works/Engineering. In addition to this, Mr. Ackerman has worked intimately with Planning and Building and Safety Divisions on Land Development Projects.

City of Huntington Park: Mr. Ackerman worked as contract City Engineer under Transtech's municipal services contract and later as City Engineer and Interim Director of Public Works under the City.



HIGHLIGHTS

- 20 years of experience in City Engineering.
- Experience includes working for Caltrans and City of San Bernardino.
- At Caltrans, served as Resident Engineer for many projects.
- At City of San Bernardino, worked under the City Engineer, and was responsible for Capital Projects.
- Extensive experience in working with Caltrans.
- Extensive experience in NPDES requirements.
- Extensive experience in the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Served as Resident Engineer on several Federally Funded Projects.

As City Engineer, Mr. Ackerman performed the following responsibilities:

- Planned, coordinated, and directed the activities of the Engineering Division;
- Supervised the preparation of designs, specifications, plans, estimates and reports involved in the construction of public works engineering projects, such as storm drains, sewer systems, and water facilities;
- Reviewed and approved engineering plans, specification and contract documents;
- Analyzed bids and supervises the preparation of contracts;
- Supervised building construction by outside contractors on special projects;
- Provided technical assistance and consults with other departments, agencies, commission, and other bodies on engineering matters;
- Prepared reports for the various governing bodies concerning economic comparison, environmental impact studies, subdivisions, land use conversion, and capital improvements
- Planned, coordinated and directed the traffic engineering functions of the City including traffic control device installations, traffic studies and local and regional area traffic growth management;
- Site visits to various locations to conduct field and construction inspections, surveying, and perform other engineering activities;
- Administered the use of revenue obtained through subventions from the State and County;
- Represented the Division to other City departments, elected officials and outside agencies; explained and justified Engineering Division programs, policies and activities; negotiated and resolved sensitive, significant and controversial issues;
- Managed and participated in the development and administration of the Engineering Division budget; participated in the preparation of and implement budgetary adjustments;
- Coordinated Engineering Division activities with those of other departments and outside agencies and organizations; provided staff assistance to the City Manager and City Council; prepared and presented staff reports and other necessary correspondence;
- Directed the work involved in the custody of maps, charts and other records dealing with City owned facilities;
- Supervised and evaluated subordinate staff;
- Responded to citizen inquiries and resolve difficult and sensitive complaints; and
- Participated on a variety of boards and commissions; attended and participated in professional group meetings; stayed abreast of new trends and innovations in the engineering field.

Public Works Projects Experience:

Mr. Ackerman has also served as Project Design Engineer, Project Manager, and Construction Manager/Resident Engineer on a number of projects. Partial listing of projects representative of his project experience on recent projects include:

- Project Engineer for City of Commerce, Garfield Avenue Telegraph Road to Malt Avenue Street Improvements; Eastern Avenue Pavement Overlay Stevens Thru City Boundary; Garfield Avenue and Slauson Avenue Intersection Improvements; Washington/Ayers Intersection: Prepared PS&E. Federally funded projects as part of Stimulus Program.
- Project Engineer for City of Baldwin Park, Francisquito Avenue Overlay Project; Ramona Boulevard Overlay Project: Prepared PS&E. Federally funded projects as part of Stimulus Program.



- Project Engineer for City of San Bernardino, Sewer upgrade project: Preparation of a project PS&E for upgrade of main sewer lines at various locations per the City's Sewer Master Plan.
- Project Engineer for City of Commerce - Master Sewer Study Telegraph Corridor re-vitalization project: Documentation of existing system. Design capacity analysis based upon land use designations. Produced master plan study report for the project along with cost estimates.
- Resident Engineer for Rosemead Safety and Enhancement and ADA Improvements Project. Served as the Resident Engineer for the Rosemead Safety and Enhancement Project. The project includes widening and reconstruction of 2 miles of Rosemead Boulevard, including new medians, bike lanes, signals, sidewalks, curb & gutter, street lighting, landscape, street scape. The project is federally funded and is managed in compliance with Caltrans Local Assistance Procedures Manual. Cost \$20m.
- Principal CM/Resident Engineer for Valley Boulevard Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra: Project involved reconstruction, pavement overlay, medians, landscape, curb and gutter, sidewalk, traffic signals and other misc. improvements. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project also involved coordination with Caltrans for work at the 710 Freeway ramps under Caltrans Encroachment Permit. Project was completed in various phases, including night time construction for several phases, to minimize inconvenience to public on this heavily travelled major Arterial.
- Principal CM/Resident Engineer for New Avenue, from North to South City Limit Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra: Project involved reconstruction, pavement overlay, curb and gutter, sidewalk, traffic signals and other misc. improvements. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project also involved coordination with Caltrans for work at the I-10 Freeway ramps under Caltrans Encroachment Permit.
- Principal CM/Resident Engineer for Garfield Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra: Project involved reconstruction, pavement overlay, curb and gutter, sidewalk, and other misc. improvements. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.
- Principal CM/Resident Engineer for City of San Bernardino, Via Duct Boulevard/2nd Street Realignment Project: Prepared PS&E and served as Construction Manager/Resident Engineer.
- Project Engineer for CSUSB (Cal State SB University) San Bernardino Main Access Road: Prepared PS&E and provided construction administration for the project. Project involved design of a new roadway for a length of approximately 1.5 miles, and include street, medians, landscape, lighting, traffic signals, water, sewer, storm drain and various other utilities.
- Project Engineer for CSUSB (Cal State SB University) Perimeter Road for CSUSB Palm Desert Campus: Prepared PS&E for the project. Improvements included street, water, landscape, grading, drainage, street lighting and various other improvements.
- Project Engineer for CSUSB (Cal State SB University): Campus Health Center Expansion: Prepared PS&E for the project for grading, utilities and civil engineering.
- Project Engineer for University of California, Riverside - West Campus Infrastructure: Prepared West Campus Infrastructure Development



Design/Study, which identified utility and surface infrastructure requirements, and how these improvements could be phased to accommodate proposed campus growth, for an area of 236.8 acres to support approximately 5 million gross square feet of academic, research, support, and student housing facilities.

- Project Engineer for City of San Bernardino Campus Parkway Roadway Design: Prepared PS&E as well as provided construction management and inspection services for the project. Improvements included street, water, sewer, storm drain, landscape, street lighting, traffic signal, and signing and striping.



MELISSA DEMIRCI, RSP, Project Manager, Associate Engineer, Grant Writer, Traffic & Transportation Analyst

Ms. Demirci has 10 years of experience in Traffic & Transportation Analyst, Project Manager, Associate Engineer, Transportation Grant Writer. She has her BS Degree in Civil Engineering from Cal Poly Pomona. Melissa Demirci serves as one of Transtech's representative for Traffic Engineering Services at various Cities, prepares traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies, responds to requests from Public and City Officials and attends Traffic Commission, Planning Commission, City Council Meetings. She works directly with staff in the departments of public works, planning, engineering and community development at each client city. She also contacts, meets with residents representing city staff in assisting in the resolution of local traffic problems and concerns. After meeting with residents, she prepares and presents reports and recommendations to various city staff and agencies. She has also attended community forums and neighborhood block meetings to discuss and answer questions about current and future traffic conditions. She has also been part of the preparation of traffic impact studies for development projects in Southern California, which involves the coordination with developers, as well as local and regional agencies.

EDUCATION

- BS, Civil Engineering, Cal Poly Pomona, 2010
- Chi Epsilon, Civil Engineering Honor Society

Ms. Demirci also has extensive experience in Transportation Planning. She has prepared several transportation related grant applications and helped facilitate over \$20 million in funding for clients' public works and transportation improvement projects.

HIGHLIGHTS

- Licensed Road Safety Professional (RSP)
- 10 years of Experience
- Serves as a Traffic Representative for several Traffic Authorities and Traffic Commissions
- Secured over \$20M in federal and state transportation grants funds for various agencies
- Completed Caltrans Resident Engineer Academy
- Very familiar with the management and administration of federally funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM)
- Served as Office Engineer for Rte 71/Mission Grade Separation Project (Federally Funded, \$40M project).
- Served as Office Engineer for Rosemead Boulevard Complete Streets Project (Federally and State Funded,

She has worked in the Public Works Department and assists in the preparation of staff reports, contract administration, RFP preparation, CIP Budget preparation, bid analysis, budgeting, traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, and responding to requests from Public and City Officials. She also prepares grant applications for transportation related projects including detailed figures, diagrams, and exhibits. Ms. Demirci regularly attends Traffic Commission and City Council Meetings presenting on various items. Her Prior experience includes working as in the Energy and Environment Department of the Mayor's preparing transportation infrastructure grants and project management for 3 years at the City of Los Angeles while completing her civil engineering degree at Cal Poly.

She is well versed in Caltrans and Local Assistance construction filing and document system. She served as Office Engineer responsible for all Caltrans documentation as well as Community Outreach for the Rte 71/Mission Grade Separation Project (Federally Funded, \$40m), Washington Bl Widening and Reconstruction Project (Federally Funded, \$38m), and the Bogert Trail Bridge Widening Project (\$5M). Her rolls included all community correspondence, community meeting presentations and organization, public notices, etc.

Examples of her project experience includes:

Traffic and Transportation Engineering Experience (2008-present)

- **City of Commerce, City of Monterey Park and City of Temple City; Contract Traffic Engineering Support:** As part of Transtech's Municipal Services Contract, Melissa Demirci serves as the Transtech representative for Traffic Engineering Services. In this capacity she assists the City Engineer with traffic safety requests,



\$20M project).

- Prior experience includes working as in the Energy and Environment Department preparing infrastructure grants and CIP project management for 3 years at the City of Los Angeles.

reviews and prepares traffic scoping documents for new developments, reviews traffic impact studies submitted by consultants to the City and provides comments for areas of concern as the Cities representative. She also attends meetings with potential developers, development services department and engineering staff representing traffic engineering.

- **City of Alhambra, Contract Traffic Engineering Support:** As part of Transtech's Municipal Services Contract, Melissa Demirci serves as the Transtech representative for Traffic Engineering Services. In this capacity she prepares traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, responds to City requests, citizen complaints and attends Traffic Commission meetings. Part of her duties also includes assessing safety for pedestrians, buses and bicycles by reviewing master plans completed for transit and bicycles as well as safe walk to school routes
- **Preparation of Traffic Impact Studies (TIA):** These studies are prepared to assess transportation impacts of proposed developments and to determine the changes in traffic and traffic control devices that will be needed in the future with the added development or land use change. The preparation of TIA's includes; Identification of impact mitigation plans, coordination with City or agency planning and traffic engineering departments. This includes the supervision of field technicians and in the field collection of traffic related data, preparing a local traffic model, conducting a level of service analysis at each study intersection and street segment, identification of mitigation measures and report preparation. Some sample project's that Melissa has been responsible for preparing include:
 - **Private Development Projects TIA's:**
 - Queen of Angels Church – Riverside
 - Condo Development project – San Gabriel
 - City of Palmdale – Residential Mixed Use TIA
 - City of Corona – Commercial Center, Industrial Center
 - City of Anaheim – Car Wash, Gas Station and Market
 - City of Chino – Andy's Burgers
 - **CMP Traffic Monitoring Program:**
 - City of Alhambra
 - City of Temple City
 - City of Huntington Park
- **Engineering and Radar Speed Survey for Various Cities:** This task included the radar field survey, field observations, and calculation of 85th percentile speeds, preparation of overall city maps and preparation of final report. Various Cities some of which include:
 - City of Alhambra
- **School Site Review:** This task includes the observation and analysis of school sites as related to traffic and safety. This includes suggesting drop off/pick up procedures for parents and buses, driveway assessment and signage, field review of existing signing, striping, school drop off, pick up, school crosswalks, sidewalks, crossing guard locations and the identification of future measures that will improve the traffic safety. Some schools included:
 - City of Alhambra – City-wide as needed
 - City of Temple City – City-wide as needed
 - City of Huntington Park – City-wide as needed
 - City of Commerce – City-wide as needed
 - City of Rosemead – City-wide as needed



- **Focused Parking Studies for Various Cities and Developers:** This task included conducting existing inventory counts in the field and assisting cities to come up with solutions to parking demands.
- **Safe Route to School Program:** This task includes field review of existing signing, striping, school drop off, pick up, school crosswalks, sidewalks, crossing guard locations and the identification of future measures that will improve the traffic safety. Sample programs were conducted for: City of Alhambra – City-wide as needed; City of Temple City – City-wide as needed; City of Huntington Park – City-wide as needed

Public Works Department Experience (2010-present): As part of Transtech's Municipal Services, Ms. Demirci provided services to various client cities as assistant to the Public Works Director and City Engineer. Her tasks include:

- Preparation of CIP Budget (5-year CIP budget \$100M+) and attend and participate in meetings and conferences with City boards and commissions, City departments, public officials, professional organizations and contractors regarding requirements for public works projects, land development/subdivision projects and other matters relating to areas of assigned responsibilities. As well as prepare Staff Reports and Presentations for Council Meetings, Commission Meetings, and Ad-Hoc Committees as well as a variety of reports, correspondence and special studies.

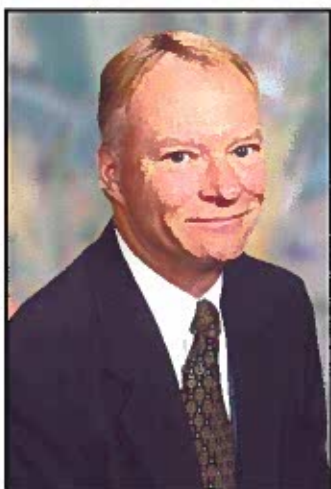
Grant Writing Experience (2010-present): Ms. Demirci also prepares grant applications for transportation projects, awarded grants she worked on, below is a partial listing:

- **City of Rosemead:** 2015 Metro (MTA) Call for Projects, Garvey Avenue Regional Access & Capacity Improvement Project, Award Amount: \$2,315,305
- **City of Rosemead:** 2015 Highway Safety Improvement Project (HSIP) Cycle 7, Installation of HAWK system, Award Amount: \$241,300
- **City of Monterey Park:** 2015 Metro (MTA) Call for Projects, Monterey Pass Road Complete Streets Bike Project, Award Amount: \$1,993,627
- **City of Alhambra:** 2013 Metro (MTA) Call for Projects, Alhambra Ped Improvement/Walking Viability Project on Valley, Award Amount: \$323,427
- **City of San Gabriel:** 2015 Highway Safety Improvement Project (HSIP) Cycle 7, Signal Safety Enhancements Project, Award Amount: \$569,800
- **City of San Gabriel:** 2016 Highway Safety Improvement Project (HSIP) Cycle 8, Install overhead flashing beacon, Award Amount: \$270,200
- **City of Huntington Park:** 2015 Active Transportation Program (ATP) Cycle III, Citywide Uncontrolled Crosswalk Pedestrian Safety Enhancement Project, Award Amount: \$1,757,000
- **City of Huntington Park:** 2016 Active Transportation Program (ATP) Cycle II, Uncontrolled Crosswalk SRTS Ped Safety Project, Award Amount: \$1,032,000
- **City of Cudahy:** 2015 Active Transportation Program (ATP) Cycle II, Wilcox Avenue Complete Streets and SRTS Project, Award Amount: \$1,344,000
- **City of Cudahy:** 2015 Metro (MTA) Call for Projects, Cudahy City Wide Complete Streets Improvement Project, Award Amount: \$2,134,449
- **City of Cudahy:** 2015 Highway Safety Improvement Project (HSIP) Cycle 7, Salt Lake Ave Safety Project, Award Amount: \$363,180
- **City of Cudahy:** 2016 Active Transportation Program (ATP) Cycle III, Atlantic Ave Bicycle and Ped Enhancement Project, Award Amount: \$1,784,000
- **City of Pico Rivera:** 2016 Highway Safety Improvement Project (HSIP) Cycle 8, Sign Improvements, Award Amount: \$696,300



- **City of Commerce:** 2013 Metro (MTA) Call for Projects, Commerce Goods Movement Atlantic Blvd: Washington to Como, Award Amount: \$631,137
- **City of Commerce:** 2016-17 Rubberized Pavement Grant Program (Cal Recycle), Award Amount: \$281,400



DAVID RAGLAND, PE, PLS, QSD, QSP, Sr. Engineer, Vice President

Mr. Ragland is a civil engineer and land surveyor has over 30 years of diverse experience in a wide variety of projects in civil engineering. He has managed numerous multi-disciplinary teams dealing with the planning, engineering, entitlement, environmental permitting, development and construction of urban and rural development, and public works projects. His experience also includes special emphasis on complex grading and hillside developments (has worked on the civil engineering and development of more than 40,000 acres of hillside properties), preparation of due diligence and project feasibility analysis, through conceptual planning and design to entitlement and construction.

Following is a partial listing of projects representative of Mr. Ragland's diversified experience:

General Civil Engineering Projects:

- **A number of projects in Los Angeles County, San Bernardino County and San Diego County, including roadway, drainage, water, sewer improvements.**
- **Parkway Business Centre:** Design and construction of the 460 Acre industrial park including South Poway Parkway for ADI Properties, Inc. Also served as Assessment Engineer for Communities Facilities District.
- **Campus Parkway Roadway:** Design of a new roadway for a length of approximately 2 miles, and included street, medians, landscape, lighting, traffic signals, water, sewer, storm drain and various other utilities.
- **CalState University Main Access Road:** Design of a new roadway for a length of approximately 1.5 miles, and include street, medians, landscape, lighting, traffic signals, water, sewer, storm drain and various other utilities.
- **Cannon Roadway and Sewer:** Design of approximately 2 miles of roadway and 36 inch sewer pipe and pump station. This project required careful consideration to pipe buckling due to the extreme soils conditions of the Agua Hedionda Lagoon. Special bedding techniques were used along with special coupling of the pipes to allow for potential deflection as the bridge abutment and road fill settled.
- **Lopez Canyon Roadway and Sewer:** Design and construction of over 5 miles of roadway sewer ranging up to 36 inches in diameter.
- **Sorrento Valley Boulevard:** Design and construction of 4 miles of roadway.

Drainage and Sewer Projects:

- **Northpark Boulevard Sewer Extension:** Half mile gravity sewer main extension for University Park Subdivision in the City of San Bernardino. Project required special structural designs and encroachment permitting for crossing 100' aqueduct right-of-way.
- **University Park Storm Drain Design:** Design of storm drain system with pipes ranging in size from 18 to 60 inches and trapezoidal channel design for 4500 cfs.
- **Eagle Bice, Muscupiabe Land Area Infrastructure Master Plan (Devore area in San Bernardino) Drainage, Sewer and Water Master Plan:** Approximately 500 acre area for future 1,100 unit master planned community. The project also included a full infrastructure (roadways, storm drain, water, sewer, parks, and utilities) needs and assessment and cost analysis for this future development.
- **San Elijo Ranch Drainage, Sewer and Water Master Plan, San Marcos:** 2,000 acre / 3500 unit master planned community. The project included literally miles of storm drain, sewer and water lines, sedimentation areas, pump stations, booster stations, water reservoirs and force mains. Cannon Road Trunk Sewer

EDUCATION

- Humboldt State University, CA, Bachelor of Science

REGISTRATION

- Registered Civil Engineer
- Licensed Land Surveyor

HIGHLIGHTS

- Civil engineer and land surveyor with approximately 30 years of diverse experience in a wide variety of projects.
- Managed numerous multi-disciplinary teams dealing with the planning, engineering, entitlement, environmental permitting, development and construction of urban and rural development, and public works projects.
- In the past 10 years, at Transtech, has been working as Engineering Manager and providing engineering services to various Cities.
- Served as Principal Project Manager for the design, construction and management of a variety of projects, including:
 - Major infrastructure projects for public



- agencies (Freeway Interchanges, Roadways, Water, Storm Drain and Sewer Facilities and Master Plans).
- o Commercial and Retail Development.
- o Master Planned Communities.
- o Residential Development.
- o Educational/University Infrastructure Master Plan Studies and Development.
- Extensive experience in working with Caltrans and County of Los Angeles.
- Extensive experience in NPDES requirements.
- Extensive experience in the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Estimated valuation of projects that Mr. Ragland has been involved is approximately \$1,000,000,000.

and Pump Station - Design of 8-12 inch gravity sewer, 6 and 8 inch force main, pump station and wet well. City of Carlsbad

- Penasquitos Canyon Trunk Sewer: PS&E for two miles 36-inch gravity sewer including design study reports. City of San Diego
- Ranch Santa Fe Road: Relocation and rehabilitation of 1.5 miles of sewer main. City of San Marcos
- Arrowhead Springs Drainage, Sewer and Water Master Plan: 4,000-acre site at the foothills of San Bernardino Mountains, and includes 1,500 to 2,000 residential units, 1,000,000 square feet of commercial and office space, 199-acre/18-hole public golf course, renovation and reuse of the historic Arrowhead Springs Hotel with a new 115 room annex, new 300-room hotel, a conference center, 14-acre corporate office area.
- Otay River hydrology study and dam breach analysis: 22,000 acre Otay Ranch project in Chula Vista. Flows up to 33,000 cfs were studied for the Otay River.

Water Projects:

- City of San Diego, Green Valley Water line design and construction. 5000 feet, 30" Reinforced concrete water line and pressure reducing station and details for connection to a 60-inch San Diego County Water Authority Pipeline.
- City of San Diego, Structural arch and encasement designs for road crossings over various SDCWA pipelines up to 108 inches in diameter.
- City of San Diego, Design and construction of Mercy Road pressure booster.
- City of San Bernardino, Design of 3500 feet of 20 to 36 inch ductile iron water transmission main for the development of University Park.
- City of San Bernardino, Design of over 10,000 feet of 8 thru 12 inch DIP water main for water distribution.
- City of San Bernardino, Structural arch design for road crossing over the Dept of Water Resources 109-inch Santa Ana pipeline.
- City of San Marcos Structural arch and encasement designs for road crossings over various SDCWA pipelines up to 108 inches in diameter.
- Design of 30-inch CMLC steel water transmission main and pressure reducing stations. Included structural designs for hanging the waterline on a bridge.
- City of Carlsbad, Design of many thousands of feet of PVC and DIP water lines for multiple subdivisions in the City with Carlsbad Municipal Water District and the Olivenhain Water District.

Master Plans:

- San Elijo Hills Specific Plan. Provided planning, engineering, surveying services for the design and development of the 2,000 acre 3,500 dwelling unit Specific Plan and Master Tentative Map.
- Shandin Hills Specific Plan. Provided planning engineering services for the preparation of the Specific Plan and Tentative Map. The project is a proposed 240 acre 1049 dwelling unit community.
- Arrowhead Springs Specific Plan (including annexation into the City): 4,000-acre site, which includes 1,500 to 2,000 residential units, 1,000,000 square feet of commercial and office space, 199-acre/18-hole public golf course, renovation and reuse of the historic Arrowhead Springs Hotel with a new 115 room annex, new 300-room hotel, a conference center, 14-acre corporate office area.
- Eagle Bice, Muscupiabe Land Area Infrastructure Master Plan Drainage, Sewer and Water Master Plan: Approximately 500 acre area for future 1,100 unit master planned community. The project also included a full infrastructure



(roadways, storm drain, water, sewer, parks, and utilities) needs and assessment and cost analysis for this future development.

- University Development Master Plan: Approximately 200 acre site in association with the City of San Bernardino, Watson Development and Cal-State SB for the development of 200 residential, mixed use, live-work, retail, office and student housing, educational and training facilities and offices for Cal State SB University.



JOSEPH DEPERALTA, PE, QSD, Sr. Engineer

Mr. Peralta has approximately 30 years of experience. His experience includes working as contract/consultant City Engineer, Plan Checker, Design Engineer for various Cities. He managed multi-discipline of wide variety of projects from the initial conception, planning, budgeting, scheduling, preliminary engineering to final engineering and completion of construction. His experience includes dealing, coordinating and navigating thru the permitting processes with municipal, county and state level and other governmental agencies, architects and consultant, utility companies, and regional entities, including Caltrans, Water Quality Board, AQMD, US Corps of Engineers, Department of Fish and Game, Union Pacific Railroad and others.

His civil engineering experiences includes various tasks that are associated but not limited to the following:

EDUCATION

- BS in Engineering

REGISTRATION

- Registered Civil Engineer
- Qualified SWPPP Developer

HIGHLIGHTS

- Experience includes working for Local Cities
- Managed and designed a variety of Public Works Projects.
- Managed CIP Projects and consultants at various cities.
- Experience in the management and administration of federally funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Experience in the application of CAD systems including AUTOCAD, LAND DEVELOPMENT DESKTOP CIVIL, and other engineering application programs

- Street & rehabilitation improvements
- Site improvements
- Storm Drainage
- Sewer & Water
- Utility planning & construction
- Mass & precise grading
- Hydrology & Hydraulic Analysis & Report
- Street Marking, Signing & Striping
- Street Lighting
- Erosion Control Plans
- Hydrology & Hydraulic Report
- Storm Water Plans/NPDES Compliance
- Tentative tract/parcel Maps
- Retaining wall engineering
- Public Work Contract Documents & Specifications
- Public Work Plan check
- Construction phasing & Traffic Control
- Legal documentation & review
- Quantity take off & Cost Estimating
- City Plan Checker
- In house QC Plan Checker
- Coordination & Processing
- Supervise Construction
- Construction Documentation & Bidding
- Prepare & review Request for Proposal

He has taken seminars and training on Qualified SWPPP Developer, Practitioner, hydrology, and hydraulic.

He is computer proficient and experienced with various engineering design software applications, including AutoCAD, Land Development, Civil3d, WSPG storm water hydrology and hydraulic software, Autoturn.

Mr. De Peralta worked as contract municipal engineer under different consultants. He was directly involved with the day to day management, agency coordination, and delivery of capital projects. He has a broad and diverse experience in the design and management of public works projects in highway design, drainage and stormwater design, water distribution, sewer design, residential and commercial site development, right of way acquisition, pavement design and pavement



management. In addition, he has had extensive experience with the approval process and contract administration of for federal and state funded project implementing the Caltrans Local Assistance Procedures Manual (LAPM).

Some of significant projects he has worked on include:

- Montebello Blvd. Street Widening Conceptual Plans
- Westmoreland Blvd. Street Improvement
- Vail Ave. Street Improvement
- Via Luneto Sewer and Street Improvements
- JFK Professional Office – Tentative Parcel Map & Plot Plan
- Arcadia Water, Corona – Water line relocation and upgrade
- Nova Homes, Corona – 63 Acres Mass Grading & Drainage \$10M
- City of Irvine – Alton Parkway Left Turn Lane to Civic Center \$1M
- City of La Mirada Area A & B Street and Handicap Ramp Rehabilitation, \$5M
- City of Newport Beach – Ocean Blvd and Marguerite Ave PCC Pavement and Handicap Ramps Reconstruction, \$5M
- City of Diamond Bar Street Rehabilitation, \$2M
- City of Industry 66KV Electric Power Substation Facility, \$15M
- City of Industry Metro Link Station, \$7M
- City of Industry Auto Mall Complex along Gale Avenue, City of Industry, \$7M
- Industry Hills Hillside Land Development & Handorf Road Extension and Realignment, \$6M
- Gale Avenue, Jellick Ave. and Auto Mall West Street Improvements, \$3M
- Gale Avenue Widening & Street Realignment, \$5M
- Waddingham Way (New Street), Ferrero Road and Old Ranch Road, \$3M
- Gale Avenue Widening, Green Drive Ext., Wal-mart Site Improvements, \$5M
- Azusa Avenue and Railroad St. Street Realignment and Widening, \$4M
- Parriot Place West (new street) Street and Off-site Improvements, \$3M
- Carport Solar at Industry Metrolink Station, \$11M
- Grand Avenue – Valley Blvd. Intersection Street Widening, \$8M
- Seventh Avenue UPRR Grade Separation, \$11M
- Plan check of the Industry Business Center Rough Grading Plans, \$10M
- Various existing City of Industry Streets Rehabilitation and Reconstruction improvements i.e. Temple Ave, Vineland Avenue, Portion of Gale Avenue, Green Drive, Valley Blvd., Fairway Ave., Hacienda Blvd., California Avenue, Proctor Avenue, various Reclaimed and Domestic water lines
- Prepared tentative parcel map for Mr. Jammal Anabtawi's property in Rowland Heights
- Prepared tentative parcel map for Mr. Richard Reed's property in the City of Walnut
- Laguna Niguel Sport Center development, including storm drain engineering McVicker Canyon Park, City of Lake Elsinore



JEFFREY KAO, PE, CASp, CBO, ICC Certified Building Official, Plans Examiner, Inspector, Sr. Engineer

Mr. Kao has over 20 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner and performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, South Pasadena and Temple City.

Mr. Kao has broad knowledge of building and safety operations, including working in the capacity of Deputy Building Official and Plans Examiner.

As Plans Examiner, he is responsible for examination and approval of architectural and structural plans submitted to municipalities for a wide variety of projects ranging from small residential additions to large, multistory commercial and industrial facilities.

As Deputy Building Official, he provides necessary code interpretations, and coordinates with agency staff and departments, and applicants on building and safety related issues. He also provides over the counter plan check as Deputy Building Official/Plans Examiner.

EDUCATION

- University of California, Los Angeles (UCLA), Masters in Civil Engineering with emphasis in Structural /Earthquake Engineering
- California State Polytechnic University Pomona, BS in Civil Engineering

His past experience includes working as a structural engineer for 4 years at a structural design firm. He was involved in various projects, including Mid-rise Steel Commercial Buildings, Steel Industrial High Bay Facilities, Wood Framed Public/Private Schools and Education Centers, Reinforced Concrete Masonry Studios and Auditoriums and Spreading Footing, Mat, Pile Foundation Design. His diversified experience gives him an excellent knowledge and understandings of "both sides of the counter."

Mr. Kao has extensive experience in Building Codes, plan check including building, grading and NPDES plan reviews, code interpretations and resolving code related construction and plan check problems on a broad range of residential and commercial projects.

REGISTRATION

- California Registered Civil Engineer no. 66742
- California Certified Access Specialist no. 755

HIGHLIGHTS

- Bilingual in Chinese
- Computer Aided Drafting: AutoCAD, Microstation
- Computer Aided Structural Analysis: SAP, STAAD
- Chinese Cantonese and Mandarin Speaker
- Extensive experience in Structural Plan Check
- Experience includes working as structural designer at a structural firm.
- Served as Deputy Building Official for a number Contract Cities

CERTIFICATIONS

- Certified Building Official
- California Building Plans Examiner
- CalGreen Inspector
- CalGreen Plans Examiner
- Mechanical Plans Examiner
- Plumbing Plans Examiner
- Building Inspector

Knowledge of Building and Safety Procedures:

- Building and zoning codes and ordinances that are enforced and implemented at the city
- Quality customer service
- Procedures and techniques of permit processing and process for plan review and inspection
- Sound judgement in interpretation of codes and regulations
- Exemplary communications (oral and written), public relation

Project and Task Related Experience Working in Transtech's client cities:

- Provides technical information and assistance to engineers, architects, contractors, and general public
- Assists permit technicians in taking in plan check submittals

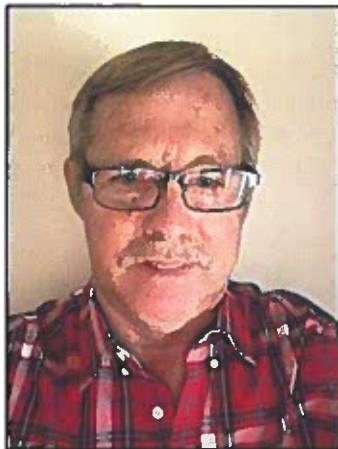


- Ensures that contractors provide proper documentation and valid license at time of permit issuance
- Researches building plan check status
- Reviews plans to verify that all work proposed on plans is compliant with the code currently in effect
- Resolves issues diplomatically and tactfully
- Answers questions, concerns, or issues that residents, contractors, engineers, or business owners have regarding code
- Verifies with business license division that the occupancy group matches the type of use going into the tenant space
- Works closely with planning in resolving major projects by verifying key points on plans matched with planning's standards.
- Calculate fees for plan check and permits
- Reviews permit applications and issues permits

Project Experience working in Complex Projects (Partial List):

- 1439 W Main, Toyota Wondries – Building and grading plan check
- 700 N Stoneman , 70 condo units – grading plan check
- 500 S Marengo, Home Depot Expansion – building plan check
- 1139 W Main, BMW Expansion – grading plan check
- 1 W Hellman, new medical office building – grading plan check
- 113-117 N Palm, 7 condo units – grading plan check



EARL FRASER, Registered Construction Inspector, QSP, Construction Manager/Sr. PW Inspector

Mr. Fraser has approximately 30 years of experience. He is a Registered Construction Inspector by American Construction Inspectors Association. He is also certified as QSP (Construction General Permit Qualified SWPPP Practitioner). His experience includes inspection local roads, pavement rehab, ADA, grading wet and dry utilities.

As Sr. Inspector/Construction Manager, he performs a wide variety of tasks to ensure the project progresses on schedule, is in compliance with approved plans and specifications, and effective communication and information flow is maintained with project participants. He has inspected projects that are funded with State and Federal Funds, and is familiar Caltrans LAPM for Contract Administration.

Mr. Fraser's recent experience includes serving as On-site Sr. Inspector/CM for Valley-Linden Roadway Improvements Project in the City of Rialto.

Various tasks performed include, but are not limited to:

REGISTRATION

- Registered Construction Inspector by American Construction Inspectors Association.
- QSP (Construction General Permit Qualified SWPPP Practitioner).

HIGHLIGHTS

- 30 years of experience.
- Served as Construction Inspector on a number of Projects.
- Served as Contract Public Works Inspector for the City of Adelanto for various street, water, sewer, storm drain projects.
- Experience includes inspection local roads, pavement rehab, ADA, grading wet and dry utilities

- Review of field construction activities.
- Review of the SWPPP plan, inspection of BMPs.
- Review of traffic control.
- Review of contractor submittals and other contract documents.
- Punch list walk-through and preparation, and final acceptance inspections.
- Review of Contractor progress pay requests, including field quantity checks and verifications.
- Review of the base line schedule (CMP) and CMP updates.
- Inspection of improvements for compliance with the approved plans and specifications and applicable standards.
- Review of Change Order requests.
- Preparation of daily job site reports.
- Preparation of Weekly Statement of Working days forms.
- Coordinating with the design engineer for the resolution of any field issues between plans and field conditions.
- Maintaining effective communication and information flow with project participants.
- Communication with public, responding to inquiries, recommending proper actions to resolve complaints related to construction activities.
- Preparation of monthly pay estimate and file progress report.
- Office engineer work.

Following are various projects representative of Mr. Fraser's experience:

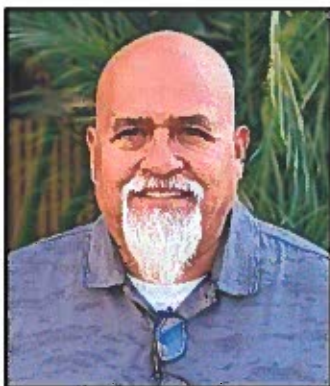
- Contract Public Works Inspector for the City of Adelanto. Assist the Department of Public works with the public works inspections and project management during the installation of Water, Sewer, Storm Drain and street construction within the City's right of way and easements. Assist the City engineer with preconstruction meetings, reviews submittals, and prepares inspection field reports.
- Field Inspector for Middle College, Little Mountain, Roosevelt II, Alessandro and Lankershim Schools for the City of San Bernardino Unified School District Assisted in the review of shop drawings, and provided hands on storm water sewer and water construction support and field liaison between the contractor and the design team.



- Field Inspector and design support for City of Grand Terrace Pico Park Ball Field. Provided hands on construction support and field liaison between the contractor and the design team.

Mr. Fraser's prior experience also includes working as a General Engineering Contractor, responsible for over 100 construction projects, which included the construction of wet and dry utilities from 1" water to 72" storm drain, pavement, traffic control and other relevant improvements.



ROBERT GARCIA, Sr. PW Inspector

Mr. Garcia has approximately 30 years of experience, of which 20 years has been working as the City Public Works PW Inspector for the City of Palmdale. His experience includes inspecting of all types of public works construction project: roadway construction, pavement rehabilitation, signals, grading, storm drains, sewer mains, concrete structures, sidewalks, and gutters. He also worked on county, state and federal funded projects.

As a City Public Works Inspector his responsibilities included:

- Inspection of permit and capital projects
- Ensured conformance with approved plans, schedules, specifications, and state, federal and departmental regulations.
- Coordinated the schedules of contractors with other departments and other public jurisdictions.
- Maintained records and prepared daily reports pertaining to projects inspected.
- Observed work in progress and materials used in construction, and confirmed that work in place met criteria.
- Was responsible for the acceptance or rejection of work in place, ensuring safety procedures were implemented and followed at all times.
- Coordinated with contractors, engineers, property owners, public agencies, public right-of-ways and utilities regarding construction within easements.
- Evaluated field conditions, developed alternative courses of action, made recommendations to the City Engineer and coordinated design alterations between City staff and developers.

HIGHLIGHTS

- 30 years of experience.
- 20 years as City of Palmdale PW Inspector.

TRAINING AND CERTIFICATES

- California State University, Los Angeles , Continuing Education/Public Works Construction Inspection Course
- California State University, Sacramento, Water Program/Operation and Maintenance of Wastewater Collection Systems
- Possess a working knowledge of soil types, surveying methods and ASTM and ACI standards

Mr. Garcia also worked as Collection System Maintenance Planner for the City of Palmdale. In this position, his responsibilities included:

- Assisting in the creation of the Sanitary Sewer Maintenance Plan to meet state standards.
- Maintaining the Predictive and Preventative Maintenance Schedule for over 400 miles of sewer mainline and over 8,000 sewer manholes.
- Data entry in the Oasis software program, planning, inspection and coordination of work plans, organizing, and assisting in scheduling of all necessary resources to accomplish maintenance activities of the city sanitary system, storm drain collection systems, and the recycled water facilities.
- Coordination of "on-call" activities, and working as off-duty coordinator in the absence of supervisor.
- Directing, organizing, planning and assisting overflow events and cleanup.
- Responding to questions and concerns from the general public, providing information and resolving public service complaints.

His experience prior to City includes working for Earth Systems, Inc. His responsibilities included:

- Inspection of workmanship and confirmation of adherence to specifications for construction projects and subdivisions.
- Coordination with contractors, developers, and engineers.
- Performing soil compaction and material (e.g., concrete, reinforcing steel, base and asphalt) testing, and preparing and reviewing Geotechnical



Engineering Certification Reports and obtaining sample of materials from the sites for analysis by the laboratory.

Mr. Garcia has been involved in a variety of diversified and complex projects such as the \$50 million Anechoic Facility at Edwards Air Force Base, Antelope Valley Mall in Palmdale, schools, roadways, commercial projects and other offsite construction projects and subdivisions.



ANDY CARLTON, PW Inspector

Mr. Carlton has approximately 15 years of experience, of which 5 years are in Inspection. Mr. Carlton works as Public Works Inspector capacity at various Transtech client cities, which include Temple City, Commerce, South El Monte as Public Works Inspector issuing encroachment permits to various public works projects. His inspection experience in this capacity includes steel, masonry, concrete sidewalks, curb ramps, curb & gutter, driveways, on-site & off-site grading, trenching, traffic control measures, and street pavement.

Recent projects representative of Mr. Carlton's recent PW inspection experience include:

- City of Pico Rivera, METRO, Hot Spots Intersection Improvements Rosemead Boulevard at Slauson Avenue. The scope of work included ADA, driveways, sidewalk curb and gutter, storm drain/catch basins, bus shelter, lighting and bus pad traffic signal, landscape, and striping improvements.
- City of Commerce, Atlantic Boulevard Improvements as part of METRO Call for Projects. The scope of work included pavement rehabilitation, new medians and landscaping, street lighting, traffic signals, ADA ramps, striping.
- City of South Gate, Safe Routes to School (SR2S) Cycle 10 Improvements Project. The Project includes installation of new traffic signal system, street poles, electrical conduit, pedestals, street & pedestrian signs, AC pavement, PCC sidewalk, curb & gutter, curb ramps, and striping.

EDUCATION

- Computer Science, California State University, Fullerton
- Allied Real Estate Schools

HIGHLIGHTS, OTHER SKILLS, ACHIEVEMENTS AND QUALIFICATIONS

- Computer Literate: Word, Office, Excel, PowerPoint, Outlook, AS400, NICE, WebEx, Go to Meeting, Equator, SharePoint, QuickBase, Access
- LA City Certified welder 1996: Braze, Gas, Stick, and TIG (Arc) including gas, shielded, and flux cored.

His prior experience includes working as a Building Inspector at various cities. As a Building Inspector he performed inspections for residential, commercial, and industrial projects as well as reviewed site grading/paving/concrete work, excavation, backfill, storm & wastewater collection, shallow/deep foundation, structural work, mechanical, electrical, and plumbing projects.



EDWARD GANDARA, EIT, MS, Office Engineer

Mr. Gandara has over 5 years of experience. He has been providing support services on various projects and various Cities under Transtech's Municipal Engineering Contracts as associate/office engineer.

He was one of the Construction Management and Inspection Team members for the Washington Boulevard Widening and Reconstruction Project in the City of Commerce. He served as the Office Engineer and assistant to the Construction Manager. Washington Boulevard Widening and Reconstruction Project is located in the City of Commerce. It is a Federally Funded Project, with a construction cost of approx. \$30m. The project includes widening and reconstruction of 2.7 miles of Roadway (including approx. 3,500 tons rubberized AC overlay). The project is federally funded and being managed in compliance with Caltrans Local Assistance Procedures Manual.

Mr. Gandara also served as Office Engineer for City of Huntington Park Splash Park Project, City of Commerce Slauson Avenue ADA and Tree Replacement Project, 2016 City-wide Street Rehab Project.

EDUCATION

- MS, Structural Engineering, USC
- BS, Civil Engineering, USC

Mr. Gandara serves as Associate Engineer at City of South El Monte. He coordinates public works encroachment permits, and inspections at the engineering department.

Highlighted projects include:

REGISTRATION/CERTIFICATIONS

- EIT

City of Cudahy, ATP Cycle I Improvements: Served as office engineer and prepared project construction folder in compliance with LAPM Chapter 16. Project includes citywide pedestrian safety improvements. Cost \$1.0m

HIGHLIGHTS

- Served as Office Engineer for federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).

City of Cudahy, HSIP Cycle 6 Improvements: Served as office engineer and prepared project construction folder in compliance with LAPM Chapter 16. Project includes traffic signal improvements. Cost \$1.0m

City of South Gate, SR2S Cycle 10 Improvements: Served as office engineer and prepared project construction folder in compliance with LAPM Chapter 16. Project includes traffic signal and street improvements. Cost \$1.0m

ANTHONY BENDEZU, Associate Civil Engineer

Mr. Bendezu has approximately 2 years of experience in Public Works Engineering, and Transportation and Traffic Engineering. He has worked in the Public Works Department at client Cities and assists in the preparation of staff reports, contract administration, RFP preparation, bid analysis, budgeting, traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, parking studies, and responding to requests from Public and City Officials.

Examples of her project experience includes:

Public Works Department Experience (2019)*West Covina-Associate Engineer*

As part of Transtech's Municipal Services, Mr. Bendezu works in the City of West Covina as assistant to the City Engineer. His tasks include the following:

EDUCATION

- BS, Civil Engineering, Cal Poly Pomona

HIGHLIGHTS

- Serves as assistant to City Engineer and Public Works Director preparing budgeting, contract management, staff report writing, and misc. items.
- Bilingual in both written and spoken Spanish

ADMINISTRATIVE TASKS

- Prepare Staff Reports and Presentations for Council Meetings, Commission Meetings, and Ad-Hoc Committees

REQUEST FOR PROPOSAL'S

- Prepare Requests for Qualifications and Proposals (RFQ's and RFP's) to hire consultants and outside contractors to perform services for City projects.
- Analyze submitted proposals and bids
- Prepare staff reports for City Council meetings.

TRAFFIC COMMISSION

- Traffic Commission items coordinator.
- Point of contact for Traffic Commission related items.
- Prepare staff reports for Traffic Commission items.
- Attend and participate in Traffic Commission meetings.

PLAN CHECK REVIEW

- Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains, and related public works facilities and ensure that they all meet City imposed requirements.
- Coordinate with other departments such as Planning and Building Department for Plan Checks

OTHER TASKS

- Respond to inquiries and requests for information from the general public, contractors, and other agencies.
- Prepare memos, letters, and field reports in the course of performing work.
- Assist in the preparation of Engineering Division budget.
- Attend and participate in meetings and conferences with City boards and commissions, City departments, public officials, professional organizations and contractors regarding requirements for public works projects, land development/subdivision projects and other matters relating to areas of assigned responsibilities.
- Prepare a variety of reports, correspondence and special studies.

Traffic and Transportation Engineering Experience (2018-present)

Temple City, Alhambra, South El Monte, Rosemead, Commerce

Traffic Commission: As part of Transtech's Municipal Services Contract, Mr. Bendezu also assists in the preparation of traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, calming reports, responding to requests from Public and City Officials. She also attends Traffic Commission meetings and assists in presentations of reports.

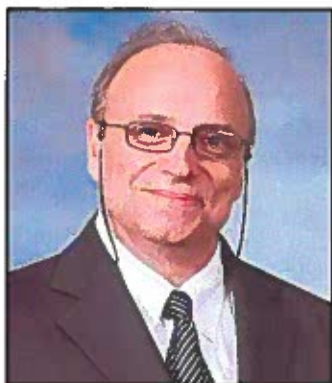
Focused Parking Studies for Various Cities and Developers: This task included conducting existing inventory counts in the field and assisting cities to come up with solutions to parking demands.

School Site Review: This task includes the observation and analysis of school sites as related to traffic and safety. This includes suggesting drop off/pick up procedures for parents and buses, driveway assessment and signage.

Safe Route to School Program: This task includes field review of existing signing, striping, school drop off, pick up, school crosswalks, sidewalks, crossing guard locations and the identification of future measures that will improve the traffic safety. Sample programs were conducted for:

- City of Alhambra – City-wide as needed
- City of Temple City – City-wide as needed



ALI CAYIR, PE, Sr. Engineer

Mr. Cayir has over 35 years of experience in engineering. He has participated on numerous multi-disciplinary teams dealing with the planning and development of civil and traffic engineering, urban and rural development, and public works projects. He served as Principal Project Manager for the design, construction and management of a variety of projects, including:

- Public Works and Infrastructure Improvements
- Educational and University Campuses
- Institutional
- Commercial and Retail
- Transportation and Parking Facilities
- Residential and Master Community Development

EDUCATION

- BS Engineering
- MBA
- Project/Construction Management, UC Irvine

REGISTRATION

- Registered Civil Engineer
- Licensed Gen Contractor A
- Licensed Gen Contractor B

HIGHLIGHTS

- 30 years of experience in City Engineering.
- Served as contract City Engineer and City Traffic Engineer for many Cities.
- City of Alhambra-Contract City Engineer/City Traffic Engineer.
- City of Hanford-Former City Traffic Engineer.
- City of La Habra Heights-Former City and Traffic Engineer
- City of Pomona-Former Interim City Engineer.
- City of Commerce-Assistant Public Services/City PW Engineer.
- Extensive experience in grant programs. Secured over \$20m in funding for during last 2 cycles of MTA Call for Projects Applications.
- Extensive experience in working with Caltrans, County of Los Angeles and

Mr. Cayir served as contract City Engineer, Traffic Engineer and Interim Public Works Director for many municipalities in Southern California. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

Municipal Engineering Assignments (past and present)

- City of Alhambra-Contract City Engineer/City Traffic Engineer
- City of Temple City-Contract City Engineer/City Traffic Engineer
- City of Commerce-Interim City Engineer/City Traffic Engineer/PW Director
- City of Hanford-City Traffic Engineer
- City of La Habra Heights-City Engineer/City Traffic Engineer
- City of Pomona-Interim City Engineer
- City of Commerce, Interim W Director/City Engineer/Traffic Engineer
- City of Bellflower, Deputy City Engineer
- City of Cudahy, CIP Manager
- City of San Bernardino, CIP Manager
- City of Huntington Park, City Engineer

Construction Management Experience

Mr. Cayir has served as CM, PM, RE for numerous construction projects. He has extensive experience in Federally Funded Projects. Mr. Cayir also served as contract City Engineer for many municipalities. Some of the significant projects where Mr. Cayir served as CM/PM/RE/Project Principal include:

- Washington Boulevard Widening and Reconstruction Project (Federally Funded), City of Commerce (\$30m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. The project includes widening and reconstruction of 2.7 miles of Roadway (including approx. 3,500 tons rubberized AC overlay). The project is federally funded and being managed in compliance with Caltrans Local Assistance Procedures Manual.
- Rosemead Boulevard Improvements Project, City of Tempe City (Federally Funded) (\$20m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. The project included widening and reconstruction of 2 miles of roadway (including approx. 6,000 tons rubberized AC overlay). The project was federally funded and managed in compliance with Caltrans Local Assistance Procedures Manual.
- Cactus Avenue and Nason Street Improvements and 135' Span Bridge Project, City of Moreno Valley (\$21m). Transtech provided CM/Resident Engineer,



other regional agencies and Utility Companies.

- Extensive experience in NPDES requirements.
- Extensive experience in the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM).
- Served as Resident Engineer on several Federally Funded Projects.
- Inspector, Office Engineer Services. The funding included State Local Partnership Program (SLPP) grant and was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.
- Rte 71/Mission Bl Grade Separation Project (Federally Funded) City of Pomona (\$40m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Caltrans was the oversight/jurisdictional Agency.
- Bogert Trail Bridge Widening Project (Federally Funded), City of Palm Springs (\$5m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. The project is federally funded and being managed in compliance with Caltrans Local Assistance Procedures Manual.
- Eastern Avenue Street Rehab Project, City of Commerce (\$1.5m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. Funded by Measure AA Funds. Project is being inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved Full Depth Reclaimed Pavement Rehabilitation.
- 2016 Street Rehab Project, City of Commerce (\$4m). Transtech provided Design and CM, Inspection Services.
- SR2S, BTA and Pavement Rehabilitation Projects (State Funded), City of Temple City (\$2m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project involved pavement rehabilitation (rubberized AC overlay), curb and gutter, sidewalk, traffic signals, utilities, and other misc. improvements.
- 710 Freeway Interim Improvements and Fremont Widening Project (Federally Funded), City of Alhambra (\$15m). Transtech provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual. Project also involved coordination with Caltrans for work at the 710 Freeway ramps under Caltrans Encroachment Permit.
- Via Duct Boulevard/2nd St Realignment and Metrolink Parking Facility, City of San Bernardino (\$6m). Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.
- New Avenue, from North to South City Limit Rehabilitation and ADA Improvements Project (Federally Funded), City of Alhambra (\$2m). Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.
- Garfield Rehabilitation and ADA Improvements Project (Federally Funded), Alhambra (\$2m). Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.
- Main Street Rehabilitation, from West to East City Limit Project, City of Alhambra (\$3m). Provided CM/Resident Engineer, Inspector, Office Engineer Services. Project was inspected and managed in compliance with Caltrans Local Assistance Procedures Manual.
- CSUSB (Cal State SB University) San Bernardino Main Access Road: Prepared PS&E and provided construction administration for the project. Cost \$5m.



- City of Commerce, Rosewood Community Center. Transtech was retained by the City to take over the management of this multimillion dollar facility which was 2 years behind schedule. Within 5 months, Transtech brought the construction to substantial completion level allowing the City to start the move-in process, and 2 months after, the facility was opened to public use. Currently, Transtech is assisting the City in claims analysis and change order resolution. Construction Cost: \$15m.
- City of Alhambra Downtown Revitalization Program: Involved 11 projects, including Renaissance Plaza (multi-plex theater, public plaza with fountain and unique art features, restaurants, retail, 800 space parking structure), Fremont Plaza (modifications/reconstruction of existing buildings for lease by ToysRUs and Party City, construction of a new 30,000 SF store for PetSmart, and various other retail buildings) and Downtown Revitalization (modification/upgrade of existing buildings for Starbucks, 4 Restaurants and various retail businesses). (Cost: \$80m).
- City of Alhambra 4 parking structures: Transtech served as turn-key project manager, including management of design, construction, building plan check and inspection, federal funds, labor compliance for 4 parking structure projects. Chapel: 4 stories, 300 space structure; First Street: 4 stories, 276 space structure; Garfield: 5 stories, 800 space structure. Cost \$15m; North First Street Mosaic: 5 stories, 320 space structure, Cost \$6m.

Civil Engineering Experience

- I-710 Freeway Interim Improvements and Fremont Widening and Reconstruction: Transtech provided Turn-key Services, including Program Management, Construction Management, Design, Surveying, Right-of-Way Engineering, and Environmental. The project included major roadway improvements, removal/demolition of various buildings for additional right-of-way and reconstruction of buildings behind new right-of-way, traffic signals, infrastructure, utilities, pavement, drainage, water, sewer, landscape, street lighting, traffic signal, pavement improvements. Project was funded by Federal Funds, and was managed and inspected in compliance with Caltrans Local Assistance Procedures Manual. (Cost \$15m).
- University Park Development/San Bernardino: The project included 2 miles of new roadway, sewer, water, utility and extensive hill side grading for a master planned residential and commercial development on 130-acre site across from the San Bernardino State University. Cost \$40m.
- City of Torrance, Crenshaw Reconstruction, Skypark Improvements, 190th/Crenshaw Widening: Design, construction management services, including inspection, surveying, resident engineer, federal compliance, labor compliance. Project was funded by Federal Funds, and was managed and inspected in compliance with Caltrans Local Assistance Procedures Manual. Cost: \$5 m.
- Valley Boulevard Widening and Reconstruction project which is funded by State and Federal funds and required complete project and environmental report, including Right-of-Way, Relocation, SHPO, NEPA, SEQA, Noise, Parking, Economic, Hazardous Materials technical studies, and processed through Caltrans and FHWA. Construction cost (\$6m).
- Carlsbad to San Diego Rail Trail Project Report, which is funded by State and Federal funds and required complete project and environmental report, including Right-of-Way, Relocation, SHPO, NEPA, SEQA, Noise, Parking, Economic, Hazardous Materials technical studies, and processed through



Caltrans and FHWA.

- City of Commerce's Tubeway and Yates Avenue Rehabilitation Project. The projects involved roadway rehabilitation and reconstruction. Transtech also provided construction management services for the project. Cost: \$300,000.
- City of San El Monte Annual Street Rehabilitation Program, 98, 99, 00, 01. The projects involved roadway rehabilitation and reconstruction, storm drain, water and sewer design on various streets. Cost: \$3,000,000.
- Alameda Corridor Agency East (ACE) Rail Grade Crossing Improvement Project encompassing 6 agencies and 14 locations in Los Angeles County. Work involved roadway realignment and reconstruction, signalization, traffic control, and construction phasing as well as related improvements such as storm drain, water, sewer landscaping, underground utilities, etc. Cost \$5,000,000.
- City of Alhambra Annual Street Rehabilitation Program, 94 through 01. The projects involved roadway rehabilitation and reconstruction, storm drain, water and sewer design on various streets. Transtech also provided construction management services for the project. Project Cost: \$3,000,000. Project Principal for design of City of San Clemente's annual street rehabilitation program. The project involved roadway rehabilitation and reconstruction, storm drain, water and sewer design on various streets. Cost \$1,000,000.
- Reconstruction and rehabilitation of Crenshaw Boulevard and Skypark Avenue (two separate projects) in the City of Torrance. Cost \$3,000,000.
- Valley Boulevard street medians, striping, landscape, and irrigation improvements, Alhambra, Cost \$600,000.

Traffic Engineering Experience

- Design and management of a variety of traffic and transportation engineering projects, including traffic signals (more than 1000 locations), traffic signal interconnect system, street lighting, traffic control, signing and striping design; signal timing and coordination studies; traffic signal management studies; traffic safety projects (OTS) including traffic control device inventories and speed surveys; traffic impact and parking studies for more than 100 projects; and feasibility studies for traffic control measures, freeway access, bikeways and street improvements. Mr. Cayir has also served as consultant Traffic Engineer for various agencies in Southern California.
- Project Manager/Engineer for the preparation of ramp metering, count station, traffic signal, highway lighting, sign lighting, construction signing, pavement delineation, communication, and other traffic related plans for several state highways and freeway improvement projects involving Caltrans Districts 7, 8 and 12.
- Project Manager for the preparation of traffic signal modifications and installation, interconnect and radio corrected time base system installation plans and estimates in conjunction with traffic signal synchronization projects for various arterials in Los Angeles County including Garvey Avenue, El Segundo Boulevard, Crenshaw Boulevard, Slauson Avenue, Rosecrans Avenue, Arrow Highway and Huntington Drive/Alosta Avenue/Foothill Boulevard. Signal modification improvements included equipment upgrades, signal phasing upgrades and installation of radio correct time base units (WWV) for signal coordination as well as physical intersection improvements.
- Project Manager for the preparation of signal timing and coordination plans for multiple locations on major arterials in Los Angeles County including Main Street, Garvey Avenue, Crenshaw Boulevard and Slauson Avenue utilizing state-of-the-art computer software.



- Project Traffic Engineer for the proposed Materials Recovery Facility in the City of Industry. This project involved the preparation of a comprehensive area wide traffic impact study to identify the potential impacts associated with development of a proposed Materials Recovery Facility (MRF) in the City of Industry. The study area encompassed 32 intersections and several freeways such as SR 60 and SR 57. The study also included an evaluation of cumulative impacts associated with 22 planned projects located within the sphere of influence of the study area. In addition, separate analyses were conducted to determine the potential impacts of developing the MRF at alternative sites.





May 29, 2019

Subject: Transtech Reference Letter for Contract City Engineering, Traffic Engineering, CIP Project Management, and Public Works Plan Review and Inspection Services

Transtech Engineers, Inc. was selected and currently provides full-service City Engineering Services, including a designated on-site City Engineer and Public Works Permit Technician and Inspector. The Transtech Team provides all engineering related services to the Public Works Department including CIP Project Management, Bid Analysis, Traffic Engineering, Grant Writing and Administration, and other engineering related services.

The staff have provided excellent quality of services to the City of South El Monte, with a high attention to detail and customer service. As Public Works Director, I work directly with their staff and based on my professional experience with Transtech as well as my staff's and the City's, we are very satisfied with their services. I can confidently recommend them for their services.

Transtech provides the high-quality professional staff and work. Transtech team is professional, efficient, and cost effective, while having the best interest of the City in their mind.

Please feel free to contact me if you have any questions.

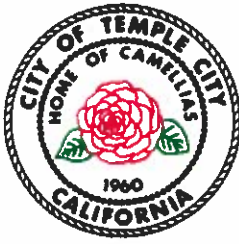
Sincerely,

Rene Salas

Public Works Director

City of South El Monte - Department of Public Works
1415 N. Santa Anita Avenue, South El Monte, CA 91733
(626) 579-6540 Ext. 3040
rsalas@soelmonte.org





9701 LAS TUNAS DRIVE | TEMPLE CITY | CALIFORNIA | 91780-2249 | (626) 285-2171

June 25, 2018

Subject: Transtech Engineers, Inc. Reference Letter for Services Provided to Temple City

To Whom It May Concern:

As the Community Development Director for Temple City, I highly recommend Transtech Engineers, Inc. for building and city engineering services. Transtech has provided contract Building and Safety Services and City Engineering Services to Temple City since 2012, and the City has been very satisfied with their services. Transtech staff have consistently provided high quality service in an efficient and cost-effective manner. They are highly responsive to any issues or requests that the City may have, and their work is consistently completed in a timely and professional manner.

Transtech provides full building and engineering services for Temple City in the capacity of Building Official, Building Inspection (as needed), Building Plan Check/Review, City Engineering, Traffic Engineering, Public Works Engineering, Capital Projects Management, Construction Management, Grant Management, and related professional services as requested.

Transtech provides excellent customer care and service not only internally to City staff but also to the public who frequently interacts with them through their Building and Safety Services. Based on my experience with Transtech and based on positive feedback I have received from my staff and our customers, I highly recommend Transtech for building and city engineering services.

If you have any questions, please feel free to contact me directly.

Sincerely,

Michael D. Forbes
Community Development Director
(626) 285-2171 x4305
mforbes@templecity.us





Gateway
to the
San Gabriel Valley

111
South First Street
Alhambra
California
91801

City of Alhambra
Development Services Department

February 13, 2018

I am pleased to write this letter of recommendation for Transtech Engineers, Inc.

Transtech Engineers, Inc. has been providing full Contract Building and Safety Services as well as City Engineering Services in the capacity of Building Official, Permit Technician, Building Inspector, Building Plan Check, City Engineering, City Traffic Engineering, Public Works Plan Checks, CIP Management, Construction Management, Grant Management, , and as-needed Professional Services inclusive of planning, design, project management, and construction management to the City of Alhambra for nearly 25 years.

Based on mine and other staff's professional experience with Transtech and their staff, the City of Alhambra is extremely satisfied with their services over the years. They continue to provide the highest quality work, have always been professional, efficient, cost effective, while having the best interest of the City in their mind.

Their commitment to quality and quick responsiveness for any needs the City may have sets them apart from others. I can confidently recommend them for their services.

Please feel free to contact me if you have any questions.

Best Regards,

Marc Castagnola
Development Services Director
City of Alhambra
(626)570-5041 / mcastagnola@cityofalhambra.org





City of Commerce

Public Works & Development Services Department

February 27, 2018

SUBJECT: Reference Letter - Services provided to the City of Commerce by Transtech Engineers, Inc.

To Whom It May Concern:

The City of Commerce is exceptionally satisfied with Transtech's services. They have always provided the highest quality staff, work product, and services, in an efficient and cost-effective manner, while having the best interest of the City in mind. They are very responsive, and immediately address any and all requests the City may have. They are problem solvers and on-time for all of their assignments.

Transtech Engineers, Inc. has been providing various contract engineering services to the City of Commerce for the past 17 years. These services include support for City Engineering, Construction Management, Design, CIP Project Management, Staff Augmentation for Public Works Engineering/Management, and Traffic Engineering. Transtech also provides As-needed Professional Services, inclusive of planning, various building and safety related support including permitting, plan review, and inspection, as well as any other services the City may need.

Transtech's staff has always been extremely responsive to the City's needs, and most recently served as the turn key construction managers for one of the region's largest infrastructure projects, the Washington Boulevard Widening and Reconstruction Project, which had a total budget of \$38M. This project also was recently recognized as Project of the Year by the American Public Works Association (APWA) in the category of Transportation.

On behalf of the City, I highly recommend Transtech's services. If you have any further questions, you can contact me directly at 323-722-4805 or at mbabaki@ci.commerce.ca.us.

Sincerely,

Maryam Babaki, PE

Director of Public Works & Development Services Department
City of Commerce

2535 Commerce Way • Commerce, California 90040 • (323) 722-4805 • FAX (323) 726-6231 • www.ci.commerce.ca.us



CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



City Council
Peter Chan
Mitchell Ing
Stephen Lam
Hans Liang
Teresa Real Sebastian

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

March 21, 2018

To Whom It May Concern:

It is with great pleasure that I have the opportunity to recommend Transtech Engineers, Inc.

For the past 6 years, Transtech has been providing engineering support services to the City of Monterey Park. Transtech's services have included city engineering, traffic engineering, public works engineering management, plan check, development engineering, capital improvement program (CIP), grant management and as-needed professional services that included planning, design, project management, contract administration, construction management and inspection.

Transtech is always responsive to the City's needs, providing high quality services in a timely manner. Their staff is professional and courteous and work very well with City staff. Transtech has been especially helpful expediting delivery of the City's CIP projects which included numerous parks Master Plan and ADA projects.

Transtech has consistently achieved positive results with the City of Monterey Park, as such, I am very confident in recommending their professional services. If you have any questions, feel free to contact me at (626) 307-1255 or at rbow@montereypark.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Bow", is written over a light blue circular stamp.

Ron Bow
City Manager

Pride in the Past • Faith in the Future



**CITY of BELL***Home...in the center of it all*

September 26, 2018

Subject: City of Bell Letter for Transtech Engineers, Inc.

To Whom It May Concern:

I am pleased to write this letter of recommendation for Transtech Engineers, Inc.

Transtech Engineers, Inc. provides Building and Safety Services in the capacity of Building Official, Building Inspector, and Building Plan Check/Review to the City of Bell.

Based on mine and other staff's professional experience with Transtech and their staff, the City of Bell is satisfied and would recommend their services. They provide high quality work, are professional, efficient, and cost effective. Their team has always been responsive to the City in a timely manner on all their assignments or questions we may have.

If you should have any further questions, please do not hesitate to contact me directly.

Best Regards,



Howard W. Brown, Jr., ICMA-CM
City Manager
City of Bell

6330 Pine Avenue
Bell, CA 90201

Phone:
323.588.6211



**CITY OF CUDAHY CALIFORNIA***Incorporated November 10, 1960*

P.O. Box 1007
5220 Santa Ana Street
Cudahy, California 90201-6024
(323) 773-5143
Fax: (323) 771-2072

June 27, 2016

RE: Reference Letter for Transtech Engineers, Inc. (i.e., Transtech)

To Whom It May Concern:

I have had the privilege and fortune of working with Transtech Engineers, Inc at two very different cities in my 16 year City Manager career. As the City Manager for Temple City (i.e., very affluent and predominantly Asian population) and City Manager for Cudahy (i.e., lower income and predominately Latino population), Transtech provided (i.e., and still provides) a variety of contract services including: City Engineering; City Traffic Engineering; Public Works Engineering, Management / Plan Check/Inspection; Development Engineering; Capital Improvement Projects Program & Grant Management; and "As-needed Professional Services" inclusive of planning, design, project management, construction management and inspection.

Moreover, Transtech has assisted both communities in obtaining millions of dollars in highly competitive grant funds while also managing a number of federally funded projects, from initial grant funding applications through the completion of project construction. Over the years, I have unequivocally found Transtech's work and conduct to be extremely ethical, professional, timely, and a tremendous value for their client cities through their excellent project value engineering efforts.

Should you have any questions, please contact me at your earliest convenience in the office at (323) 773-5143 ext. 226, via cell phone at (323) 868-2126 or email at jpulido@cityofcudahyca.gov

Sincerely,

Jose E. Pulido
City Manager





CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
1414 MISSION, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 • FAX: 626.403-7221

June 16, 2020

Subject: Reference Letter for Transtech, Inc.

To Whom it May Concern:

Transtech, Inc. has been providing contract Building and Safety Services, including Building Official, Permit Technician, Building Inspector, and Building Plan Checker services to the City of South Pasadena for over twenty years.

The City of South Pasadena is extremely satisfied with Transtech's services, especially most recently as the City has transitioned to remote working conditions in response to COVID-19. Transtech has led the City in innovation and implementation of online and digital-based services, allowing the City to continue to provide all building-related services throughout the recent crisis. For example, Transtech transitioned the City to providing E-Plan Submittal within a few days of LA County's Safer at Home Order.

Transtech provides high quality services in an efficient and cost-effective manner. They are responsive, professional and timely on all of their assignments.

Based on my professional experience with Transtech, I highly recommend their Building and Safety services.

Please feel free to contact me with any questions.

Sincerely,

Joanna Hankamer
Director of Planning & Community Development
jhankamer@southpasadenaca.gov
626-403 7220



Submitted To
City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
Attn: Edith Carrillo, Administrative Analyst



Due Date: 6-26-2020, 5 pm (per Addendum 1)

Submittal requirement Per RFP:

Because of COVID-19, electronic transmission by email will be accepted. The email address to send responsive proposals is:
edith.carrillo@cityofmaywood.org

Submittal by Transtech:

5 hard copies and 1 pdf file on thumb drive delivered to City.

Cost Proposal

CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES



TRANSTECH

13367 Benson Ave
Chino, CA 91710
www.transtech.org
855.595.2495 (toll-free)

Submitted By
TRANSTECH Engineers, Inc.

Contact Person:

Ahmad Ansari, PE, Principal

E: ahmad.ansari@transtech.org

C: 949-702-5612

O: 909-595-8599

Transtech Services and Actions COVID-19 & CORONAVIRUS UPDATE

Transtech Responds to Recent Health Concerns & Economic Challenges

On behalf of the Transtech Team, we would like to take this time to let you know that we are closely monitoring the events, and assure our current client Cities and all Cities, City Staff, and the community that the Transtech Team is fully committed and standing by your organization and community during this critical time. Transtech is here for the City's needs as they continue to navigate through and monitor the novel coronavirus (COVID-19) situation.

Whether or not we are your current vendor, or our service is on an "on-call" basis, we are available to support you. We are here for you if and when you need us.

At Transtech, the safety and well-being of Transtech Team Members and our client Cities is always our priority, and we recognize the important role we play in providing services to our client Cities during this critical time. Internally, we have issued notices to all our Transtech Team Members working inside City Halls, field project sites, and across our Transtech Offices emphasizing social distancing, following CDC preventative guidelines, and staying home if feeling sick. Protective gear, including masks and gloves have been made available to all Transtech Team Members. Furthermore, relevant CDC guidelines and recommended posters have been posted throughout our offices.

Additionally, we have created a designated email, health@transtech.org; in which any email sent to this address will be distributed to our management team. This in effect is our own activated Emergency Operations Center (EOC) to effectively deal with the ongoing developments as they may arise – please feel free to [email us](#) with any information, 24-7.

Adapting Our Services to Our Current Client Cities

In addition to the above items, below are highlights of our response to our current client Cities and how we are adapting and customizing our services as a result of the COVID-19 Pandemic.

- ✓ Transtech has long implemented all necessary and vital electronic tools, software and remote workflows to provide its services. Having such tools and software deployed, Transtech has been able to provide essential services with no service disruption to its client Cities during COVID-19.
- ✓ All Transtech personnel have work laptops and smartphones. Transtech's virtual workstations and cloud servers allow all Transtech personnel to work remotely virtually anywhere.
- ✓ Transtech utilizes Microsoft Teams virtual video/audio meeting system, and conducts client meetings virtually with all stakeholders.
- ✓ Transtech retains all work files electronically on its cloud servers, providing real -time access to all project stakeholders. Ease of access to information provided by Transtech minimizes face to face meetings during COVID-19.
- ✓ Transtech utilizes electronic/online bid management systems providing electronic bid/proposal submittal options, which eliminates or minimizes City walk-ins. Transtech has helped some of our client Cities transition to fully electronic bid/proposal submittals during City Hall closures.
- ✓ Transtech has implemented electronic/online permit issuance portal at no additional cost to its various client City's Building & Safety and Public Works Departments.
- ✓ Transtech has been instrumental in adopting electronic plan check workflows by using its own electronic plan check system to its various client City's Building & Safety and Public Works Departments at no additional cost. Transtech team has prepared and successfully implemented custom plan check portals for their client Cities and has delivered electronic plan checks throughout City Hall closures during COVID-19.
- ✓ During electronic permit and plan check system implementations to its client Cities, Transtech staff worked closely with City Finance and IT Departments to implement electronic/online payment workflows, and provided training to City Staff to eliminate any service disruption.
- ✓ Above tools and services have been implemented at no additional cost to our client Cities. This service will also be extended to new cities at no additional cost.
- ✓ Virtual Inspections have been implemented on a case by case basis for occupied buildings and home inspections by our Building and Safety Department.
- ✓ Building inspections continue for non-occupied structures.
- ✓ We have set up designated toll-free numbers with assigned operators and email distribution lists for continuity of virtual government services.

Attachment A - COVER PAGE

Legal Name of Firm (including entity type, e.g. "a California corporation"):	Transtech Engineers, Inc.
Address:	13367 Benson Avenue Chino, CA 91710
Telephone no.	909-595-8599 855-595-2495 (toll-free)
Primary representative/manager/partner-in-charge:	
Name:	Ahmad Ansari, PE
Title:	Principal
Telephone no. ()	C: 949-702-5612 O: 909-595-8599
E-mail:	Ahmad.ansari@transtech.org
Primary Contact for this RFP if different from above	
Name:	Same as above
Title:	Same as above
Telephone no. ()	Same as above
E-mail:	Same as above
I agree that the submitted proposal is valid for a period of 90 days from May 22, 2020 (from June 26, 2020 per Addendum 1).	Yes

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS THE 26TH DAY OF JUNE 2020



Signature of Authorized Proposer

Ahmad Ansari, Principal

Title of Proposer



June 26, 2020

City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
Attn: Edith Carrillo, Administrative Analyst

COST PROPOSAL
City Engineer and/or Professional Engineering Services

Dear Ms. Carrillo:

As required, Cost Proposal is submitted in a separate envelope.

Thank you for the opportunity to submit this proposal.

Should you have any questions, or require additional information, please feel free to contact us.

Sincerely,

Ahmad Ansari, PE, Principal
ahmad.ansari@transtech.org
C: 949-702-5612; O: 909-595-8599

City Engineer Range: \$130 - \$150

Billing rate adjusted based on the specific staff and classification, such as Assistant City Engineer/on-site PW Permit Engineer would be lower rate than Sr. City Engineer

Fee Approach for Plan and Map Check:

Hourly or % of Fees based on City's FeeSchedule.

Fee Approach for Capital Projects and Other Services:

- Capital Projects Management, Administration, Engineering, Construction Management, Inspection, Federal/Labor Compliance:
 - Scope and Fee will be based on each project's specifics and requirements and approved by the City.
 - Fees will be in compliance with the ranges established by Caltrans/LAPM/Industry Standards, which are generally in the range of 7% to 12% for Design Phase Services and 10% to 15% for Construction Phase Services.
 - Calculation of fees may be based on time and material and/or % complete basis of specific project tasks and/or calculated based on Transtech's current Standard Hourly Rates.
- When a project requires 3rd party specialty services, Transtech will obtain proposals and fees from 3rd party service providers. Transtech has long working relationship with various 3rd party specialty services providers, and depending on the specifics of a project and subject to costs and City's review and approval.
- All other services:
 - Based on requested service and scope of work.
 - Scope and Fee will be based on Transtech's current Standard Hourly Rates at the time of the services and as approved by the City.



Transtech's Standard SCHEDULE OF HOURLY RATES for all staff classifications
Effective through June 30, 2021

Rates are average, negotiable and can be modified to establish a fee for each assignment based on the specific project's scope, when such projects are identified by the City.



TRANSTECH ENGINEERS, INC.
SCHEDULE OF HOURLY RATES

ENGINEERING	
Field Technician	\$70
Engineering Technician	\$90
Assistant CAD Drafter	\$105
Senior CAD Drafter	\$125
Associate Designer	\$135
Senior Designer	\$145
Design Project Manager	\$175
Assistant Engineer	\$110
Associate Civil Engineer	\$135
Senior Civil Engineer	\$175
Traffic Analyst Technician	\$100
Associate Traffic Analyst	\$110
Senior Traffic Analyst	\$145
Professional Transportation Planner	\$165
Traffic Engineer Technician	\$95
Associate Traffic Engineer	\$135
Traffic Engineer	\$160
Senior Traffic Engineer	\$175
Project Manager	\$175
Senior Project Manager	\$185
Deputy City Engineer	\$155
Senior City Engineer	\$175
Principal Engineer	\$195

CONSTRUCTION MANAGEMENT	
Labor Compliance Analyst	\$130
Funds Coordinator	\$130
Utility Coordinator	\$145
Office Engineer	\$135
Construction Inspector	\$125
Senior Construction Inspector	\$140
Construction Manager	\$165
Resident Engineer	\$175
PUBLIC WORKS INSPECTION	
Public Works Inspector	\$125
Senior Public Works Inspector	\$140
Supervising PW Inspector	\$150
SURVEY AND MAPPING	
Survey Analyst	\$125
Senior Survey Analyst	\$135
2-Man Survey Crew	\$295
Survey & Mapping Specialist	\$165
Licensed Land Surveyor	\$185
FUNDING & GRANT WRITING	
Funds Analyst	\$115
Senior Funds Analyst	\$135
Graphic & Rendering Designer	\$120
Grant Writer	\$145
Funds & Grant Project Manager	\$165

BUILDING & SAFETY	
Permit Technician	\$70
Plan Check Technician	\$80
Building Inspector	\$95
Senior Inspector	\$115
Plans Examiner/Checker	\$125
Plan Check Engineer	\$145
Deputy Building Official	\$145
Building Official	\$160
PLANNING	
Community Development Technician	\$75
Planning Technician	\$75
Assistant Planner	\$110
Associate Planner	\$125
Senior Planner	\$145
Planning Manager	\$155
ADMINISTRATIVE STAFF	
Administrative/Clerical	\$70
Project Accountant	\$85

PER RFP, PRICING (FEE RATES) SHALL REMAIN FIRM FOR A MINIMUM OF TWO (2) YEARS.

After 2 years, the above fees will be increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated September 1, 2020 ("Effective Date") and is between the City of Maywood, a California municipal corporation ("City") and Transtech Engineering, Inc. ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to perform professional engineering services.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be _____ (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through August 31, 2023; with two (2) optional one (1)-year extension unless sooner terminated as provided in Section 13 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Scope of Services satisfactorily rendered, City agrees to compensate Consultant, and Consultant agrees to accept in full satisfaction for the services required by this Agreement, as more particularly described in **Exhibit B** ("Compensation"). Said Compensation shall constitute reimbursement of Consultant's fee for the services as well as the actual cost of any staff time, other direct or indirect costs or fees, including the work of employees, consultants and subcontractors, equipment, materials, and supplies necessary to provide the service (including all labor, materials, delivery, tax, assembly, and installation, as applicable). In no event shall the Consultant be paid more than \$ _____, for the first year which includes expenses and additional services (if any). Each following year during the term of this Agreement the City Council will establish the not-to-exceed amount during the budgetary process.

B. Expenses. The City will not reimburse Consultant for any expenses, unless expenses are agreed upon in advance in writing by both parties.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council or the City Representative shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the

Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement or within such other reasonable time dependent on the City's warrant run procedures. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

5. Independent Contractor.

A. Consultant is an independent contractor and not an employee of the City. All work or other Services provided pursuant to this Agreement shall be performed by Consultant or by Consultant's employees or other personnel under Consultant's supervision, and Consultant and all of Consultant's personnel shall possess the qualifications, permits, and licenses required by State and local law to perform such Services, including, without limitation, a City of Maywood business license. Consultant will determine the means, methods, and details by which Consultant's personnel will perform the Services. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the customary professional standards.

B. All of Consultant's employees and other personnel performing any of the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant and Consultant's personnel shall not supervise any of City's employees; and City's employees shall not supervise Consultant's personnel. Consultant's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as an employee of City; and Consultant's personnel shall not use any City e-mail address or City telephone number in the performance of any of the Services under this Agreement. Consultant shall acquire and maintain at its sole cost and expense such vehicles, equipment and supplies as Consultant's personnel require to perform any of the Services required by this Agreement. Consultant shall perform all Services off of City premises at locations of Consultant's choice, except as otherwise may from time to time be necessary in order for Consultant's personnel to

receive projects from City, review plans on file at City, pick up or deliver any work product related to Consultant's performance of any Services under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform such Services. City may make a computer available to Consultant from time to time for Consultant's personnel to obtain information about or to check on the status of projects pertaining to the Services under this Agreement.

C. Consultant shall be responsible for and pay all wages, salaries, benefits and other amounts due to Consultant's personnel in connection with their performance of any Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, State, or federal policy, rule, regulation, statute or ordinance to the contrary, Consultant and any of its officers, employees, agents, and subcontractors providing any of the Services under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Consultant shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Consultant's personnel practices. or to the extent arising from, caused by or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Consultant's duty to defend, indemnify and hold harmless as set forth in any other provision of this Agreement.

6. PERS Compliance and Indemnification

A. General Requirements. The Parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to City to perform any work or other Services under this Agreement, Consultant shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code § 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have

active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Consultant shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify and hold harmless City, and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from (i) any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Consultant's violation of any provisions of this Section 6; or (ii) in the event that Consultant or any employee, agent or subcontractor of Consultant providing Services under this Agreement claims or is determined by a court of competent jurisdiction and/or by PERS to be eligible for enrollment in PERS as an employee of the City. This duty of indemnification is in addition to Consultant's duty to defend, indemnify and hold harmless as set forth in any other provision of this Agreement.

7. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subconsultants shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of

termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

8. Conflicts of Interest. Consultant and its officers, employees, associates and subconsultants, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subconsultants shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

9. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent Consultants in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with

any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent Consultant relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subconsultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subconsultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

10. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall provide insurance in the amount required by California law.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) ☐ If this box is checked, Professional Liability/Errors and Omissions Insurance with minimum limits of \$1,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide or such other rating as approved by the City Manager. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The general liability policy shall contain an endorsement naming City and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City,

its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subconsultants from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager or such other official designed by the City Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 9 of this Agreement.

K. Sub-Consultant Insurance Requirements. Consultant shall require each of its subconsultants that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

11. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

12. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

13. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least ten calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.

14. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

15. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 13, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

16. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:
Attn: City Manager
City of Maywood
4319 East Slauson Avenue
Maywood, California 90270

If to Consultant:

17. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subConsultant or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subconsultants and applicants are employed, and that employees are treated

during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

18. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

19. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

20. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

21. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subconsultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subconsultants and agents.

22. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may

deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

23. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

24. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

25. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

26. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

27. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

28. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

29. Business Days. "Business days" means days Maywood City Hall is open for business.

30. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of

construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of Maywood.

31. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

32. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

33. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

34. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Maywood,
a California municipal corporation

Consultant:

Transtech Engineering, Inc.

By: _____

Eduardo De La Riva
Mayor of the City of Maywood

By: _____

Name: _____
Title: _____

ATTEST:

By: _____

Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

By: _____

Roxanne Diaz, City Attorney

EXHIBIT A

SCOPE OF SERVICES

DRAFT

EXHIBIT B

COMPENSATION

City Engineer Range: \$130-150

Billing rate adjusted based on the specific staff and classification

Fee Approach for Plan and Map Check:

Hourly fees based on City's Fee Schedule

Fee Approach for Capital Projects and Other Services:

Refer to Cost Proposal submitted on June 26, 2020

Schedule of Hourly Rates:

Refer to Cost Proposal submitted on June 26, 2020

ATTACHMENT NO. 3



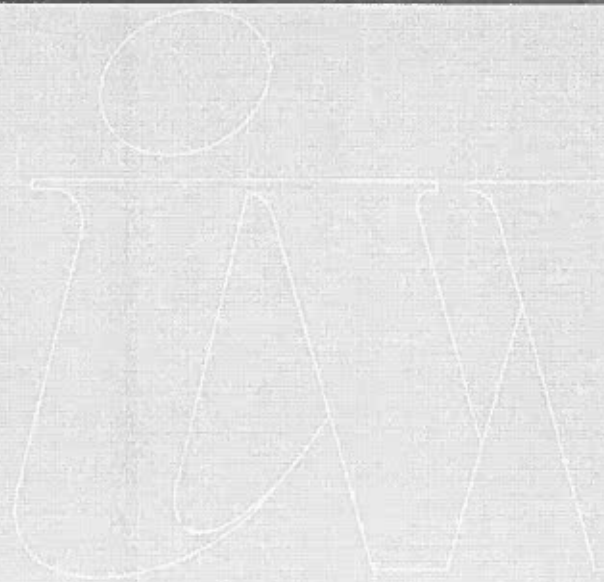
MAYWOOD CITY HALL

CITY OF MAYWOOD

City Engineer and/or
Professional Engineering Services

May 22, 2020

TERRY RODRIGUE, PE, TE
Chief Executive Officer
15140 Transistor Lane
Huntington Beach, CA 92628
(714) 899-9039
www.interwestgrp.com



INTERWEST

May 22, 2020

City of Maywood
Attn: Administrative Analyst
4319 E. Slauson Avenue
Maywood, California 90270



RE: Proposal for City Engineer and/or Professional Engineering Services

We have appreciated the opportunity to serve the City of Maywood for the last four years and we are pleased to present our proposal to continue providing City Engineering and Professional Engineering Services. Our proposal is crafted and submitted for the purpose of demonstrating our ability to manage and oversee all the project aspects outlined in your RFP. With nearly 500 employees, we are large enough to provide qualified staff in a variety of public works specialties, yet our local office can provide personal, responsive, and customized services uniquely tailored to the needs of the City of Maywood.

Since 2016, we have represented the City as City Engineer and provided key Public Works Department and Building Safety Department services. We have learned about your internal processes, forged relationships with City staff, local agencies, and stakeholders, and have interacted with, served, and gotten to know and appreciate your community. During our tenure with the City, we have helped to deliver important projects including the 60th Street and Heliotrope Avenue Traffic Diversion Project, Annual Slurry Seal and Street Rehabilitation Projects, several park improvement projects, and sewer replacement projects. We also recently assisted the City in applying for and securing \$160,000 in Housing and Community Development SB 2 Planning Grant funding.

We are dedicated to improving the quality of life in Maywood, not just in our roles at City Hall, but also in supporting the residents that make up your community. In 2019, the Interwest Community Foundation partnered with the City to begin a scholarship program that helps high school seniors in the City of Maywood pursue their dreams of higher education. Now in its second year, this program will award scholarship funding to ten students at the City's next virtual Council Meeting on Wednesday, May 27th.

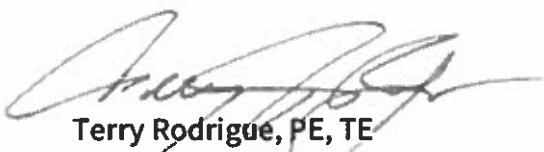
I will continue to serve as Principal-in-Charge and management contact to the City. I am Interwest's Chief Executive Officer and I have the authority to sign all necessary agreements. The City's Day-to-Day Contact will continue to be Project Manager, **Manuel Gomez**. Manuel has worked with the City recently, is familiar with your goals and expectations, and will keep in close contact with both City and Interwest staff to ensure smooth project delivery. Our contact information follows.

Terry Rodrigue, Chief Executive Officer
15140 Transistor Lane
Huntington Beach, CA 92649
303.549.7776 | trodrigue@interwestgrp.com

Manuel Gomez, Project Manager
15140 Transistor Lane
Huntington Beach, CA 92649
949.677.2386 | cmgomez@interwestgrp.com

Thank you for the opportunity to continue serving the City of Maywood. Should you have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,



Terry Rodrigue, PE, TE
Chief Executive Officer

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Appendix

Financial Status Documentation
Business Entity Filing Documents
Staff Resumes

Proposal Cover Sheet

Attachment A

COVER PAGE

Legal Name of Firm (including entity type, e.g. "a California corporation"):

Interwest Consulting Group, Inc. - a Colorado Corporation, licensed to do business in California

Address:

15140 Transistor Lane, Huntington Beach, CA 92649

Telephone no. ()

(714) 899-9039

Primary representative/manager/partner-in-charge

Name: **Terry Rodrigue, PE, TE**

Title: **Chief Executive Officer**

Telephone no. () **(303) 549-7776**

E-mail: **trodrigue@interwestgrp.com**

Primary Contact for this RFP if different from above

Name: **Manuel Gomez**

Title: **Project Manager**

Telephone no. () **(949) 677-2386**

E-mail: **cmgomez@interwestgrp.com**

I agree that the submitted proposal is valid for a period of 90 days from May 22, 2020.

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS THE 22nd DAY OF May 2020


Signature of Authorized Proposer

Chief Executive Officer

Title of Proposer

Proposal Narrative

FIRM QUALIFICATIONS

The seamless integration of municipal service professionals in support of public agencies has been our purpose since Interwest Consulting Group formed in 2002, 18 years ago. Interwest was founded by individuals with a passion for serving municipalities. We currently employ nearly 500 employees spanning a multitude of disciplines within public works and building and safety departments throughout California. We currently serve more than 200 cities, counties and state agencies, including the City of Maywood. We provide the following services to cities/counties:

- | | |
|-------------------------------|---|
| ▪ Municipal Engineering | ▪ Construction Management & Inspection |
| ▪ Traffic Engineering | ▪ Geographic Information System (GIS) |
| ▪ City Planning | ▪ Real Estate |
| ▪ Building Safety | ▪ Emergency Operations Management |
| ▪ Information Technology (IT) | ▪ Leadership and Organizational Development |

Our staff has held senior and executive management positions within numerous California cities including the titles of City Engineer, Public Works Director, Construction Manager and other management personnel. This depth of experience brings a high level of expertise and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

LOCATIONS

Interwest has several locations throughout the State of California, as well as in Colorado and Nevada. Services for the City of Maywood will be directed from our Huntington Beach office at *15140 Transistor Lane, Huntington Beach, CA 92649.*

FINANCIAL STATUS

We have provided confidential financial documentation to satisfy the City's request in the *Appendix*.

KEY PERSONNEL

The individuals listed below will be assigned to the City of Maywood in the capacities listed. Many of them already serve the City in the roles listed and have come to gain a deep understanding of your community's priorities and unique concerns. **Resumes** with detailed information on each staff member's work history and licenses held have been included in the *Appendix* of this proposal.

Our proposed team covers all of the disciplines enumerated in the City's RFP. As in our previous agreement, Interwest will sub-contract with Ninyo & Moore to provide materials testing and surveying services as required by the City.

Staff	Title	Role
Terry Rodrigue, PE, TE	PRINCIPAL-IN-CHARGE	City's Management Contact
Manuel Gomez	PROJECT MANAGER	City's Day-to-Day Contact and Senior Project Manager
Kevin Ko, PE, QSD	CITY ENGINEER	City Engineer, Project Manager, Development and Public Works Plan Check and Review, Construction Manager, Utility and Infrastructure, Municipal and Capital Improvement Projects
Nicole Jules, PE	CITY TRAFFIC ENGINEER	Traffic Engineering, Small Cell Sites and Wireless Services, Public Works Plan Check, Municipal and Capital Improvement Project Manager
Kamran Saber, PE, QSD	PLAN REVIEW ENGINEER	Plan Check and Review of Development and Public Works Plans, Utility and Infrastructure Plans, Municipal and Capital Improvement Projects Plans
Joe Indrawan, PE	PLAN REVIEW ENGINEER	Plan Check and Review of Development and Public Works Plans, Municipal and Capital Improvement Projects Plans
Jack Istik, PE	PLAN REVIEW ENGINEER	Plan Check and Review of Development and Public Works Plans, Municipal and Capital Improvement Projects Plans, Subdivision Map Plans

Gary Neal, PLS	MAP CHECKER	Plan Check and Review of Subdivision Map Plans
Paul Keizer	CONSTRUCTION MANAGER & INSPECTOR	Construction Management and Inspection of Public Works, CIP Projects, and Encroachment Permit Projects
John Welch	CONSTRUCTION MANAGER & INSPECTOR	Construction Management and Inspection of Public Works, CIP Projects, and Encroachment Permit Projects
Ciros Ganji	CONSTRUCTION MANAGER & INSPECTOR	Construction Management and Inspection of Public Works, CIP Projects, and Encroachment Permit Projects
Chuck Stagner	CONSTRUCTION MANAGER & INSPECTOR	Construction Management and Inspection of Public Works, CIP Projects, and Encroachment Permit Projects
Carolina Rodriguez	ENGINEERING ASSOCIATE	Engineering Counter and Permit Issuance Support, Construction Inspection of Encroachment Permit Projects
Nick Pergakes, AICP	PRINCIPAL PLANNER	CEQA/NEPA Coordination, Planning and Zoning Review
Candida Neal	PRINCIPAL PLANNER	CEQA/NEPA Coordination, Planning and Zoning Review
Chantal Power, AICP	SENIOR PLANNER	CEQA/NEPA Coordination, Planning and Zoning Review

CITY ENGINEER

We propose that **Kevin Ko, PE, QSD** continue to act as Maywood's City Engineer. Kevin is a licensed Professional Engineer in the State of California (C88495), as well as a Qualified SWPPP Developer (QSD) (C88495). Since 2016, Kevin has served the City as a Project and Construction Manager and has also provided design services as needed. During that time, he was directly involved in the design and construction of several street resurfacing, sidewalk improvements, slurry seal, sewer replacement, and park projects, including a **traffic calming roundabout on 60th and Heliotrope** and the



Kevin Ko has served the City of Maywood for four years.

We believe Kevin is the ideal choice for the City of Maywood, not only because of his intimate familiarity with the position, but also because of his communication skills and his natural abilities as a problem-solver and a levelheaded, adaptable leader.

development of **Maywood Riverfront Park** in collaboration with USEPA and US Army Corps of Engineers. Kevin has also worked closely with the team's Construction Inspectors to ensure projects are completed within a timely manner and within budget. As of September 2019, Kevin was appointed as the City's City Engineer to oversee capital projects and the City's engineering functions. Since then, he has gained an even deeper understanding of the City's management team and the larger community of Maywood.

FIRM LICENSE

Below is a screenshot from the California Secretary of State's website, indicating Interwest Consulting Group's active status as a corporation licensed to do business. Our *Business Entity Filing Documents* for 2020 have been included in the *Appendix* of this proposal.

 **Business Search - Entity Detail**

The California Business Search is updated daily and reflects work processed through Monday, May 18, 2020. Please refer to document [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity. Not all images are available online.

C2415639 INTERWEST CONSULTING GROUP INC.

Registration Date:	04/29/2002
Jurisdiction:	COLORADO
Entity Type:	FOREIGN STOCK
Status:	ACTIVE
Agent for Service of Process:	C.T.CORPORATION SYSTEM (C0168406) To find the most current California registered Corporate Agent for Service of Process address and authorized employee(s) information, click the link above and then select the most current 1505 Certificate.
Entity Address:	3107 28TH ST UNIT B BOULDER CO 80301
Entity Mailing Address:	PO BOX 18330 BOULDER CO 80308

DISCIPLINARY ACTIONS

Interwest has not received any disciplinary action from the State.

SIMILAR SERVICE CONTRACTS

Interwest provides similar comprehensive Public Works Department services to cities throughout the state. As requested, the following are three agencies with whom we have current, ongoing agreements to provide similar services.



CITY OF RANCHO PALOS VERDES

Elias Sassoon, Director of Public Works

310.750.7630 | esassoon@rpvca.gov

Contract Services: Interim Public Works Director Services, Interim Community Development Director Services, Public Works Plan Check, Construction Management and Inspection Services, Traffic Engineering Services, Building Safety Plan Check and Permit Technician Services



CITY OF SOUTH PASADENA

Stephanie DeWolfe, City Manager

626.403.7210 | sdewolfe@southpasadenaca.gov

Contract Services: Public Works Project Management and Plan Check Services, Traffic Engineering Services, Construction Management and Inspection Services, Planning and Entitlement Services



CITY OF EASTVALE

Bryan Jones, City Manager

915.703.4411 | bjones@eastvaleca.gov

Contract Services: City Engineering Services, Public Works Project Management and Plan Check, Construction Management and Inspection Services, Traffic Engineering Services, Building Official Services, Building Plan Check, Inspection and Permit Technician Services, Information Technology Services, Planning and CEQA Coordination, Administrative Services

APPROACH TO SERVICES

CITY ENGINEERING SERVICES

Interwest proposes to continue providing City Engineering services to the City, including the following specific services.

- Attending meetings with City staff, public officials, developers, contractors, and the public
- Attending Commission and City Council meetings as needed
- Representing the City as its City Engineer while interfacing with the public and other agencies including but not limited to the L.A. County Department of Public Works, Southern California Edison, and the five water purveyors that serve the City
- Reviewing documents and reports from other agencies pertaining to the City's infrastructure or public works matters and providing recommendations to staff on appropriate responses
- Providing guidance and technical assistance to City staff on public works and engineering laws, policies, procedures, and best practices including but not limited to the California Public Contract Code, Streets and Highways Code, and Subdivision Map Act
- Providing guidance and technical aid to field staff on infrastructure and maintenance issues
- Advising City staff on grants or other funding available for public works projects and, when so directed, initiating, and preparing applications
- Providing general oversight of the maintenance of street and sidewalk repair, streetlights, traffic signals, street and traffic signs, street striping and legends, storm drains, sewer service, and water service

PROJECT MANAGEMENT

Interwest has extensive experience and success in developing and implementing municipal public works projects, including those with State and/or Federal funding requiring compliance with the Caltrans Local Assistance Procedures Manual. We create and apply management systems that work

and carefully monitor program effectiveness by closely tracking work quality, quantity, and cost. Our approach begins with the identification of specific project priorities and their scheduled completions. Delivering Capital Projects under aggressive schedules involves management, administration, and oversight of project development teams from inception to completion. Project management to Interwest means complete ownership of all aspects including project delivery, funding, project development, and programming. We measure our success in meeting deadlines, project budgets and most importantly, our client's expectations. Areas of focus include:

- Monitoring program effectiveness
- Advanced project planning
- Bid & award contracts
- Stakeholder & community outreach
- Managing federally funded projects
- Agency coordination on joint projects
- Working with utility agencies on relocations
- Following Caltrans Local Assistance Procedures Manual and Guidelines
- Ensuring environmental regulation compliances
- Outside agency encroachment permits

PLAN CHECK SERVICES

Interwest has the collective, diverse team of people and experience to perform a full range of Engineering Plan Check. More importantly, we possess the knowledge and skills necessary to effectively integrate the necessary engineering services with the client's staff to create a design plan check process that is coordinated, consistent, and predictable. We view our role and mission as facilitating the efficient delivery of high-quality design plan check projects by:

- Taking a partnering versus regulatory approach
- Balancing the need to ensure conformance to standards and regulations with the need for predictability, uniformity, and efficiency
- Having a goal of "no surprises" for the applicant and the client

- Creating an internal team which provides a seamless design plan review process to prevent unintentional “games of gotcha” for project applicants

All plan reviews will be evaluated by the project manager for quality control of the plan review, the level and quality of comments from the review, consistency with similar reviews, the avoidance of late hits or “gotcha” comments, the evaluation of the design professional’s submittal and whether they are addressing prior comments or have justifiable reasoning in their designs that may allow leniency from standards. The project manager will meet with the design professional and their client if prior comments are not being addressed. We have found this will get the process back on track or provide the project owner/client with a more realistic schedule based on their design professionals’ actions.

The discussion above describes Interwest Consulting Group’s philosophy and approach of “how” we do our work. A typical scenario for “what” we do related to the review and processing grading, Stormwater Pollution Prevention Plan (SWPPP), street and on-site improvements, water quality management plan, landscape plans, improvement plans, hydrology and hydraulics calculations plans, and traffic engineering and operations plans and reports, follows:

- Provide plan reviews for final maps, improvement and landscape plans. Review includes evaluation of required reports, studies, grading and improvement plans, and design professional’s recommendations. Each plan review is assigned to a design plan reviewer with oversight of the project manager. The assigned design plan reviewer will be committed to the project and will furnish all subsequent submittal reviews for the project. This maintains a consistent review and avoids “late hit” comments.
- Each plan review will be accompanied with a letter summarizing the red-line comments. This letter will be addressed directly to the applicant’s engineer or landscape architect, with a copy to client staff and the applicant. A complete red-lined set of drawings and any reports will be returned to the design professional for use in their corrections.

- The project manager will meet with the design professional and client staff to review comments or to delineate the standards which are not being met to assist in the timely completion of the review and meeting the maximum goal of two plan reviews. If necessary, the third review will confirm that all previous comments have been addressed. This meeting can take place in the design engineer's office, if desired so that minor comments/discrepancies can be immediately addressed and the improvement plans and reports can be deemed technically correct and submitted for signature approvals.
- We will meet with other client staff and outside agencies, as needed, to review their progress and/or their comments.
- Interwest can provide structural engineers to assist in any structural reviews, for any of the assigned projects. We can provide these reviews concurrently with the improvement plan reviews and within the stated timeframes.
- Map checking will be overseen by professional engineers licensed to practice land surveying, or by licensed Land Surveyors.
- Engineering review of grading permit/applications is highly dependent upon the complexity and location of the proposed grading. A single lot entitled commercial grading permit application will be reviewed differently from a hillside lot or subdivision, or a project adjacent to a drainage corridor.
- Soils reports will be evaluated and confirmation of recommendations will be included on the plans. Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.
- Construction erosion control and post construction water quality control will be reviewed for compliance with the storm water quality management permit in effect.

MAXIMUM PROPOSED TURN-AROUND TIME

We work hard to accommodate any turn-around schedule desired by the City. Multidisciplinary reviews are typically performed in our offices but we are available for onsite work when required. We can arrange for plan pick-up within 24 hours of notice. All plan check review services will be performed

by or under the responsible charge of a licensed professional engineer who will prepare and sign such plans. Expedited reviews will be charged at a rate of 140%. Turnaround time can be reduced by taking advantage of our electronic plan checking capabilities.

TRAFFIC ENGINEERING SERVICES

Interwest's traffic engineering staff will tailor our services to each assignment requested by the City.

Examples of traffic engineering services we commonly provide include:

- Preparation of engineering studies in response to citizen requests for traffic control device installations and modifications, such as stop signs, traffic signals, crosswalks, traffic channelization and speed zones. These studies will typically include the review of traffic collision, traffic count and/or speed survey data, field review of existing traffic control devices and motorist/pedestrian/bicyclist behavior, corner sight distance analysis, minimum stopping sight distance analysis, warrant studies based on the California Manual on Uniform Traffic Control Devices (CA MUTCD) and City standards/guidelines, discussions with City staff regarding the findings and recommendations, preparation of concept/final plans, as needed, and a report summarizing the findings and recommendations. If requested, the study will also be presented at community meetings or City Council meetings.
- Preparation and review of traffic signal timing and systems. We will provide technical expertise and advice to City staff regarding the operation and maintenance of the City's signal system.
- Preparation of traffic impact analysis reports, including discussions with City staff regarding study intersections, project opening year, approved projects and any project concerns, a review of the site plan regarding internal circulation and external access, a field review of existing intersection geometrics and any unusual conditions, traffic count data collection, project trip generation and assignment, level of service analysis based on City guidelines/standards, identification of significant project impacts, proposed mitigation measures, and a report summarizing the analysis, findings, and recommendations.
- Review of traffic impact studies prepared by others for private development, including the review of on-site circulation and project access, study intersections, project trip generation and

assignment, level of service methodology and assumptions, accuracy of analysis and conclusions, appropriateness and feasibility of proposed mitigation measures, assist City staff to prepare the conditions of approval, and preparation of comment memo. If requested, Interwest staff will attend Planning Commission and City Council meetings to make presentations and answer questions.

- Preparation of signing and striping plans, traffic signal plans, traffic control plans, and traffic calming plans. These tasks will generally include the collection of existing plans for the street segment or intersection, field review to compare the plans to existing conditions, traffic data collection, as-needed meetings with City staff to ensure complete understanding of the desired design and to discuss/clarify any options, timely revisions in response to plan review comments, and signed and stamped final plans, specifications, and cost estimate. The plans and specifications will be prepared in accordance with City standards, the CA MUTCD, and other applicable standards.
- Private and public development plan review for traffic-related plans, ensuring that the plans are in compliance with City and other applicable standards. The reviews will include recommendations for approval (conditions of approval).
- Assistance in the development of relevant policies. Many changes are taking place in transportation engineering that cities need to be prepared for. They include SB 743 regarding changes to how traffic studies are prepared for CEQA, including the use of vehicle mile traveled (VMT) instead of intersection or street segment level of service (LOS) to determine a proposed project's significant impact. The State has adopted the new regulations. Cities need to develop their own policies and fee programs in response to these new regulations to protect their interests. Autonomous (self-driving) cars are already being tested. Their potential impacts are unknown. They could increase the number of trips but reduce the needed parking. The transportation engineering profession, as well as our own traffic engineers, is tracking their development.
- Preparation of grant applications for funding from Federal, State, and regional agencies for traffic safety studies and improvements, such as HSIP, ATP, Measure M, and SB 1 funding.
- Address school-related traffic concerns, including meeting with school staff, parents and residents, field observation of behavior, data collection as-needed, analysis of the need for speed

feedback signs, crossing guards, crosswalks, stop signs, flashing beacons, etc., recommendations, and a summary of findings and recommendations.

- Assist construction inspectors in the interpretation of plans, specifications, and other contract documents for assigned projects.
- Support public involvement and community outreach for selected traffic and transportation projects. Tasks may include attendance and participation in public meetings, creation of various education and outreach materials such as project flyers, PowerPoint presentations, etc.
- Prepare small-scale pavement marking, signage, delineation, and concept plans.
- Investigate traffic issues including site observation, and collision analysis and recommendations.
- Assist in preparing requests for proposals and grant applications.

CONSTRUCTION MANAGEMENT SERVICES

PRE-CONSTRUCTION PHASE

Constructability | Contract Document Review | Bid Support: Review of the project site, construction plans, specifications, special provisions and contract documents prior to bidding and report to the City any areas where there may be an opportunity to save money or find areas that can be corrected prior to the bid, resulting in more competitive bids and fewer construction change orders.

Pre-Project Photographs | Video: The construction inspector will document the condition of the project as well as the adjacent areas prior to the contractor mobilizing, thus minimizing any dispute that may arise regarding existing vs. construction damage.

Pre-Construction Meeting: We will organize or attend the pre-construction meetings prior to the Notice to Proceed being issued. Notes and a list of invitees and attendees will be distributed.

Plans, Specifications & Estimate (PS&E): The PS&E package is essentially the contract document from which the contractor will bid and build the project. The project engineer, in consultation with the

construction manager, takes the approved project and begins the formal design process. Every effort must be made to stay within the scope of the approved project and adhere to the environmental document constraints. Any changes to the scope must be approved by the City; changes to the scope during the PS&E phase will likely increase construction costs, may require additional environmental studies, and possibly delay the schedule. As the PS&E package develops, a bigger emphasis is made on constructability, traffic handling and staging. All can significantly impact construction costs.

Bidding and Construction Support: During the bidding process, if so directed, the Interwest Team will be available to answer bidders' questions, prepare drafts of addenda or clarifications to the PS&E and assist in reviewing bids and recommending a contract award. During construction, we will provide supplemental support to the City and construction management section for construction inquiries. This supplemental construction support includes:

- Reviewing and preparing responses to RFIs
- Reviewing Contractor submittals and shop drawings for compatibility with design
- Reviewing and providing recommendations of change order proposals
- Performing final review and assisting with the preparation of punch list for work deficiencies
- Preparing record drawings of the completed projects based upon the redlined set of as-built plans

CONSTRUCTION PHASE

Project Schedule | Submittal Review: A realistic schedule that meets the requirements of the contract documents is critical to the success of the project. Our team will constantly monitor the schedule, noting and making the City aware of any critical path slips, as well as any opportunities to compress the schedule that may arise. Further, timely and thorough submittal review is critical to a project. Examples of activities include:

- Coordinate, review, and approve the Contractor's proposed schedule for completion of project.
- Review contractor's schedule, update submittals for conformance to master schedule and contract documents.

Document Control: We use the proven method of controlling documents through the system developed and used by Caltrans. We will apply consistent procedures to track all documentation, regardless of project size and location. Doing so will result in a standard documentation and filing system across the board for capital projects. As a result, records retrieval will be quick and efficient.

Work activities include:

- Maintain all project documents, drawings, contract change orders, contractor submittals, shop drawing and correspondence in electronic form and hard copy.
- Maintain at the project site an up-to-date copy of all contracts, drawings, specifications, addenda, change orders & other modifications, in good order and marked to record all changes made during construction. We track documents, including all correspondence.
- Ensure an office engineer is available for projects with significant document control needs, and all files will be set up by our office engineer, regardless of size.
- Maintain a digital photographic library and significant activities.
- Maintain RFI, submittal and change order logs. Ensure consultants and engineers respond within contract time frames. We track the number of days submittals are outstanding and with a particular party on a weekly basis and report this information to the appropriate staff.
- Monitor contractor and the sub-contractors regarding compliance with prevailing wage rates and affirmative action requirements applicable to the project, including a Labor Compliance Program in accordance with AB 1506 and the Davis-Bacon Act. Our inspectors and office engineers are trained on the appropriate forms and techniques necessary to conduct these compliance activities.
- Collect and review, for compliance with all State and Federal regulations, certified payroll records requirements.

Weekly | Monthly Construction Meetings: We would attend and chair weekly or monthly project meetings with the contractors and stakeholders. We can prepare the agenda and discuss schedule, budget, changes, safety issues, etc. This has proven to be an important step to getting the project on schedule early.

Change Order Review | Dispute Resolution: Our team will review any requests for contract change orders to verify the work is necessary and outside of the contract, and we will negotiate the best way from the City's perspective to pay for the work, whether that is time and materials, unit prices, or a negotiated amount. We will advise City as to their effect on the contract time and cost. We can perform independent estimates of proposed change order work when necessary or when directed by the City. The Construction Manager will then make a recommendation for approval, which according to the City policy will ultimately need approval by the Public Works Director.

Materials Testing Management: We will coordinate and schedule the materials testing services to acquire the necessary services, and reports, in the most efficient manner. Interwest proposes to partner with *Ninyo & Moore to provide materials testing and surveying services* as required. Ninyo & Moore has contracted with Interwest to assist with these services as needed since 2016 to the satisfaction of all stakeholders.

Compaction Control: We will coordinate compaction testing with the soil engineering firm to verify all compaction conducted meets all requirements and specifications.

Progress Payment Processing: We will review progress payments and verify quantities/unit prices, amount due, certified payroll, appropriate rates, etc. If the review shows the progress payment is accurate, we will then recommend payment and circulate it to Project Manager for additional review, signature, and approval.

Agency Coordination: We will coordinate any work with other agencies to maximize contractor efficiency and keep the project on schedule.

POST-CONSTRUCTION PHASE

Punch List Completion: Our inspector will generate and make the contractor aware of deficiencies as they occur in the field. We will encourage the contractor to repair or replace work that does not meet the specifications when it is identified. Interwest will oversee the complete performance of all punch list items and final clean-up before contractor moves off-site. Each punch list item is personally signed off by a member of our team, and all items must be signed off before the construction manager signs the list as complete.

Record Drawings and Other Documents: Our construction manager will review the record drawings with the inspector for accuracy and completeness prior to acceptance of the project. This is monitored weekly. At the end of the project, we will obtain from contractor all record (as-built) drawings: O&M materials, attic stock, contract required documents, lien releases, and written warranties.

Geotechnical Report: Our construction manager will obtain a complete geotechnical report with all test results, logs, and correspondence from the geotech prior to releasing their final payment.

Final Report: Our team will prepare a final report for the project that recaps the costs, schedule, successes, and lessons learned to the City and the project manager for use in preparing the City Council Notice of Acceptance Staff Report.

An inventory of the “wrap up” tasks for construction management activities include:

- Administer post-construction training of custodial, maintenance, operations and grounds staff for all new equipment, systems, and finish materials. We intend to invite the appropriate City maintenance personnel to the final walk-through of the project so they may ask questions and

review the work. We understand that the project is built for the end-user, which is usually the maintenance department on behalf of the citizens.

- Coordinate final testing, documentation, and regulatory inspections. We require all materials testing and special inspection documentation to be in a final report in chronological order.
- Advise on substantial and final completion and liquidated damages.
- Evaluate any contractor claim, negotiate and resolve claim issues. Recommend approval or denial by the City.
- Establish a warranty process and schedule six months and eleven months warranty walks.
- Oversee the complete performance of all warranty repair items.

Document Archive: Once the project is complete, we will turn over all project documents in archive form to the City.

CONSTRUCTION INSPECTION SERVICES

Utilizing construction inspection services through Interwest Consulting Group is an extremely valuable strategy for delivering cost-effective, high quality municipal services. We inspect a variety of capital improvement, development, and utility project elements such as: roadway rehabilitations, new park developments, building and utility projects on an “as-needed” basis, streets, driveways, sidewalks, curb and gutters, pedestrian ramps, drainage improvements, parks, buildings, open space amenities, trails, traffic signals, playground equipment and sports fields plus related services including sewer lift stations, sewer, domestic water, reclaimed water, and street lighting. We have a proven track record of providing all of these services.

Our inspectors will ensure that all work conforms to the project construction documents, City Codes and Ordinances including the City Grading Code and Manual, APWA “Greenbook” Standard Specifications for Public Works Construction, AWWA Standards, County Public Works Standards, State

and Federal Building Codes related to site accessibility, as well as Title 24 and ADA requirements, Caltrans' Local Programs Manual, the City's Quality Assurance Plan for Federal and State Funded Projects and all applicable prevailing wage laws including the Davis-Bacon and Related Acts.

Our team of professionals proposed for this assignment has extensive career expertise in the public works industry. Our local knowledge in combination with our depth of experience translates into better, more consistent decision making. This provides the City with excellent value not only today in cost for services, but more importantly in the future while operating the infrastructure. All inspections shall be carried out using City-established policies and procedures with the highest quality staff in a timely and professional manner. We shall be an advisor and advocate and provide services with the best interest of the City in mind.

PLANNING AND ZONING PLAN CHECK

In a complex world of land use and development regulations, planners must understand the interests, values and goals of the communities they serve. Our team is here to implement your agenda, which will be consistent with your policies, regulations, best practices, and the City's Guiding Principles and Vision for the Future. We know that each community is unique and that the practices, departmental organizations, and available resources vary from City to City. At Interwest, we work hard to understand your City's best practices. We integrate and work completely within the standard practices of our client agencies. We can provide the City with all of the following services as needed:

- Providing plan review of plans submitted for planning or zoning review for public works issues, including conceptual or preliminary plans, architectural plans, site plans, and preliminary grading plans.
- Preparing project-related staff reports, resolutions, environmental review documents, conditions of approval, public notices, and presentations

- Coordinating with City staff, applicants, consultants, agencies and their respective development teams through in-office meetings, telephone calls and emails, and all during the project assignment
- Communicating with and assisting developers, property owners, and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, as well as processing of applications and implementation requirements

ENVIRONMENTAL COMPLIANCE

At Interwest, we understand the value and importance of environmental documentation in allowing informed decisions that will meet regulatory requirements and stand up should a project be legally challenged. We also approach environmental clearances with an eye for the lowest appropriate level of analysis. Our process is to first consider CEQA exemptions and whether a previous environmental document might provide adequate CEQA coverage. If additional environmental analysis is required, we immediately inform our client, offer options, and seek direction on how to proceed.

If directed by the City, Interwest can undertake both the application review and the environmental documentation of a given project. This approach can benefit a project review by daylighting and resolving environmental issues early in the project review and thereby resulting in an environmentally superior project.

Our services can be provided as technical support to City staff, as project manager independently managing third-party environmental consultants or as authors of environmental documents. If so directed, our staff can prepare Initial Studies and Mitigated Negative Declarations/Negative Declarations consistent with City of Maywood's policies and practices, CEQA guidelines, and planning and zoning law requirements.

EMERGENCY SERVICES

In the event of a local, regional, or national emergency or disaster, our team and larger pool of staffing resources will be available to the City of Maywood to provide engineering and public works plan review and inspection services required to appropriately respond to the emergency, including after regular business hours.

QUALITY CONTROL AND MONITORING OF STAFF

For all projects, we will create and apply tailored management systems that work and will carefully monitor program effectiveness, closely tracking work quality, quantity, and cost. Our team will maintain frequent communication with applicants and job superintendents to communicate directly via telephone. Delivering projects under aggressive schedules requires careful management, administration, and oversight of project development teams from inception to completion, with committed, complete ownership of all aspects. Despite this approach, some projects may fall behind schedule. If this occurs, Interwest will quickly review the reasons for the delay, identify options for getting the project back on track, and implement the selected option after consulting with the City. Scope, schedule, and budget impacts of the delay will be scrutinized to ensure critical elements are not jeopardized by implementation of the corrective action.

All coordination with our proposed subconsultant, Ninyo & Moore, will go through Interwest Project Management staff. We will work directly with our subconsultant to address any concerns the City may have and to ensure that all work products are to our and the City's high standards.

SIMILAR PROJECT EXPERIENCE

Below are five relevant projects performed by Interwest within the last four years.

INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES

CITY OF RANCHO PALOS VERDES

Principal-in-Charge, Terry Rodrigue, provides Community Development Director services to the City, overseeing the Department's services and staff. Terry has also held an Interim Public Works Director position with the City.

Name of Owner and Contact: City of Rancho Palos Verdes | Elias Sassoon, Director of Public Works | 310.750.7630

Firm's Involvement: Prime Consultant, Interim Community Development Director Services

Proposal Cost vs. Cost Estimate: On budget *Status of Completion:* Ongoing

CEQA/NEPA responsibilities: N/A

CITY ENGINEERING SERVICES AND PUBLIC WORKS SUPPORT

CITY OF EASTVALE

Interwest staff provides City Engineering Services, Public Works Project Management and Plan Check, Construction Management and Inspection Services, Traffic Engineering Services, Building Official Services, Building Plan Check,



Inspection and Permit Technician Services, Information Technology Services, Planning and CEQA Coordination, and Administrative Services. Our team carries out all functions of the public works department, including delivering major projects such as the Goodman Commerce Center, pictured, which was a 200-acre business park and retail center, and one of the largest, mixed-use developments in Southern California.

Name of Owner and Contact: City of Eastvale | Bryan Jones, City Manager | 915.703.4411

Firm's Involvement: Prime Consultant, City Engineering and Public Works Department Services

Proposal Cost vs. Cost Estimate: On budget *Status of Completion:* Ongoing

CEQA/NEPA responsibilities: Interwest staff have provided planning services to the City of Eastvale, including managing the CEQA process. As an example, our planning team provided review and CEQA Coordination on the Goodman Commerce Center and associated Costco, The Eastvale Marketplace, and The Merge Retail and Industrial Center.

CITY ENGINEERING SERVICES AND PUBLIC WORKS SUPPORT

CITY OF WILDOMAR

Interwest staff act as City Engineer for the City of Wildomar and carry out the majority of functions associated with their Public Works Department, including engineering and development plan check, traffic engineering, construction management and inspection services, just to name a few.

Name of Owner and Contact: City of Wildomar | Gary Nordquist, City Manager | 951.677.7751

Firm's Involvement: Prime Consultant, City Engineering and Public Works Department Services

Proposal Cost vs. Cost Estimate: On budget *Status of Completion:* Ongoing

CEQA/NEPA responsibilities: N/A

CITY AND TRAFFIC ENGINEER SERVICES

CITY OF SAN JUAN CAPISTRANO

Interwest staff serves in the role of both City Engineer and Traffic Engineer, providing project and staff oversight on Capital Improvement Projects throughout the City, including the City's La Novia/I-5 Roundabout. This \$2.6M project was the first roundabout constructed in the City and the first at a freeway interchange in Orange County.



Name of Owner and Contact: City of San Juan Capistrano | Tom Toman, Public Works Director | 949.234.4580

Firm's Involvement: Prime Consultant, City and Traffic Engineer Services

Proposal Cost vs. Cost Estimate: On budget *Status of Completion:* Ongoing

CEQA/NEPA responsibilities: N/A

PROJECT MANAGEMENT AND TRAFFIC ENGINEERING SERVICES

CITY OF SOUTH PASADENA

Interwest staff provides Project Management, Construction Management and Inspection services on projects such as the City's Alpha/Camino Del Sol and Bushnell/Diamond Street Improvement Projects. We also provide the City with as-needed Public Works Plan Check Services, On-Call Planning and Entitlement Services, On-Call CIP Management Services, and Community and Parks and Recreation Services.

Name of Owner and Contact: City of South Pasadena | Stephanie DeWolfe, City Manager | 626.403.7210

Firm's Involvement: Prime Consultant, Public Works Project Management, Traffic Engineering, Planning Services

Proposal Cost vs. Cost Estimate: On budget *Status of Completion:* Ongoing

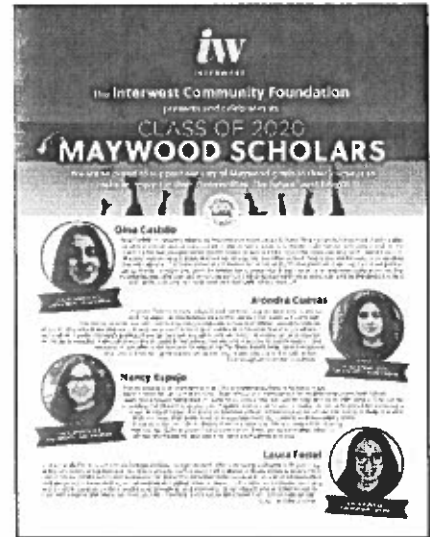
CEQA/NEPA responsibilities: Interwest staff are responsible for providing a variety of planning and entitlement services on-call, including CEQA coordination.

ADDITIONAL QUALIFICATIONS

Interwest has been proud to partner with the City of Maywood, providing all of the services outlined in the City's RFP, and we appreciate this opportunity to present our qualifications as well as to reflect on our relationship with the City.

GIVING BACK

The Interwest Community Foundation is in its second year partnering with the City of Maywood. We have worked with City officials, local high school principals and college counselors to get the word out regarding our program. In 2019, together with the City's matching grant, we awarded scholarships to three High School Seniors from the City of Maywood to help with the costs of higher education. In 2020, we are extremely proud that we will be providing \$3,000, which with the City's \$3,000 match will provide a total of \$6,000 in scholarships. On May 27th at a virtual City Council meeting, we will be honoring ten Maywood students with \$600 scholarships to help them with the cost of college. We have developed strong partnerships with the local high school principals and college counselors which proved successful as we had a large number of applicants to choose from this year. This yearly program is exciting for our company and a way to partner with the City to invest in the local community.



EXPERIENCE IN THE CITY OF MAYWOOD

Since 2016, Interwest's team has assisted the City of Maywood in the delivery of several key projects and services including the following:

- 60th Street and Heliotrope Avenue Traffic Diversion Roundabout Project
- On-Call Traffic Engineering Services including Small Cell Site and Wireless Services



Interwest staff provided design, project management, and construction management on the City's 60th St. and Heliotrope Ave. Traffic Diversion Project which improved the safety of drivers, pedestrians, and large commercial trucks all of which had experienced previous trouble at the intersection.

- Interwest helped the City to secure \$160,000 of Housing and Community Development (HCD) SB 2 Planning Grant Funding.
- Annual Slurry Seal and Street Rehabilitation Projects
- Bus Shelter Relocation / LACMTA and Maywood Metro Rapid Bus Station Implementation
- Demolition of Ballfield Facilities at Maywood Park
- Mayflower Avenue Sewer Lining Project
- Riverfront Park Improvements
- Project and Construction Management and Inspection of the City-wide LED Street Light Conversion Project
- USEPA/CDBG Sewer Replacement Project



Interwest provided project management, construction management, and construction inspection on this CDBG/USEPA funded Sewer Replacement Project. This \$1.2 million project consisted primarily of the removal and replacement of various diameter damaged/deficient vitrified clay pipes and sewer manholes, including trenching, backfilling and compaction of native soil, asphalt paving restoration, and the installation of striping and pavement marking.

EXCEPTIONS TO THE CITY'S PSA

We have reviewed the City's Professional Services Agreement and propose no exceptions. We would enter into such an agreement if awarded the contract.

Conflict of Interest

Interwest Consulting Group, Inc. has no financial, business, or other relationship with the City of Maywood that may have an impact on the outcome of a contract resulting from this proposal. Interwest also has no current clients who may have a financial interest in the outcome of a contract resulting from this proposal.

We understand that if we are selected to provide services to the City that we may not accept or perform engineering, survey, or development work within the City's boundaries from individuals or organizations not directly and organizationally related to the City of Maywood.

Firm's W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Interwest Consulting Group, Inc.		
2 Business name/disregarded entity name, if different from above _____		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____	☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	
5 Address (number, street, and apt. or suite no.) See instructions. 15140 Transistor Lane	Requester's name and address (optional) _____	
6 City, state, and ZIP code Huntington Beach, CA 92649	7 List account number(s) here (optional) _____	
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
Social security number or Employer identification number 73-1620909		_____
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person ▶	Date ▶ 05/18/20
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding</i> .		

Non-Collusion Certificate

Attachment C

NON-COLLUSION AFFIDAVIT

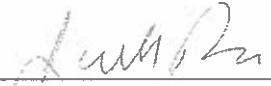
COUNTY OF LOS ANGELES

I am the Public Works Group Leader of Interwest Consulting Group, the party
 (Title) (Proposer Name)
 submitting the foregoing Proposal ("the PROPOSER"). In connection with the foregoing submitted
 Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
 2. The Proposal is genuine and not collusive or sham.
 3. The PROPOSER has not directly or indirectly induced or solicited any other PROPOSER to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other PROPOSER or anyone else to put in sham Proposal, or to refrain from submitting this Proposal.
 4. The PROPOSER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the price, or that of any other PROPOSER, or to fix any overhead, profit or cost element of the price or that of any other PROPOSER, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
 5. All statements contained in the Proposal and related documents are true.
 6. The PROPOSER has not, directly or indirectly, submitted the price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
- Any person executing this declaration on behalf of a PROPOSER that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

Executed this 22 day of May, 2020 at Huntington Beach, Orange County, CA.
 (City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: 
 Printed Name: James G. Ross
 Title: Public Works Group Leader

Cost Proposal

Per the RFP, our Cost Proposal has been submitted separately.

- **Financial Status Documentation**
- **Business Entity Filing Documents**
- **Staff Resumes**

FINANCIAL STATUS DOCUMENTATION

Included on the following pages

Interwest Balance Sheet

	Dec 31, 19	Apr 30, 20
ASSETS		
Total Checking/Savings	4,623,296	2,223,577
Total Accounts Receivable	7,067,218	8,655,163
Total Other Current Assets	4,715,337	4,669,216
Total Current Assets	16,405,851	15,547,956
Total Fixed Assets	350,083	357,298
Total Other Assets	7,953,349	7,321,432
TOTAL ASSETS	24,709,284	23,226,686
LIABILITIES & EQUITY		
Total Accounts Payable	616,736	642,988
Total Credit Cards	238,259	49,903
Total Other Current Liabilities	5,347,473	4,570,041
Total Current Liabilities	6,202,469	5,262,932
Total Long Term Liabilities	4,768,202	1,993,086
Total Liabilities	10,970,672	7,256,018
Total Equity	13,738,612	15,970,669
TOTAL LIABILITIES & EQUITY	24,709,284	23,226,686

Interwest Profit & Loss

	Jan - Dec 19	Jan - Apr 20
Total Income	56,194,419	18,760,630
Expense		
4001 · Reconciliation Discrepancies	5	-
4030 · Amortization	471,947	269,844
4040 · Employee Expenses	364,970	20,274
4100 · Computer expenses	557,652	191,665
4200 · Marketing	209,403	304,166
4300 · Recruiting	41,670	9,782
4390 · Interwest Community Foundation	11,340	500
4400 · Registration / Licenses	58,116	17,171
4500 · Training/Conferences	140,848	26,485
4550 · Business Meeting/Food Supplies	12,949	3,261
4900 · Gain/Loss on Disposal of Assets	86,769	-
5100 · ESOP Pension Contribution Exp.	1,097,802	14,739
5400 · Automobile Expense	889,827	258,409
6120 · Bank Service Charges	12,451	2,613
6140 · Contributions	10,180	300
6150 · Depreciation Expense	311,344	49,912
6160 · Dues and Subscriptions	21,557	3,621
6180 · Business Insurance	318,285	129,817
6200 · Interest Expense	316,687	24,734
6230 · Licenses and Permits	24,610	12,188
6243 · Office Expense	9,050	1,348
6245 · Office Supplies	232,310	57,893
6250 · Postage and Delivery	268,525	92,794
6260 · Printing and Reproduction	104,980	34,998
6290 · Rent	882,357	315,555
6300 · Repairs	26,879	9,365
6340 · Telephone	357,559	102,181
6350 · Travel	755,605	161,546
6400 · Employee Benefits - Insurance	3,568,527	1,312,589
6500 · Professional Fees - Overhead	477,330	161,853
6600 · Subconsultants	1,854,412	916,334
6650 · Relocation Assistance-reimbursd	260	-
6675 · Management Fee - CPSI	(954,689)	-
6680 · Integration Expense	-	1,653
6700 · Payroll Expenses	39,014,559	12,166,843
6800 · Taxes	99,253	5,887
6900 · Utilities	37,961	8,374
6950 · Equipment Lease	276	-
6990 · Bad Debt	117,655	-
Total Expense	51,811,221	16,688,694
Net Ordinary Income	4,383,199	2,071,936
Net Other Income	64,866	160,121
Net Income	4,448,065	2,232,057

BUSINESS ENTITY FILING DOCUMENTS

Included on the following page



Secretary of State
Statement of Information
(California Stock, Agricultural
Cooperative and Foreign Corporations)

SI-550

2

20-600831

FILED
Secretary of State
State of California

JAN 10 2020

IMPORTANT — Read instructions before completing this form.

Fees (Filing plus Disclosure) — \$25.00;

Copy Fees — First page \$1.00; each attachment page \$0.50;
Certification Fee — \$5.00 plus copy fees

1. Corporation Name (Enter the exact name of the corporation as it is recorded with the California Secretary of State. Note: If you registered in California using an assumed name, see instructions.)

INTERWEST CONSULTING GROUP, INC.

2. 7-Digit Secretary of State File Number

C2415639

3. Business Addresses

a. Street Address of Principal Executive Office - Do not list a P.O. Box 3107 28th Street, Unit B	City (no abbreviations) Boulder	State CO	Zip Code 80301
b. Mailing Address of Corporation , if different than Item 3a PO Box 18330	City (no abbreviations) Boulder	State CO	Zip Code 80308
c. Street Address of Principal California Office , if any and if different than Item 3a - Do not list a P.O. Box	City (no abbreviations)	State CA	Zip Code

4. Officers

The Corporation is required to list all three of the officers set forth below. An additional title for the Chief Executive Officer and Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.

a. Chief Executive Officer Thomas Address PO Box 18330	First Name Thomas	Middle Name	Last Name Brackett	Suffix
b. Secretary David Address 1453 3rd Street Promenade, Suite 305	First Name David	Middle Name	Last Name Bao	Suffix
c. Chief Financial Officer Thomas Address PO Box 18330	First Name Thomas	Middle Name	Last Name Wilks	Suffix

5. Director(s)

California Stock and Agricultural Cooperative Corporations ONLY: Item 5a: At least one name and address must be listed. If the Corporation has additional directors, enter the name(s) and addresses on Form SI-550A (see instructions).

a. First Name David Address 1453 3rd Street Promenade, Suite 305	Middle Name	Last Name Bao	Suffix
b. Number of Vacancies on the Board of Directors, if any		City (no abbreviations) Santa Monica	State CA

6. Service of Process (Must provide either Individual OR Corporation.)

INDIVIDUAL — Complete Items 6a and 6b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State CA	Zip Code

CORPORATION — Complete Item 6c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) - Do not complete Item 6a or 6b C T Corporation System
--

7. Type of Business

Describe the type of business or services of the Corporation
Civil Engineering Services

8. The information contained herein, including in any attachments, is true and correct.

1/9/2020
Date

David Bao

Type or Print Name of Person Completing the Form

VP & Secretary

Title

Signature

2017 California Secretary of State
www.sos.ca.gov/business/ba

SI-550 (REV 01/2017)

INTERWEST

20-600831



**Attachment to
Statement of Information**
(California Stock and Agricultural
Cooperative Corporations)

**SI-550A
Attachment**

A. Corporation Name

INTERWEST CONSULTING GROUP, INC.

B. 7-Digit Secretary of State File Number

C2415639

This Space For Office Use Only

C. List of Additional Director(s) – If the corporation has more than one director, enter the additional directors' names and addresses.

5b. First Name Thomas	Middle Name	Last Name Brackett	Suffix
Address PO Box 18330	City (no abbreviations) Boulder	State CO	Zip Code 80308
5c. First Name Michael	Middle Name C.	Last Name McCurdie	Suffix
Address PO Box 18330	City (no abbreviations) Boulder	State CO	Zip Code 80308
5d. First Name Bradley	Middle Name J.	Last Name Mundt	Suffix
Address 50 Public Square, 29th Floor	City (no abbreviations) Cleveland	State OH	Zip Code 44113
5e. First Name Loren	Middle Name J.	Last Name Schlachet	Suffix
Address 1453 3rd Street Promenade, Suite 305	City (no abbreviations) Santa Monica	State CA	Zip Code 90401
5f. First Name William	Middle Name	Last Name White	Suffix
Address PO Box 18330	City (no abbreviations) Boulder	State CO	Zip Code 80308
5g. First Name	Middle Name	Last Name	Suffix
Address	City (no abbreviations)	State	Zip Code
5h. First Name	Middle Name	Last Name	Suffix
Address	City (no abbreviations)	State	Zip Code
5i. First Name	Middle Name	Last Name	Suffix
Address	City (no abbreviations)	State	Zip Code
5j. First Name	Middle Name	Last Name	Suffix
Address	City (no abbreviations)	State	Zip Code

SI-550A - Attachment (EST 11/2019)

A002A - 1/31/2017 Wolters Kluwer Online

2019 California Secretary of State
bizfile.sos.ca.gov

2/2

INTERWEST

RESUMES OF KEY STAFF

Individual resumes for our proposed staff have been included in the following pages.

Terry Rodrigue, PE, TE

PRESIDENT // CHIEF EXECUTIVE OFFICER

Terry has over 35 years of experience in City Engineering, City Traffic Engineering, public works, operations, design and special district financing. He provides technical and strategic assistance and support to city managers, elected officials, and the community on public works programs, policies and activities, and projects. He has successfully negotiated and resolved sensitive, political, and controversial program, policy, staffing, and project issues. His approach is to ensure he is meeting the needs of the client in the most effective and efficient way possible and to work with individual communities and to focus on what is possible through creativity, expertise and relationships.

BUSINESS HISTORY

Interwest Consulting Group / 2002-Present

In 2002, Terry founded Interwest Consulting Group, a company dedicated to providing a variety of services to local, State and Federal Government Agencies. Since that time, the company has grown to over 500 professionals and support staff providing services in the Western United States.

PROFESSIONAL HISTORY

Director, Community Services & Director of Public Works / City of Rancho Palos Verdes

Terry was appointed interim Director for the City of Rancho Palos Verdes on two separate occasions. In both instances, this was to fill a staff vacancy on the City's Executive Management Team. The first assignment was as Director of Community Development which consisted of planning, building, code enforcement and view preservation. The second assignment was as the Director of Public Works which included the City's Engineering and Public Works Divisions. In both assignments, Terry reported to the City Manager and represented the Department at City Council and Planning Commission meetings. Terry provided leadership, overall direction and mentoring to Staff while assisting the City in recruiting a permanent Director.

Interim City Engineer / City of Santa Ana

Terry served as Interim City Engineer for the City of Santa Ana while the City conducted a national search for a permanent City Engineer. The Engineering Department is responsible for the planning, design and construction of all public infrastructure for this City of 335,000 people. The Engineering Department has a capital budget of \$40 Million.

City Engineer / City of Bell

Terry Interwest supported the city of Bell for over 5 years following the scandal that removed the then existing City Council. Working with the Interim and then Permanent City Manager, we played an important role in the City's recovery story. We began working with the city in December 2011, providing engineering services, which included managing all the City's engineering, project management, traffic and construction management. We worked closely with other departments as a team to help complete solid economic development opportunities that helped bring the City into solvency. We also worked with regional and state agencies to obtain nearly \$100 Million in grants for City infrastructure and complete programs such as the Sanitary Sewer Management Plan to bring the City into compliance as they were under notice of violation, as well as implemented an ADA Transition Plan to lower the City's risk profile.

Director of Public Services / City of Lincoln

As the Director of Public Works for the City of Lincoln, managed the daily operations of the following functions:



INTERWEST

Years of Experience: 50

Education

- MBA, University of Southern California, 1989
- BS, University of Maine, Civil Engineering, 1980

Registrations/Certifications

- CA Registered Civil Engineer, 38694
- CA Registered Traffic Engineer, T1497
- CO Registered Civil Engineer, 30697

Professional Affiliations

- American Society of Civil Engineers
- Institute of Transportation Engineers

Areas of Expertise

- City Transitions | Strategic Operations
- City Engineering
- Public Works Operations
- City Traffic Engineering
- Funding Districts
- Transportation Systems

- *Engineering* – including environmental permitting, GIS, Capital Project Development and implementation and development plan review
- *Wastewater Treatment* – A 4MGD tertiary wastewater treatment plan
- *Wastewater Collection* – A complete wastewater collection system.
- *Water Distribution* – Tanks, reservoirs wells and a complete distribution system for the community water supply
- *Streets* – Maintenance and management of 250 miles of streets including signals, signing and stripping and sidewalks
- *Parks/Open Space/Facilities* – Maintenance and operation of all city parks, open space and facilities
- *Transit* – A local fixed route and Dial-a-Ride system.
- *Solid Waste* – Residential/Commercial solid waste collection/recycling program
- *Airport* – Operation and maintenance of municipal airport
- *Construction Management* – Managing and inspecting all public infrastructure construction.

Worked as part of the City's executive management team to develop and implement a long-term staffing and reorganization plan and improve customer services. Assisted in resolving major outstanding claims and issues on several private development projects. Negotiated extensively with large land development entities. Worked with a multitude of funding sources including stimulus funding grants.

Principal-in-Charge Transition Team / City of Wildomar

Principal-in-Charge of the successful transition of public works, planning, building and safety, and code enforcement services from the County of Riverside to the City of Wildomar.

- *Transfer of Services* – The team, together with key Riverside County staff, developed detailed processes, protocols, delivery methods, and agreements necessary to accomplish the seamless and cooperative transfer of services.
- *Management Systems* – Developed and implemented management systems to monitor and track activities associated with planning and development entitlement reviews, engineering and building plan reviews, code enforcement cases, and street maintenance works orders.
- *Budgets* – Created fiscally prudent and conservative operating and capital improvement budgets based upon available funding sources and revenues.
- *Departments* – Oversaw and responsible for all aspects of public works, planning, building and safety, and code enforcement.

Transition Manager | Contract Manager Engineering & Building / City of Elk Grove

As the Manager of Engineering and Building for the City of Elk Grove, transitioned all Public Works and Building Department Services from Sacramento County to the City of Elk Grove. Built a staff of 60 people within 9 months and led the transition of the following services from Sacramento County:

- | | |
|------------------------------|--------------------------------------|
| ■ Public Works Plan Checking | ■ Special Districts |
| ■ Transportation | ■ Public Counter Operations |
| ■ Public Works Inspection | ■ All Building Department Operations |
| ■ Street Maintenance | ■ Capital Projects |
| ■ Permit Issuance | |

Contract City Engineer / City of Westlake Village

As Contract City Engineer for the City of Westlake Village, prepared capital programs for improvements to City-owned facilities; supervised the preparation of plans, specifications and bidding; monitored the construction of capital projects; responded to citizen inquiries, reviewed development proposals and made presentations to City Council and citizen groups.

City Traffic Engineer / Various Cities in California

Terry has served as Contract City Traffic Engineer for the Cities of Malibu, Rolling Hills Estates, Thousand Oaks, and Moreno Valley. In this capacity, he performed a variety of traffic investigations requested by citizens and City Council, reviewed developer plans and studies, developed and implemented traffic safety programs and policies, conducted traffic analyses and studies, and made presentations to traffic commissions, City Councils and citizens groups.

Manuel Gomez

SENIOR PROJECT MANAGER

Manuel is an experienced public works professional with more than 25 years of experience serving municipal public works departments in Orange County. Before joining Interwest, he was the Director of Public Works for the City of Irvine for 13 years and held several management positions with the City of Santa Ana over the course of another 13 years. These positions have given Manuel not only valuable insight into the successful management of municipal public works departments and staff, but also intimate understanding of Orange County communities, standards, regulations, and sensitive issues. Manuel is known for his collaborative and inclusive management style, bringing the best out in the staff that he supervises. He is proficient in state and local laws and practices, active in industry associations, and fluent in Spanish.

PROFESSIONAL HISTORY

Senior Project Manager / Interwest Consulting Group / 2018 – Present

Manuel provides project management for municipal public works projects and oversees assigned projects to ensure compliance with time and budget parameters. He responds to client and public inquiries regarding engineering policies and procedures and helps municipal management teams to evaluate issues and options regarding the best approach to and practices for public works projects and programs, as well as key organizational issues.

Public Works Director / City of Irvine / 2005 – 2018

As Public Works Director for over a decade, Manuel provided leadership and policy direction for the development, construction and maintenance operations of various public works infrastructure projects and programs. He directed the City's largest operating department with more than 150 full-time staff positions. He also was responsible for an annual operating budget of \$65 million and a capital improvement program of more than \$450 million.

Transportation Manager / City of Santa Ana / 1992 – 2005

Manuel provided oversight and management of the development services and transportation functions of the City's Public Works Agency. He also served as the Manager of Maintenance Services and as Assistant to the City Manager during his tenure with the City of Santa Ana.



INTERWEST

Years of Experience: 28

Years w/ Interwest: 2

Education

- B.S. Civil Engineering, California State University, Long Beach

Professional Affiliations

- APWA Southern California Chapter, Member
- City Engineers of Orange County, Board Member 2014-2016
- OCTA Technical Advisory Committee, Chair 2018

Kevin Ko, PE, QSD

CA REGISTERED PROFESSIONAL CIVIL ENGINEER

Kevin is a registered Civil Engineer and certified Qualified SWPPP Developer with multiple years of experience providing civil engineering services to various municipal clients in Southern California. His experience includes civil design for drainage, grading, storm water quality, and utility projects as well as construction management on a number of capital projects such as street improvements, sewer improvements, and park improvements. Kevin has also provided plan review on development projects and undertaken preliminary engineering studies to address infrastructure issues all while providing excellent customer service and completing tasks in an accurate, timely, and friendly manner. Overall, Kevin is an adaptable individual who embraces new challenges exceptionally.

PROFESSIONAL HISTORY

Construction Manager | Plans Examiner / Interwest Consulting Group / 2019 - Present

As a Construction Manager, Kevin provides oversight for the City's capital improvement projects. He is directly involved with the plan review and comment process, coordination with the contractor and designer, and works alongside the construction inspector to ensure the projects are completed within budget and according to the specifications. His recent projects include the Bushnell Ave, Diamond Ave, and Lyndon St Street Improvement Project and the Alpha Ave and Camino Del Sol Street and Water Improvement Project. As a Plans Examiner, Kevin assists the Public Works Department with residential development and redevelopment plan review as well as providing over the counter plan reviews during the City's designated plan review counter hours.

Associate | Senior City Engineer / Interwest Consulting Group / 2016 - Present

As an Associate/Senior Engineer, Kevin serves as Project Manager and Construction Manager on a number of CIP projects. Kevin is directly involved in the design and construction of street resurfacing, sidewalk improvements, slurry seal, sewer replacement, and park projects. His recent projects include a traffic calming roundabout and development of Maywood Riverfront Park in collaboration with USEPA and US Army Corps of Engineers. Kevin also works closely with the team's Construction Inspectors to ensure projects are completed within a timely manner and within budget. As of September 2019, Kevin was appointed as the City's contract City Engineer to oversee capital projects and the City's engineering functions.

Plans Examiner / Interwest Consulting Group / 2016 - 2017

As a Plans Examiner, Kevin provided residential building plan check and inspection services, ensuring building permit applicants and permittees met the California Residential Code, City's municipal code, and Title 24 requirements.

Transit Coordinator / Interwest Consulting Group / 2015 - 2016

As the Transit Coordinator, Kevin was responsible for overseeing the Department of Public Works Transportation Division's operations which included managing service contracts for the maintenance of the City's streets, parking lots, parking structures, Metrolink station, and Dial-A-Ride program (Covina Transit). His duties



INTERWEST

Years of Experience: 7

Years w/ Interwest: 6

Education

- BS, Civil Engineering, University of Hawaii, Manoa Honolulu
- Graduate Coursework, Civil and Structural Engineering, University of Hawaii, Manoa Honolulu
- Graduate Coursework, Structural Engineering, University of Illinois, Urbana-Champaign

Registrations/Certifications

- CA Registered Civil Engineer | C88495
- HI Professional Civil Engineer PE-18883
- Qualified SWPPP Developer (QSD) | C88495

included developing and implementing procedures for Covina Transit, implementing a vehicle replacement program for its fleet, and procuring a contract service provider to operate the service. He served as the City's liaison between the City and Metrolink, coordinated maintenance of the train station, managed service contracts for security services at the City's Metrolink station and parking structures, facilitated the Covina Police Department and Department of Public Work's in procuring a surveillance system for the premises, and implemented a secure bicycle parking station. He also prepared and managed the Transportation Division's annual budget, coordinating with the Engineering Department to determine Prop A, Prop C, Measure R, TDA3, STPL, Gas Tax, and Grant funding as part of the City's CIP program.

Assistant | Associate Engineer / Interwest Consulting Group / 2014 - 2017

As an Assistant/Associate Engineer, Kevin has designed a number of pavement rehabilitation, slurry seal, and sewer replacement and lining projects, handled citizen requests for service, provided construction administration and inspection on construction projects and worked on with the team's Associate Engineer on Project Funding including Prop C, Measure R, Gas Tax, STPL and Grant projects. Kevin has also provided plan review on development projects and undertaken preliminary engineering studies to address infrastructure issues. Kevin is an adaptable individual who addresses new challenges exceptionally well.

Civil Designer / Sato & Associates, Inc. / 2013 - 2014

As a Civil Designer, Kevin collaborated with a team of professional engineers to develop civil construction plans for various small to large scale commercial land development projects in various counties in the State of Hawaii. He performed calculations and prepared reports for grading, erosion control, drainage, storm water quality, and water and wastewater systems as required for permit acquisition. He also coordinated with municipal agencies to address submittal review comments and compliance issues during approval process.

Highlighted Projects for Sato & Associates Include:

- Kalialinui Bridge Repair, Maui, Hawaii
- Kapahulu Ave/Kihei Place Parking Lot, Honolulu, Hawaii
- Lanihau Shopping Center, Maui, Hawaii
- Nimitz McDonald's, Honolulu, Hawaii
- Park Lane Ala Moana, Honolulu, Hawaii
- Puhi Warehouse, Kauai, Hawaii
- Puunene Shopping Center, Maui, Hawaii
- Quality General Baseyard, Honolulu, Hawaii
- Services Rentals Kona, Kona, Hawaii
- Wasa Electrical New Building, Honolulu, Hawaii

Nicole Jules, PE

DIRECTOR // TRAFFIC ENGINEERING SERVICES // CA
REGISTERED PROFESSIONAL CIVIL ENGINEER

Nicole has over 20 years of progressive professional experience and a results-oriented track record. She has managed a variety of complex, controversial public works improvement projects in both private and public employment and enjoys being a civil servant. Her 13-year career spans all aspects of civil engineering, including working in a variety of environments. Her well-rounded experience has developed an ability to work successfully with varied clients and communities. Nicole has expertise in understanding how to balance good engineering with practical and feasible solutions. She has provided services that include traffic signal design and construction, geometric design, traffic impact studies, traffic circulation and parking analyses, construction staging, and traffic control plan design. Additionally, she is proficient in roadway design, curb, gutter, sidewalk and median design, precise grading and storm drain facilities. Her experience includes project management for the construction of storm drain facilities, roadway rehabilitation projects, a landslide stabilization project, and park improvements.

PROJECT EXPERIENCE

Traffic Signal, Signing and Striping / Stage Construction Design

- Perris Blvd/Nuevo Rd Striping Concepts Wal-Mart, City of Perris
- Traffic Signal Construction Wal-Mart, City of Fountain Valley
- Traffic Signal/Signing & Striping Lowe's, City of Santee
- Traffic Signal/Signing & Striping Sam's Club, City of El Monte
- Traffic Signal Lowes, City of San Jacinto
- Traffic Signal/Signing & Striping Nordahl Road/Medical Ctr Way, City of San Marcos
- Signing & Striping Lowe's, Town of Apple Valley
- College Blvd/Salk Avenue Traffic Signal, City of Carlsbad
- El Toro Road Signing, Striping & Stage Construction, City of Mission Viejo
- Alameda Corridor, Mid-Corridor Signing & Striping, Cities of Compton, Lynwood, Los Angeles
- Redondo Beach Blvd & Rehabilitation, City of Gardena
- Harry Bridges Road Construction Staging, City of Los Angeles
- Traffic Signal/Signing & Striping Kmart, City of Hesperia
- Traffic Signal Wal-Mart, City of Anaheim
- Carson Street WTCP, City of Carson
- Saint Claire Catholic Church Signing & Striping, City of Santa Clarita

Civil Design

- Bake Parkway Median Modification, City of Irvine
- Precise Grading & Street Improvements, Disney Parking Lot #6
- Dominquez Channel Bicycle and Multipurpose lane, City of Compton
- Caltrans Storm Water BMP Pilot, District 12
- Spring Street medians, City of Signal Hill
- Walnut/Bixby Road Pressure Reducing Station & Bypass Line, City of Signal Hill



INTERWEST

Years of Experience: 13+

Education

- BS, Civil Engineering, University of California, Irvine
- MS of Planning, Transportation Planning, University of California, Los Angeles

Registrations/Certifications

- CA Registered Civil Engineer | 65984

Professional Affiliations

- Member, American Public Works Association (APWA)
- Member, American Society of Civil Engineers (ASCE)
- Member, Institute of Transportation Engineers

■ Long Beach Naval Yard Demolition Project, City of Long Beach

Traffic Impact and Parking Studies

- Pacific Place Mixed-use Development, City of El Monte
- Atlanta Plaza Health Spa, City of Monterey Park
- Gateway Crossing Movie Theatre & Shopping Center, City of La Cañada-Flintridge
- Alameda Corridor EIR/EIS, City of Los Angeles
- Huntington Beach Medical Center Parking Survey, City of Huntington Beach
- Resurrection Cemetery Mausoleum Addition, City of Montebello
- Prescott College Precise Plan, City of Prescott, AZ
- Foothill Blvd./Gould Ave. Retail Center
- Avenue I/SR-2 PS&E, City of Santa Clarita
- Douglas Street Grade Separation EIR, City of El Segundo
- Homeland Cultural Center Expansion Parking study, City of Long Beach
- St. John of the Cross, City of Lemon Grove
- Ventana Real Lots (1-4), City of Carlsbad
- Date Street Development, City of Murrieta
- Carmelo Street Motel, City of Oceanside
- World Petrol III, City of San Diego

PROFESSIONAL HISTORY

Director of Traffic Services / Interwest Consulting Group / 2017 – Present

Nicole manages Interwest's group of traffic engineers throughout California and provides on-call traffic engineering, project management, small cell site and traffic analysis and plan review for clients including the City of Costa Mesa, Hermosa Beach, Maywood, Rancho Palos Verdes, Eastvale, Wildomar, South Pasadena and Palm Desert.

Deputy Director of Public Works / City of Rancho Palos Verdes, CA / 2014 - 2017

Nicole performed advanced engineering work in planning, organizing, and directing the day-to-day activities of the Public Works Department. She managed and oversaw the administrative division as well as supervise the design, construction, maintenance and operation of streets, public structures, parks, water and sewer systems, and other City public works projects. Nicole provided engineering assistance and coordination to other City departments and managed professional consultants and contractors on public works improvement projects. Assisted in preparing the Department budget and Capital Improvement Plan. Reviewed the preparation of plans for overall projects, including design study reports, environmental impact statements, and traffic engineering reports as well as review departmental staff reports for City Council and advisory board meetings. Nicole served as staff liaison to the Infrastructure Advisory Committee, Traffic Safety Committee and the Palos Verdes Peninsula Transit Authority. Provided leadership and support to a team of 16 dynamic individuals to follow-through with the goals of the organization.

Senior Engineer / City of Rancho Palos Verdes, CA / 2009 - 2014

Nicole managed several large capital improvement projects, resulting in major improvements to the City's infrastructure and roadway network. Implemented a 7-year roadway rehabilitation program to preserve the City's roadway infrastructure. She managed projects and maintenance activities within the City's rights-of-way. Administered the City's encroachment permit and parking permit programs. Supervised and managed a team of 5 consisting of Associate Engineers, Assistant Engineers, Permit Technicians and Public Works Inspectors. Nicole also improved the Department's delivery of customer service by streamlining permit requirements and coordinating permit activities with other departments.

Traffic Management / Rancho Palos Verdes

Project Manager and Staff Liaison | Provided various municipal traffic engineering improvements, including traffic signal maintenance, signing and striping plans, investigating citizen requests for traffic controls and traffic safety analysis.

25th Street Roadway and Drainage Rehabilitation / Rancho Palos Verdes

Project Manager | Provided Project Management services for construction of storm drain improvements and roadway resurfacing along 25th Street in the City of Rancho Palos Verdes. This \$500,000 project included 36" HDPE pipe, an outlet structure, several drain inlets, asphalt rubber and metal beam guard rail modifications.

San Ramon Drainage and Landslide Stabilization / Rancho Palos Verdes

Project Manager | Provided Project Management services of a \$4 million landslide stabilization project on private property in the City of Rancho Palos Verdes. The project included construction of 36" HDPE storm drain pipe, an outlet structure, over 75,000 tons of highly engineered imported fill, 4" subdrains, v-ditches, landscaping and irrigation.

Principal / Torrance, CA / 2004 - 2009

As a consulting engineer, Nicole provided professional engineering services to municipal and private clients. Services included signal design, geometric design, project management, traffic and parking studies. Managed a team of 12 professionals.

Senior Engineer / Rancho Palos Verdes, CA / 2002 - 2004

Nicole managed several large high-profile capital improvement projects, including museum improvements, storm drain enhancements, landslide stabilization, lead remediation, pavement rehabilitation, traffic improvements and transportation management strategies. Directed and managed a host of consultants and contractors. Coordinated with other City Departments on complex development projects and also participated in leadership development activities.

Associate Engineer / Torrance, CA / 2001 - 2001

Nicole was the Project Manager for several capital improvement projects including water main improvements, storm drain connections and pavement rehabilitation. Managed the city's pavement management system.

Newton/Madison Street and Water Improvement / Torrance, CA

Construction Manager | Construction Manager of water main construction and roadway rehabilitation on Madison Street and Newton Street. This \$2 million project included water main, storm drain, curb, gutter, sidewalk, and roadway improvements.

Assistant Engineer / Signal Hill, CA / 2000 - 2001

Nicole facilitated the City's capital improvement program. Prepared project plans, specifications and cost estimates. She managed several consultants and contractors and coordinated construction activities with other City departments. Responsible for the City's pavement management system and inspected small-scale projects within the city's rights-of-way. Successfully designed two water-system modification projects and managed a CDBG funded residential demolition project.

Annual Pavement Management/Slurry Seal Program / Signal Hill, CA

Project Manager | Project manager of City of Signal Hill's annual pavement maintenance program. This \$500,000 program included slurry-sealing about ½ of City of Signal Hill's residential streets.

Project Engineer / Lynwood, CA / 1998 - 2000

Nicole was the project engineer for the surface design group of the Alameda Corridor - Mid Corridor project. Designed roadway, signing/striping, traffic signal, and landscape improvements in the Cities of Compton, Lynwood and Los Angeles. Coordinated sub-consultant design criteria and plan submittals with the lead design team.

Design Engineer / Irvine, CA / 1998 - 2000

Nicole prepared precise grading, storm drain, street improvement, signing, striping, signal and traffic control plans for various clients. Managed small design projects for several cities in Orange County.

Research Assistant / Los Angeles, CA / 1995 - 1996

Nicole assisted with the management and coordination of an integrated advanced transportation management system which evolved from existing freeway and arterial traffic management systems in the Irvine area of Orange County.

Transportation Engineering Assistant / Monterey Park, CA / 1994 - 1998

Nicole conducted traffic impact studies for various clients throughout southern California. Managed transportation/circulation studies for the City and County of Los Angeles. Designed and prepared traffic signal, signing, striping and traffic control plans for several municipalities in Southern California.

Engineering Student Assistant / Santa Ana, CA / 1990 - 1994

Nicole assisted with the analysis of real-time traffic data and information concerning operation of the freeway system in Orange County, as a student assistant in the Transportation Management Center (TMC).

Kamran Saber, PE, QSD/QSP

CA REGISTERED PROFESSIONAL CIVIL ENGINEER // PROJECT MANAGER

Kamran has over 30-years of experience in the design and management of major multi-disciplinary public works projects. His experience includes transportation design, structural design, utility engineering, hydraulic, hydrology, cost estimating, contract specifications, constructability analysis, peer reviews, environmental process and reviews, report writing, RFP preparation, construction management and support services. Kamran has a broad background in CIP management, planning, design and construction on a wide variety of projects including land development, street improvement and rehabilitation, sewer and storm drain studies and design, grading and drainage. He also has extensive training and hands-on experience in project/resource management and Total Quality Management, and is a Certified Facilitator. Additionally, Kamran has extensive expertise in federally and state funded projects through his work managing over 100 federally funded projects throughout his career.

Kamran's professional history includes City Engineer experience at the Cities of Covina, Placentia, Villa Park, San Gabriel, and the Town of Yucca Valley. Below is just a selection of the many projects Kamran has worked on.

PROFESSIONAL HISTORY

Senior Project Manager / Interwest Consulting Group / 2016 - Present

Kamran has served numerous clients in Riverside, LA, and Orange County, providing project management, plan review, and internal support in the Cities of Wildomar, Eastvale, Costa Mesa, Fountain Valley, Encinitas, and Maywood, just to name a few.

ROADWAYS AND MUNICIPAL PROJECT EXPERIENCE

Central Avenue Corridor Improvement / City of Compton, CA / 2015

Project Manager and Pavement Engineer | Project Manager and Pavement Engineer for the reconstruction of Central Avenue from 131st Street to Compton Boulevard to address roadway rehabilitation needs in an expedited manner. The project consisted of two segments: Segment 1 from 131st Street to Rosecrans Avenue and Segment 2 from Rosecrans Avenue to Compton Boulevard. An innovative low impact development (LID) approach was selected for the pavement rehabilitation consisting of 2-inch ARHM over 4-inch in-situ recycled asphalt (Cold Central Plant Recycled, CCPR) on top of 8-inch in-situ cement treated base, also known as Full Depth Reclamation (FDR). Ninety percent of the proposed structural section was recycled from the existing road materials with no material hauled out from the project.

San Gabriel Boulevard Rehabilitation, Mission Drive to Las Tunas Drive / City of San Gabriel, CA / 2010

Project Manager and Construction Manager | Project Manager and Construction Manager for the 1.5-mile rehabilitation of San Gabriel Boulevard in the heart of the City of San Gabriel. The project included rehabilitation of pavement using the cost saving method of Full Depth Reclamation (FDR) with the construction cost of approximately \$1.9M. Project included pavement rehabilitation and



INTERWEST

Years of Experience: 30+

Years w/ Interwest: 4

Education

- MS, Civil Engineering, California State University, Sacramento, CA
- BS, Civil Engineering, Polytechnic Tehran

Registrations/Certifications

- CA Registered Civil Engineer | 47567
- Qualified SWPPP Developer/Practitioner (QSD/QSP)

Professional Affiliations

- American Society of Civil Engineers, (ASCE)
- American Public Works Association, (APWA)
- Society of American Value Engineers, (SAVE)
- Society of American Military Engineers, (SAME)
- Railroad Association of Southern California, (RASC)

reconstruction, reconstruction of centerline to increase cross fall and to improve cross drainage, curb, gutter and sidewalk repair, addition of gutter plate where missing, addition of cross gutters where missing or nonfunctioning, addition and/or upgrading of curb ramp and reconstruction of damaged driveway aprons. The project design included water quality green feature such as permeable concrete gutters.

Maple Avenue Roadway Rehabilitation Project / City of El Segundo, CA / 2012

Project Manager | Responsible for the preparation of plans, specifications, and estimate (PS&E) and management of the design staff, survey crews and sub consultants, Landscape Architect, and Geotechnical. Mr. Saber performed QA/QC, prepared project specifications and cost estimates, and coordinated the project with various City departments (Water, Planning, Maintenance, landscaping, and sewer). The main objectives of the project were rehabilitation of existing pavement, extensive drainage improvements, installation of landscaped median, sidewalks, and installation of flashing red lights at mid-block crossings, public outreach and ADA ramps. The design and construction were completed within schedule and budget.

West Roses Road Rehabilitation, Mission Drive to Del Mar Avenue / City of San Gabriel, CA / 2010

Project Manager | Project Manager for the preparation of plans, specifications, and estimate (PS&E) and construction management of 3,600 linear feet of collector roadway. Project included pavement rehabilitation, curb, gutter and sidewalk repair, addition of gutter plate where missing, addition of cross gutters, addition of curb ramps and reconstruction of damaged driveway.

Arterial Rehabilitation Projects and Annual Street Resurfacing Projects / City of Lake Forest, CA / 2007

Project Manager | Project Manager for the preparation of plans, specifications, and estimate (PS&E) for the City of Lake Forest's annual street resurfacing projects, as well as the design for Arterial Highway Rehabilitation Projects (AHRP) along Murlands Boulevard, El Toro Road, and Rancho Santa Margarita Parkway. These projects involved pavement resurfacing using rubberized asphalt, slurry sealing, adjusting manholes and monument preservation, restriping and the installation of loop detectors.

RAIL | TRANSIT PROJECT EXPERIENCE

Metrolink Station / City of Covina, CA / 2015

Project Manager | Civil Design Manager and Construction Manager responsible for the proposed station design improvements at the Metrolink Station in Covina, California. Proposed improvements included parking rehabilitation, lighting, signage, striping, landscape, irrigation, traffic signal and entrance improvement.

Bradford Avenue Pedestrian Bridge over BNSF Tracks, Alameda Corridor Transportation Authority (ACTA) / Placentia, CA / 2008

Project Manager | Project Manager for this federally funded project involved extensive negotiation and coordination with Railroad Company and adjacent KB Homes development. Project involved executing the signed Intermodal Container Transfer Facility (ICTF) Joint Powers Authority (JPA) with the Railroad Company for construction easements per Caltrans guidelines, securing right-of-way and easements from developer, and obtaining State and Federal approval (E-76) to proceed with construction.

Establishment of Quiet Zone Along BSNF Tracks / Placentia, CA / 2008

Project Manager | Project Manager responsible for working with BNSF and Federal Railroad Administration (FRA) to establish the Quiet Zone (QZ) in the City of Placentia. The project also involved construction of improvements at the six crossings per FRA requirements and standards, as well as installation of new advanced train warning and relay systems by BNSF.

GRADE SEPARATIONS PROJECT EXPERIENCE

Montebello/Union Pacific Railroad (UPRR) Corridor Grade Separation Feasibility Study Report / Montebello, CA / 2014

Task Manager | Task Manager responsible for developing a grade separated corridor along UPRR (Los Angeles Subdivision) and considering various alternatives including a complete trench, partial trench and individual grade separations at Montebello Boulevard, Greenwood Avenue, Maple Avenue and Vale Avenue. The project

included developing conceptual plans in accordance with UPRR and AREMA standards as well as cost estimates. Close coordination with the City of Montebello, Alameda Corridor East Construction Authority, UPRR and CPUC was a critical part of the project which required timely concept approval.

SR 710 Gap Alternatives, Los Angeles Metropolitan Transportation Authority / Los Angeles, CA / 2014- 2015

Task Manager | Task Manager (JMD Inc.) responsible for developing light rail transit, railroad and Transportation System Management/Transportation Demand Management (TSM/TDM) alternatives for the nearly five-mile-long freeway gap between Interstate 10 (Los Angeles/Alhambra) and Interstate 210 (Pasadena). Mr. Saber was responsible for developing conceptual light rail transit (LRT), grade separation, track, roadway and intersection alignments to address local needs and hot spots through the cities of Los Angeles, Alhambra, South Pasadena and Pasadena. LRT and track alignment plans were designed in accordance with LA Metro, as well as UPRR and AREMA standards, respectively. Cost estimating of each alternative was also provided including the development of an environmental document for the project. Mr. Saber was responsible for facilitating close coordination with the Cities, UPRR and CPUC to obtain reviews and conceptual approvals in a timely manner.

Joe Indrawan, PE

CA REGISTERED PROFESSIONAL CIVIL ENGINEER

Joe has more than 35 years of civil engineering experience, including 30 years of service with municipal agencies. His diverse experience allows him to bring a clear understanding and considerable depth to any project, contributing to the successful delivery of all projects. Joe possesses excellent communication skills, providing high level customer service in a professional manner at all times. Joe is a strategic thinker and an innovative problem-solver, making him a strong asset to all projects.

PROFESSIONAL HISTORY

Municipal Engineer / Interwest Consulting Group / 2012-Present

City Engineer / City of Eastvale / 2012-2019 - Joe acted as a contract City Engineer for the City of Eastvale, managing day-to-day operation of Public Works/Engineering staff, Land Development and Capital projects teams, preparing and managing operational and capital projects budgets, and handling general public complaints related to right-of-way and traffic issues. He represented the department at City Council meetings, Planning and Public Safety Commissions meetings, as well as other agencies and/or utility meetings. He established quarterly utility coordination meetings to ensure utility projects were scheduled appropriately with City-owned projects. In addition, Joe established and implemented development plan review processes and procedures, including subdivision map review check list. During his tenure with the City of Eastvale, Joe was instrumental in the acquisition process of more than 4,000 streetlights from the SCE, and conversion of these lights to LED lights.

Civil Engineering Manager | Land Development | CIP / City of Chino / 2003-2012

Joe served as Acting City Engineer in City Engineer's absence. He managed Land Development, Capital Improvement, Transportation Planning, Permit, Development Review/Plan Check and Inspection Services and ensured that all functions complied with Federal, State and Municipal standards and regulations. Joe participated in the preparation and implementation of goals, objectives and operational and CIP budget of the Engineering Division. He prepared the Measure I project list; and oversaw the preparation of grant applications. Joe reviewed and approved public improvement plans and specifications, engineering calculations/studies, subdivision maps and survey documents. He participated in the development of General Plan Amendment and reviewed CEQA. He acted as a liaison with other cities, counties and agencies. Joe updated and oversaw the implementation of Development Impact Fees Programs, prepared staff reports to the City Council and Planning Commission and attended respective meetings, as required.

Key Accomplishments

- Successfully managed the planning and development of the first phases of The Preserve and College Park Specific Plans, including Chaffey College and Ayala Park Expansion
- Effectively oversaw the construction of \$10M storm drain and street widening projects, \$5M nitrate treatment plant, \$4M waterline, and other CIP projects
- Successfully trained and mentored a number of junior engineers to process and manage land development projects and perform plan check activities
- Represented Chino in partnership with the City of Ontario in the development of Mill Creek Recreation Plan - a regional storm water quality management plan for the New Model Colony & The Preserve

Associate Civil Engineer / City of Chino / 2000-2003

Joe supervised City staff of engineers, technicians and inspectors. He managed major land development projects (i.e., residential, commercial and industrial), and oversaw plan check activities and collection of user and development impact fees. Joe acted as a construction manager and administered contracts for CIP projects, reviewed PS&Es, processed bids, and negotiated contract change orders. He prepared Request for Proposals (RFPs), selected qualified firm(s) and administered contracts for engineering consulting services. Joe administered Community Facilities, Assessment, and Landscape & Lighting Districts. He investigated public complaints and provided solutions.

Key Accomplishments



Years of Experience: 35+

Education

- M.S., Civil Engineering, Rice University
- B.S., Civil Engineering, University of Indonesia
- Fundamentals of Personnel Laws for Managers and Supervisors
- Funding Public Works Programs
- Contract Administration & Change Orders Core Curriculum
- CEQA/California Land-Use & Planning Law
- Advanced Subdivision Map Act

Registrations/Certifications

- CA Registered Professional Civil Engineer | 44779

- Facilitated a successful collaboration among several developers and agencies for the development of Sub-Area I - a nearly 10 Million square-foot industrial complex, which included a \$2M Kimball Avenue Street and Storm Drain project
- Successfully implemented inter-departmental plan check procedure

Associate Civil Engineer | Assistant Civil Engineer / City of Corona / 1988-2000

Joe managed entitlement projects and performed plan check activities for residential, commercial and industrial developments, including writing conditions of approval (COAs) and staff reports to the City Council. He managed the NPDES Stormwater Program, managed and administered contracts for CIP projects, reviewed and approved PS&Es, processed bids, and negotiated contract change orders. Joe managed and supervised consultants to perform engineering/construction management services, and oversaw the preparation of master plan studies of infrastructure facilities.

Key Accomplishments

- Managed successful developments of South Corona, Corona Ranch, Chase Ranch and Mountain Gate Specific Plans - major master planned communities of more than 6,000 acres of residential and commercial developments
- Successfully implemented NPDES Program since its inception in 1990
- Served as a member of the Stormwater Advisory Committee and the California Stormwater Task Force
- Presented papers on storm water program at the International Erosion Control Convention in 1998 & 1999

Jack Istik, PE

CA REGISTERED PROFESSIONAL CIVIL ENGINEER

Jack has over 40 years of experience in engineering design, contract administration, supervision of professional, inspection and administrative staff and client relations for preparation of street, storm drain, grading, street resurfacing, sewer, roadway landscape and park plans. His experience includes contract administration, supervision of inspection services, preparation of specifications and bid documents, engineer's estimates and contract management of municipal projects, as well as coordination with the DoD, USPS, Caltrans, SoCal Counties, Regional Water Quality Control Boards and staff reports and presentations to City Councils, Planning and Traffic Commissions.

PROJECT EXPERIENCE

Senior Plan Check Engineer / Interwest Consulting Group / 2016-Present

Jack provided civil and site development plan check reviews for various Southern California Clients. Including the County of Riverside as well as the Cities of La Quinta, Eastvale, and Pomona. Plan Check work has included Grading, Streets, Storm Drains, Sewer, Water, as well as WQMP review.

Civil Engineer Consultant / Private Contractor / 2009-2016

With extensive experience in the civil engineering field, Jack focused on learning key strategies that enable him to continuously improve and provide excellent consulting engineering services and support.

Project Manager / TCM Group, Inc., / 2008-2009

Jack managed project schedules, budgets and in-house contracts with Caltrans District 8 in the City of Moreno Valley and the County of Riverside. Projects were three intersection modification projects in Riverside County.

Project Manager / Boyle Engineering / 2005-2008

Jack managed project schedules and budgets for both the City of Moreno Valley and the County of Riverside.

- Project Manager for the City of Moreno Valley for their current and ongoing on-call Civil Engineering programs. The type of projects designed under this contract include streets, final maps, grading, storm drains, sewers, hydrology and hydraulic calculations, and streetlight plans.
- Project Manager for the City of Moreno Valley for their current and ongoing plan check program. The types of projects reviewed under this contract included rough and precise grading plans, street, signing and striping final maps and storm drain plans, hydrology and hydraulic calculations, water and sewer plans, and streetlight plans. In addition, he coordinated the structural review of the Nason Street Bridge plans and calculations to the current Caltrans LRFD Criteria.
- Project Manager for Riverside County for their current and ongoing plan check program for the Transportation Department. Reviews included Street Plans for the Northstar Resort, a top priority project in Riverside County assigned to Boyle Engineering. The project involved meetings and communication with the Transportation Director to insure timely completion. This work involved review and approval of over 250 projects.

Principal / JGI Engineering Consulting / 2001-2005

Jack provided civil engineering services to various projects including forensic engineering, park improvement and roadway proposals.

Project Manager / GVW Engineering / 1997-2001

While serving as a project manager, Jack, processed 15 design/building United States Post Office Projects, and prepared street resurfacing plans and specifications. His role also included marketing the firm, providing business development presentations and client relations, provide tentative map and plan processing for private residential and commercial developments.

Vice President – Director of Engineering / RKA Civil Engineers, Inc. / 1981-1997

Jack was the first employee of this startup engineering firm. He held various positions with Cities while working for RKA:

- Deputy City Engineer, City of Diamond Bar, CA
- Deputy City Engineer, City of Walnut, CA
- Deputy Agency Engineer for the Walnut Redevelopment Agency

Jack performed a broad range of services for the Cities of Diamond Bar and Walnut in addition to a wide variety of other public and private clients.



INTERWEST

Years of Experience: 40+

Education

- B.S., Civil Engineering, University of Southern California

Registrations/Certifications

- CA Registered Professional Civil Engineer | 26558

Areas of Expertise

- Engineering Design
- Project Management
- Contract Administration

Assistant Director of Engineering / RGB Engineering, Inc. / 1979-1981

Jack provided various engineering consulting services to both the private and public sector. Project included:

- Improvement plans reviews for 400 home subdivision
- Bridge designs of three bridges including Warner Avenue Bridge over Bolsa Chica (Huntington Beach) and Lake Road Bridge (Irvine)
- Supervised design and contract administration of a significant project in San Dimas: Arrow Highway and Bonita Avenue widening through downtown San Dimas
- Designed private land development projects in San Juan Capistrano and Irvine
- Supervised engineering staff in the absence

Program Engineer / The Irvine Company / 1977-1979

Jack provided analysis and recommendations on proposed developments on the 77,000 acre Irvine Ranch, as well as analysis of a Flood Insurance Rate Map in Irvine.

Sr. Civil Engineering Assistant / LA County Flood Control District / 1973-1977

Jack developed Flood Insurance Rate Maps for Monrovia and Pomona, as well as, designed various storm drains, dams, and debris basins.

Gary Neal, PLS

CA REGISTERED PROFESSIONAL LAND SURVEYOR

Gary brings 40 years of land surveying experience in the engineering field in both the public and private sectors. He has supervised, managed and directed the field and office survey department operations while providing field survey and map plan-checking services for a variety of clients. His extensive background and knowledge combined with his strong leadership, organization style, and effective communication skills results in thorough and complete map reviews.

PROFESSIONAL HISTORY

Land Surveyor | Map Checker / Interwest Consulting Group / 2012-Present

Gary reviews tentative tract and parcel maps, site plans, and other submittals for developments and make recommendations as to engineering matters for public agency clients.

Land Surveyor | Map Checker / Norris-Rupke | Winzler & Kelly | GHD Consulting / 2008-2012

Gary performed QA-QC plan checking services for public agency clients; reviewed legal descriptions, subdivision and parcel maps, record of survey maps for recording purposes, also provided field surveys and map plan-checking services.

Mapping & Survey Manager / RBF Consulting / 2002-2008

Gary was responsible for supervising the overall operations of the mapping department to ensure the firm's private developer client mapping needs were met and the required final maps recorded for the purpose of creating legal lots for sale.

Survey Manager / VPOINT Consulting / 1998-2002

Gary directed the field survey operations for a private consulting firm. Projects included; single-family subdivisions, shopping centers, commercial and industrial centers. Field work included boundary surveys, design surveys, aerial and topography surveys, construction surveying, ACSM/ALTA Land Title Surveys.

Mapping Manager / SEA Consulting / 1994-1998

Gary was responsible for supervising the overall operations of the mapping department to ensure the firm's private developer client mappings needs were met.

Survey Manager / LA Waincott & Associates / 1983-1994

Gary performed and managed survey tasks from preliminary design, construction, and staking through final subdivision mapping. Projects included single-family subdivisions, commercial projects, industrial projects and shopping centers.

Survey Party Chief / Akers & Musser Land Surveying / 1978-1983

Gary performed the boundary surveys of the properties, and then set the property corner monuments at the parcel lot corners after the Parcel Maps were recorded.

Professional Land Surveyor / Riverside County Survey Department / 1972-1978

Gary initially started as a survey chainman, then instrument operator, then party chief and went on to become a Professional Land Surveyor. He became proficient in the United States Public Lands Rectangular Sectionalized System and in the plan checking process of final survey maps for recording purposes.



Years of Experience: 40+

Education

- ▣ Operating Engineers Survey Curriculum, Riverside Community College

Registrations/Certifications

- ▣ CA Professional Land Surveyor, No. 4619
- ▣ AZ Professional Land Surveyor, No. 37016
- ▣ NV Professional Land Surveyor, No. 12204

Professional Affiliations

- ▣ California Land Surveyors Association
- ▣ Nevada Association of Land Surveyors

Areas of Expertise

- ▣ Land Surveying
- ▣ Map Checking

Paul Keizer

PUBLIC WORKS INSPECTOR

Paul is a seasoned public works inspector with more than 35 years of experience in the public sector. He is very familiar with all relevant codes and regulations and has a demonstrated track record of successfully delivering high profile construction projects in a cost-effective manner, keeping the public and everyone involved with the project safe. Paul communicates well with city government, contractors and the public to achieve a properly constructed end product.

PROFESSIONAL HISTORY

Public Works Inspector / Interwest Consulting Group / 2019 - Present

Paul provides public works inspection for cities throughout Southern California.

Supervisor Contract Construction / County of Los Angeles / 2006 - 2017

Paul inspected multiple Waterworks Districts projects such as the Topanga Booster Pump Station, Topanga Oaks Waterline, Marina Del Rey Waterline and Malibu Feeder Project, Malibu Canyon Tunnel and Kanan Dume Tunnel lining projects. He supervised multiple water tank relining projects including the installation of new roofs, manways, ladders and entire sections of tanks. Paul inspected sewer lining projects including Marina Del Rey sewer and manhole lining projects. He was Inspector-in-Charge of multiple storm drain projects including Avenue K Phase I & II. He reviewed and oversaw the inspection of pavement preservation projects, and was Division Safety Coordinator for 2 years.

Head Construction Inspector / County of Los Angeles / 2002 - 2006

Paul supervised the Westchester Permit Office and approved and issued road permits and oversaw a staff of 6. Permits included service cuts, driveway aprons, storm drain connections, movie permits and encroachment permits within the jurisdiction. He oversaw the inspection of sewer lines, storm drains, sidewalk, curb and gutter, catch basins and roadways for home developments.

Senior Construction Inspector / County of Los Angeles / 1994 - 2002

Paul served as Resident inspector for various storm drain projects including Dominguez Ave. Pump Station and Drain, Doris Coast Pump Station and Drain, and Cherry Ave. Drain in the City of Lakewood. He inspected multiple emergency sewer projects, and inspected multiple low-flow diversion projects.

Construction Inspector / County of Los Angeles / 1989 - 1994

Paul inspected underground storm drain lines and connections after project completion. He operated underground TV camera inspecting sewer lines and well casings.

Senior Road Maintenance Worker / County of Los Angeles / 1987 - 1989

Paul oversaw and assisted paving, concrete and cleanup crews at LA County's Watts yard. He was in charge of youth gang crews and general relief workers. Paul assisted in performing monthly street inspection, rating the quality of each street in his jurisdiction.



INTERWEST

Years of Experience: 35+

Years w/ Interwest: 1

Education

- Certificate for Construction Inspection, East LA College
- 40 Units of Supervision Courses, Cerritos College
- 12 Units of Inspection Courses, Orange County Community College
- Specialized Inspection Courses offered Through Los Angeles County

Road Maintenance Worker / County of Los Angeles / 1985 - 1987

Worked on paving crews often as the screed man. Poured and finished concrete curb, gutter and sidewalk. Operated heavy equipment. Inspected pavement restoration contracts.

Road Laborer / County of Los Angeles / 1983 - 1985

Poured and finished concrete curb, gutter and sidewalk. Operated heavy equipment. Inspected pavement restoration contracts.

John Welch

CONSTRUCTION INSPECTOR

John brings more than 19 years of experience in the areas of construction management, inspection, planning, schedule analysis, project management, contract administration and compliance, field engineering, and quality assurance for a variety of public works, residential and transportation projects.

John's diverse background has given him insight into serving cities and government agencies on large, complex, high-value construction projects. His experience ranges from small city projects to multi-million dollar projects, including highways, street improvements, and airport taxi-ways. John is able to collaboratively work with all parties ensuring projects are well managed and brought to a successful completion.

PROJECT EXPERIENCE

Street Experience

John is a seasoned inspector with years of experience providing oversight on street improvement and rehabilitation projects. Over his career, John has managed and overseen projects including:

- Harbor Blvd Median Island Installation – City of Anaheim
- Lincoln Blvd Rehabilitation Mill and Overlay with PCC Improvements – City of Buena Park
- Various Locations Street Removal and Install Concrete Treated Base – City of Westminster
- Removal of Trees, Install Concrete Intersection at Valley Blvd. and Rosemead Blvd., and Mill and Overlay of Valley Blvd. – City of Rosemead
- MacArthur Avenue Rehabilitation, Mill and Overlay – City of Newport Beach
- Broadway and Anaheim Blvd. Rehabilitation, PCC Sidewalks, Storm Drain, AC Paving and Re-striping – City of Anaheim
- Ellis Avenue Rehabilitation, Mill and Overlay, PCC Improvements, BTW Beach Blvd. and Magnolia – City of Huntington Beach
- Reconstruct all ramps on the I-405 Freeway – Brookhurst, Magnolia, Beach Blvd., north and southbound; channel traffic with k-rail removal, place new metering lights, place lean concrete, pave AC, and new striping – Caltrans
- Pinyon Hills (Phelan) install new signals (overhead masts), widen Highway 138, add deceleration lanes, and add concrete ADA ramps at the corner of Highway 138 and Oasis Road – Caltrans
- Install multiple ramps for ADA Compliance at various locations – City of Westminster
- Construction of a John Wayne Airport Taxi-Way
- Road Rehabilitation for Disneyland Drive for California Adventure Park

John is familiar with the APWA "Greenbook" Standard Specifications for Public Works Construction, AWWA Standards, County Public Works Standards, traffic control procedures, and State and Federal Building Codes related to site accessibility as well as Title 24 and ADA requirements. He is also well-versed in the Caltrans' Local Programs Manual, having completed multiple Caltrans improvement projects in Districts 7, 8, & 12.



INTERWEST

Years of Experience: 19

Years w/ Interwest: 2

Registrations/Certifications

- QCM US Army Corps of Engineers
- Bilingual in English and Spanish

PROFESSIONAL HISTORY

Construction Inspector / Interwest Consulting Group / 2018 - Present

John provides a variety of services to clients in the Southern California region, including construction management and inspection. Bullet

Superintendent / CMG / 2017

John supervised parking lot improvements for Rocky Mountain College, maintained work schedules and kept the project on time.

QC Inspector / CIE / 2016 - 2017

John managed Quality control for the re-engineered Coronado NAS runways.

Project Manager / Emerald Acquisition / 2016 - 2016

Managed the complete removal and replacement of Walmart parking lots, including concrete, asphalt and overlay in the Cities of Kennewick, Othello and Moses Lake, Washington State.

Foreman / Knife River Corporation / 2014 - 2017

John oversaw improvements to the taxi-way at Williston Sloulin Airport Field in North Dakota. He managed the installation of underground utilities, gutter, curb, paving and restriping for Mercer County, North Dakota. This project included concrete, asphalt, while maintaining business access during the widening of US 85 in Watford City, North Dakota. He oversaw Storm drain improvements including concrete curb and gutter, and asphalt removal and overlay for City of Crosby.

Project Manager / SFM Constructors, Inc. / 2014 – 2015

John served as project manager for Edwards Airforce Base, and Palmdale Plant 42, runway 4/22, overseeing concrete Spall Repair and Taxi-way rehabilitation to completion.

CEM Superintendent / Eagle Engineering & Development, Inc. / 2012 – 2014

John supervised the demolition of existing buildings, underground wet/dry utilities, and asphalt and paving for Fort Irwin Army Corp of Engineers. John worked on street rehabilitation, new pedestrian bridge and road project for Twenty Nine Palms USNC/NAVFAC. John also supervised the removal of multiple facilities, installation of new office buildings and mass grading, new roads, and parking areas for Long Beach Veterans Hospital.

Superintendent / CC Meyers, Inc. / 2011 – 2012

Responsible for tie-in to existing ROW for the City of Anaheim and coordinating with Cal-Trans on MSE wall.

Partner | Officer / Autobahn Construction Corporation / 2006 – 2009

John participated as manager for Cal-Trans project improvements in District 7, 8, & 12.

Foreman / All-American Asphalt / 2006

John was instrumental in the 15.7 mile Malibu to Woodland Hills project, including mill and overlay, widening and installation of guardrail, stripping and rumble strips.

Superintendent / R.J. Noble Company / 1999 – 2006

John managed varying projects including John Wayne Airport Taxi-Way, The Irvine Company projects, Whitter Blvd Improvements, Interstate 5, 15, and 405. He was also in charge of road rehabilitation for Disneyland Drive for California Adventure.

Ciros Ganji, ICC

CONSTRUCTION INSPECTOR

Ciros has more than 20 years of experience in construction, construction inspection, geotechnical testing and design on a number of projects for local cities, government agencies, and private developers. He successfully completed many Capital Improvements Projects, numerous mainline underground utility projects and commercial tract developments. He is an expert in flood control, sewers, drainage, AC and PCC paving, traffic control, roadway excavation, soils testing, concrete inspection and major public works projects. He has been responsible for inspecting and reviewing proper traffic control plan; detecting and locating faulty materials; maintaining daily inspection reports; and preparing final punch lists. He has great communication skills responding to citizen complaints and providing quality customer service. In addition, he has prepared and maintained project documents including labor and equipment records and labor compliance reports. Ciros is familiar with construction project scheduling. He has worked very well with all members of private and public agencies and was highly respected for his efforts.

PROJECT EXPERIENCE

Hetzler Road Pedestrian Trail Improvements Project / Culver City, CA

Consultant Project Inspector | Ciros provided Inspection for construction of 13,000 SF CMU retaining walls and 15000 SF of color PCC sidewalk on Hetzler road. His responsibilities included; inspecting line grade, size, elevations and locations of improvements for 5000 LF of PCC wall drain, performing daily construction inspection and recording detailed daily and picture reports, Verify/authorize progress payments with contractors and Culver City project manager, monitoring SWPPP and the BMPs implementations and comply with the NPDES permit and to ensure contractor compliance with contract plans and specifications. Additionally, he assisted with pay quantity estimates, contract change orders, as-built drawings, and attending weekly meeting & tracking construction schedules.

AT&T ODAS Antenna (Outside Distribution Antenna System) / Beverly Hills, CA

Consultant Project Inspector | Ciros performed inspection for installations and construction inspection of 75 cell phone antenna towers on City of Beverly Hills. Conducted an ongoing inspection of work-in-process to ensure that the final product met drawings and specifications. Maintain a daily field reports and as-built plan, construction photographs documenting progress on problem areas and include appropriate photographs in monthly progress reports. Observes work in progress to ensure that procedures followed and materials used conform to specifications. Observes work in progress to ensure that procedures followed and materials used conform to specifications. Inspect storm pipes, sidewalks, wheelchair ramps, sewer and street lights according to plan.

Fire Station 71 / Fontana, CA

Consultant Project Inspector | Responsible for conducting detail inspections of construction work to ensure contract compliance with plans and specification. Inspecting of installation new sewer and water main and storm drain installations. Writing weekly inspection reports to ensuring complying with erosion control and



INTERWEST

Years of Experience: 20+

Education

- BS, Civil Engineering, California State University of Long Beach

Registrations/Certifications

- Nuclear Certified
- ACI Certified
- SWPPP and NPDES Certified International Code Council | 8343027
- ICC Certified Special Soil Inspector

storm water management plans. Completed and maintained records pertaining to construction progress including daily reports, monthly pay estimates and job expenditures. Check and inspecting irrigation and landscaping for Miller park east of project. Project Cost: \$19 million (design-build).

Jurupa Hills Project / Fontana, CA

Consultant Project Inspector | Responsible for performing daily construction inspection to ensure contractor compliance with contract plans and specifications and recording detailed daily inspection. Assisted with pay quantity estimates, contract change orders, as-built drawings, and tracking schedules. Inspecting line grade, size, elevations and locations of improvements. Preparation and negotiations of the right of way acquisitions with the affected property owners. Design sidewalks and driveway approaches retaining walls on Citrus, Solver and Santa Ana Avenue. Project Cost: \$2.8 million.

Feothill to Cypress | Randall to Merrill | Oleander to Arrow Fiber Installations Street Improvement and Traffic Signal Project / Fontana, CA

Consultant Project Inspector | Responsible for performing daily construction inspection for trenching and installation fiber optic cable for traffic signal installations. Inspecting detours to satisfaction of the City Traffic Engineer. Inspecting construction progress payments and setting pre-construction meeting. Inspect street construction, asphalt, curb and gutters, sidewalks, driveways, curb ramps, storm water installation on Randall and Merrill Avenue. Inspecting proper bedding and backfill of utility trenches, construction of roadway courses and scheduling all requires construction testing. Project Cost: \$4.3 million.

Roman Avenue Street Improvement / Palm Springs, CA / Desert Hot Springs, CA / Riverside County, CA

Consultant Project Inspector | Perform and supervise the inspection of construction work by contractors, prepare daily reports and verify and authorize progress payments with contractors and other public agencies. Inspect construction which included retaining wall, curb and gutter, removal and replacement of concrete sidewalks, public works construction of cross gutters, concrete curb ramps, driveways, installation of waterlines and sewer lines, placement of Portland Cement, slurry and chip sealing. Inspect and generating punch list and supervise preparation of “as-built” records. Project Cost: \$7 million.

Coachella Valley and Mission Springs Water District / Indio, CA / Thousand Palms, CA / Riverside County, CA

Consultant Project Inspector | Responsible for inspecting pipe line installation, line and grade verification, documents and picture recording, detailed daily inspections. Responsible for monitoring SWPPP and the BMPs implementations and comply with the NPDES permit requirements. Also, responsible for performing daily construction inspection to ensure contractor compliance with the contract plans and specifications and recording detailed daily inspection reports.

The Cove Project / Palm Springs, CA, Caltrans – District 8

Consultant Project Inspector | Responsible for inspections of all construction activities to ensure contractor compliance with contract plans and specifications and recording detailed daily inspections. Oversee Inspect monitor field work, work schedules and inspection phases. Participated in numerous safety programs and strictly enforced safety and health requirements on the site.

Chuck Stagner

CONSTRUCTION INSPECTOR

Chuck is a construction inspector with over 35 years of experience serving municipalities in his field. He has been involved of all aspects of various public works projects and is knowledgeable of State & County Public Works regulations as well as MUTCD, SWPPP and OSHA requirements. Chuck is an accomplished professional who prides himself on providing quality, timely services in a friendly, collaborative way. Over his career, he has served as Project Manager, business owner, and a part of a team, giving him unique insight and the managerial skills to promote communication and satisfaction at all levels.

PROFESSIONAL HISTORY

Inspector | Construction Manager / Interwest Consulting Group / 2016 - Present

Chuck provides management services and inspections on Caltrans and public works projects. His duties included conducting weekly meetings and setting & monitoring budget controls, RFI's, & RFQ's. Chuck provided inspection services for civil road improvement projects following MUTCD, SWPPP, and OSHA guidelines throughout the construction process. He often represented clients as the main liaison between contractor, residents and businesses while maintaining a friendly, hands-on managerial approach.

Inspector | Construction Manager / Civil Source Engineering, Inc. / 2011 - 2016

Chuck provided management services and inspections on Caltrans and public works projects. His duties included conducting weekly meetings and setting & monitoring budget controls, RFI's, & RFQ's. Chuck provided inspection services for civil road improvement projects following MUTCD, SWPPP, and OSHA guidelines throughout the construction process. He often represented clients as the main liaison between contractor, residents and businesses while maintaining a friendly, hands-on managerial approach.

Foreman | Superintendent / Engineering Consultant / 2008 - 2011

Chuck managed LA County Public Works Projects consisting of grading, paving, underground utility relocation & retaining structures. He was responsible for scheduling as-builts, billing, subcontractors, employees and other utility agencies all while maintaining a positive working environment for all parties.

Foreman / Alliance Street Works / 2006 - 2008

Description of personal responsibilities In this position, Chuck worked closely with the project manager to manage quantities and billings for various public works projects. He was responsible for scheduling, wet & dry underground utility installation, subcontractors and up to 25 employees. During this time, he saw to the successful completion of \$11 M worth of projects for Cathedral City.

Owner / C. Stagner Enterprises, Inc. / 1994 - 2004

Chuck was the owner and operator of this underground utility contracting company. He installed utility backbone systems and oversaw everyday activities for public works and private projects ranging from \$50K to \$1M. Chuck handled all aspects of his business, from managing cost controls and bidding to scheduling of equipment, employees and business activities.



INTERWEST

Years of Experience: 35+

Years w/ Interwest: 4

Registrations/Certifications

- Best Management Practices (BMP) Certificate Holder
- OSHA Competent Person Certification
- OSHA Confined Space Certification

Secretary | Treasurer | Superintendent / A&L Construction, Inc. / 1980 - 1994

Chuck oversaw everyday activities for this underground utility contractor. He managed various projects and crews of up to 70 union employees and handled all aspects of project and business, cost controls, estimating/bidding, scheduling of equipment, employees and business activities. Projects that Chuck helped manage include Irvine Center Drive and most major Parkways for the City of Aliso Viejo.

Carolina Rodriguez

ENGINEERING ASSOCIATE

Carolina is a recent graduate with a BS in Civil Engineering from UC Irvine. She has gained relevant experience serving municipalities including the Cities of Bell, Eastvale, and Santa Ana both administratively and as an engineering intern. Carolina possesses strong communication, and organizational skills. Her background in counter administration and her passion for serving communities translates into a high level of service for applicants, the public and jurisdictions.

PROFESSIONAL HISTORY

Engineering Associate / Interwest Consulting Group | Maywood, CA / 2019 - Present

Carolina assist in processing encroachment permits at the public counter as well as periodic field inspections.

Permit Technician / City of Santa Ana, CA / 2019 - 2019

Carolina provided all required documentation for the City's pre-construction meetings. She also processed project awards and project proposals for the City. Her responsibilities included compiling bid bonds and obtaining certificate of insurance documentation and notices to proceed along with notice of completion paperwork.

Engineering Intern / Interwest Consulting Group | Eastvale, CA / 2017 - 2018

Carolina used her experience in Field Surveying to help the newly planned City of Eastvale continue to grow. She coordinated and participated in meetings with residents to provide helpful information regarding new projects to enhance the City of Eastvale.

Engineering Intern / Interwest Consulting Group | Bell, CA / 2014 - 2016

Her ability to give new perspectives on street sidewalk modification using AutoCAD helped update City maps for the City of Bell. Carolina assisted in the payroll department to ensure timely deadlines were met.

Workforce Investment Act Program / 2013 - 2014

Carolina provided support for general office duties and filing of important documents.



INTERWEST

Years of Experience: 6

Years w/ Interwest: 5

Education

- BS, Civil Engineering, University of California, Irvine

Registrations/Certifications

- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)

Nick Pergakes, AICP

PRINCIPAL PLANNER

Nick is an AICP certified planner with more than 20 years of experience in land use planning, urban design, transportation planning, and zoning. He has worked in both the public and private sectors as an urban planner, urban designer, project manager, and team manager. Nick has overseen and prepared award-winning master plans, specific plans, corridor studies, and zoning/form-based codes in cities across California and the Southeastern U.S. Recent highlights of his work include the preliminary design of two high-speed rail stations and a campus specific plan for City of Hope in Duarte and Irwindale, CA. As a member of the American Planning Association and Congress for New Urbanism, Nick presents regularly at conferences on downtown revitalization, transit-oriented development, and form-based codes. His research has been published by ITE and the Washington State Department of Transportation.

PROJECT EXPERIENCE

Interwest Consulting Group / 2019 – 2020

Nick recently joined Interwest and brings considerable planning experience to the team, including the following projects:

- Principal Planner/Urban Designer / West Sacramento, CA / Urban Infill Area Incentive Program Study
- Project Manager / Duarte and Irwindale, CA / City of Hope Campus Specific Plan
- Project Manager / Irwindale, CA / Irwindale Gold Line Station TOD Specific Plan
- Project Manager / Pasadena, CA / Pasadena General Plan Implementation Program
- Project Manager / Temple City, CA / Temple City Zoning Code Update
- Project Manager / Los Angeles, CA / Connect Southwest LA: A TOD Specific Plan for the West Athens-Westmont
- Project Manager / Southern California / Palmdale to Burbank Station Area Planning, California High-Speed Rail
- Project Manager / Charleston, SC / ReThink Folly Road: A Complete Streets Study
- Project Manager / Atlanta, GA / East Point Main Street Corridor TOD Plan
- Assistant Project Manager / Dekalb County, GA / Dekalb County Zoning Code Update
- Project Manager / Conway, SC / Conway Unified Development Ordinance
- Project Manager / Graysville, AL / Downtown Graysville Form-Based Code
- Project Manager / Charleston, SC / Charleston Neighborhood Area Character Appraisals
- Project Manager / North Charleston, SC / North Charleston Zoning Code Update
- Project Manager / Lilburn, GA / Lilburn Zoning Code Update



INTERWEST

Years of Experience: 20

Years w/ Interwest: 1

Education

- MS, Urban planning, University of Washington, Seattle
- BS, City and Regional Planning, California Polytechnic State University, San Luis Obispo
- Certificate of Achievement in Urban Design, University of Washington, Seattle

Professional Affiliations

- Member, American Institute of Certified Planners, 018792
- American Planning Association
- Congress for the New Urbanism

Awards and Honors

- Moderator, "Transforming Disadvantaged Communities into Transit-Oriented Communities." CA APA Annual Conference (2018).
- Moderator, "Think Outside the Parking Lot: High-Speed Rail's Sustainable Access Plan." CA APA Annual Conference (2016).
- NADO Innovation Award – Berkeley-Charleston-Dorchester Council of Governments, ReThink Folly Road: A Complete Streets Study (2016).
- NADO Innovation Award – Berkeley-Charleston-Dorchester Council of Governments, Study to Assess and Mitigate Maritime Traffic and Military Activities along the Cooper River and Charleston Harbor (2015).

PROFESSIONAL HISTORY

Advanced Planning Lead / Interwest Consulting Group / 2019 - Present

Nick is responsible for providing and managing Planning Services for municipalities throughout California. Along with conducting current planning activities, Nick leads advanced planning for municipalities including General Plan updates, specific plans, master plans, and zoning code updates.

Senior Associate / Placeworks / 2015 - 2019

Nick managed and prepared station designs from conceptual planning through 15% level engineering design for California High-Speed Rail stations in Burbank and Palmdale. Nick prepared the Connect Southwest Los Angeles TOD Specific Plan for the West Athens-Westmont area in Los Angeles County, with expected adoption in Spring 2019. He also oversaw the successful completion of the City of Hope Campus Specific Plan adopted by Duarte in Fall 2018.

Senior Planner / Berkeley – Charleston – Dorchester Council of Governments / 2012 - 2015

Nick managed the award-winning ReThink Folly Road: A Complete Streets Study in Charleston, SC, which was adopted in 2015. He also oversaw the Joint Land Use Study Implementation Plan for Joint Base Charleston through the Office of Economic Adjustment, which included an AICUZ overlay model ordinance, TDR Feasibility Study, and Maritime and Military Resiliency Plan.

Project Manager / Pond & Company / 2011 - 2012

Nick managed and completed a Transit-Oriented Development and Corridor Plan for East Point, GA which included planning for two MARTA stations eight miles south of downtown Atlanta. He also developed design guidelines and a zoning user-guide handbook for the City of Macon's historic College Hill Corridor District.

Assistant Director of Planning / Robert and Company / 2007 - 2011

Nick managed multi-disciplinary teams on planning and urban design projects throughout the southeastern U.S. From 2007-2011, he oversaw 15 planning projects successfully from inception to completion, including master plans, zoning/form-based codes, and design guidelines. This included Alabama's third adopted form-based zoning code for Downtown Graysville in 2009.

AWARDS AND HONORS CONTINUED

- Adjunct Professor, College of Charleston, College of Charleston Public Administration and Urban Planning Certificate Program (2014-2015).
- Implementation Award - Georgia Planning Association, Downtown Auburn Strategic Implementation Plan, Auburn, GA (2011).
- Speaker, "Form-Based Codes for Established Neighborhood and Commercial Districts." Georgia Downtown Conference, Augusta, GA (2010).
- Speaker, "Innovative Approaches to Local Preservation Planning." South Carolina Preservation Conference, Georgetown, SC (2010).
- Speaker, "Zoning for Place: Form-Based Codes for Small Towns and Historic Neighborhoods." Regional Planning Commission of Greater Birmingham Annual Meeting, Birmingham, AL (2010).

PUBLICATIONS

Kavage, Mabry, Moudon, and Pergakes. *"Transportation-Efficient Land Use Regulations and Their Application in the Puget Sound Region, Washington."* Transportation Research Board Report (05-1902), 2005.

Moudon, Cail, Pergakes, Forsyth and Lillard. *"Strategies and Tools to Implement Transportation-Efficient Development: A Reference Manual."* Washington State Department of Transportation, 2003.

Moudon, Hess, Matlick, and Pergakes, *"Pedestrian Location Identification Tools: Identifying Suburban Areas with Potentially High Latent Demand for Pedestrian Travel."* Transportation Research Board Report (02-3748), 2002.

Candida Neal

PRINCIPAL PLANNER

Candida has more than 30 years of experience in land use planning, environmental review, historic preservation and urban design. Prior to joining Interwest, from 2015 through 2019, she served as the Planning Manager for the City of Santa Ana. From 2003 to 2015, Candida operated a land use and environmental planning consulting firm, Candida Neal, AICP. Serving both public agencies and private developers, the firm provided a range of planning services including preparation of comprehensive planning projects, project management services for development, preparation of both CEQA and NEPA compliant documents and historic preservation guidelines. The firm also provided staff replacement and supplemental planning services for public agencies. In addition, Candida managed the planning divisions for the cities of Upland and Montebello. Prior to starting her own firm, she served as Planning and Development Services Manager for the City of Pomona.

Notable projects completed include managing and drafting several general plans and related environmental impact reports including an innovative collaboration between the City of Santa Ana and Southern California Association of Governments (SCAG) to update the City's general plan. Candida served as project manager for the Adelanto North 2035 Sustainability Plan and Environmental Impact Report, which received a 2017 award from the Inland Empire Section of the American Planning Association. Her environmental work includes drafting CEQA Implementing Procedures for the City of Upland and conducting a 6-month CEQA training program for San Bernardino County Land Use Services Department. In addition, Candida participated in the City of Santa Ana's Medicinal Marijuana/Commercial Cannabis Interagency team that authored the City's 2017 revisions to the Medicinal Marijuana ordinance and established the current Commercial Cannabis regulations. She also served on the City of Santa Ana's Quality of Life Team, an interagency collaboration to address the impacts of homelessness on the community and the needs of persons experiencing homelessness.

Candida's planning experience is complemented by her work in historic preservation and urban design. She has completed historic preservation design guidelines for Pomona, California; Florence, Arizona; and Watsonville, California. She served as adjunct faculty at Cal Poly Pomona and developed an introductory course in historic preservation for urban planning students. Candida drafted urban design guidelines for the City of St. Louis, Missouri and developed an urban reuse plan for an industrial area south of St. Louis' central core area. Her urban design work includes the preparation of several specific plans.

PROJECT EXPERIENCE

Comprehensive Planning Experience

- Santa Ana, CA | 2017/2018 Medicinal Marijuana Ordinance Revisions and Commercial Cannabis Ordinance
- Adelanto, CA | Adelanto North 2035 Comprehensive Sustainability Plan
- Montebello, CA | Outdoor Dining Ordinance



INTERWEST

Years of Experience: 30+
Years w/ Interwest: 1

Education

- M.Arch, University of Illinois, Urbana-Champaign
- BS, City and Regional Planning, California Polytechnic State University, San Luis Obispo

Professional Affiliations

- American Planning Association
- Association of Environmental Professionals, CA
- American Institute of Certified Planners

INTERWEST

- Pomona, CA | Downtown Public Art Ordinance, Downtown Business Owners
- Los Alamos County, NM | Draft Comprehensive Plan Update
- Cathedral City, CA | General Plan Update
- Pomona, CA | Housing Element Update
- Pomona, CA | Adult Entertainment Ordinance
- Lancaster, CA | General Plan
- Calabasas, CA | General Plan Issues Statement
- Shafter, CA | General Plan
- Carpinteria, CA | Carpinteria Bluffs Specific Plan
- Los Angeles County, CA | Ventura Freeway Areawide Plan Issues Statement

Development Processing Experience

- Chino, CA | Falloncrest Master Plan and Overall Design Guidelines and Environmental Impact Report for a 125-acre, mixed use project
- Chino, CA | Measure M Projects, voter-approved general plan amendments, zone changes for three separate residential projects covering approximately 50 acres and 500 units
- Bell, CA | Bell Business Center Entitlements
- Chino, CA | Specific Plan and EIR for Edgewater Communities, a 272-acre residential project
- Chino, CA | Initial Study/Addendum to the Eucalyptus Business Park Specific Plan FEIR
- Upland, CA | Upland Crossing Specific Plan and EIR for a 36-acre mixed use project
- Upland, CA | College Park Specific Plan and EIR for a 42-acre mixed-use project
- Ontario, CA | Entratter Specific Plan for industrial complex
- Calabasas, CA | Master Plan and EIR for a 1.1 million square-foot mixed use project
- Calabasas, CA | Conditional Use Permit for a 216,000-square-foot retail project
- Calabasas, CA | Vesting Tentative Map for a 660-single-family residential project in
- Shafter, CA | Annexation study analyzing a seven-square mile area
- Watsonville, CA | Annexation of a 120-acre inhabited area

Urban Design / Historic Preservation Experience

- Cal Poly Pomona, CA | URP 451: Introduction to Historic Preservation
- Pomona, CA | Historic Preservation Design Guidelines
- Pomona, CA | Wilton Heights Historic District Adoption
- Florence, AZ | Historic Preservation Design Guidelines
- Chicago, IL | Relocation Study for Metropolitan Pier and Exhibition Authority
- Watsonville, CA | Historic Preservation Design Guidelines
- St. Louis, MO | Downtown Design Guidelines

Staff Augmentation/Training Experience

- Planning Manager / City of Santa Ana, CA / Oct. 2015 – 2019
- Planning Manager / City of Montebello, CA / Jan. 2014 – March 2014
- CEQA Training Program / County of San Bernardino Planning Department Staff / 2013
- City Planner / City of Upland, CA / Jan. 2003 – March 2006
- Planning Manager / City of Pomona, CA / Feb. 1998 – Oct. 2003

Environmental Review Experience

- Bradbury, CA | City of Bradbury General Plan Environmental Impact Report Addendum
- Yucca Valley, CA | Categorical Exemption for Installation of Manual Transfer Switches and Related Improvements, Bighorn-Desert View Water Agency
- Orange, CA | Categorical Exemption for JR Motel
- Blythe, CA | Categorical Exemption for Holiday Inn Express

- Yucca Valley, CA | Mitigated Negative Declaration on the Water Infrastructure Restoration Program: Ames-Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project for Bighorn-Desert View Water Agency
- Adelanto, CA | Mitigated Negative Declaration GEO Group Correctional Facility
- Adelanto, CA | Negative Declaration Dynasty Energy Bio-Diesel Fuel Production Plant
- Riverside, CA | NEPA-Compliant Environmental Assessment Downtown Fire Station No. 1
- Riverside, CA | Mitigated Negative Declaration Downtown Fire Station No. 1 Relocation
- Adelanto, CA | Negative Declaration Pearmain Road Sewer Relief Project
- Adelanto, CA | Negative Declaration Eco-Energy Bio-Diesel Fuel Production Plant
- Adelanto, CA | Mitigated Negative Declaration Adelanto Reservoir, Adelanto, CA
- Adelanto, CA | Addendum No. 1 to Program EIR for Assessment District No. 1
- Bellflower, CA | NEPA-Compliant Environmental Assessment Water System Improvement Program
- Bellflower, CA | Mitigated Negative Declaration for the Water System Improvement Program
- Adelanto, CA | Addendum to the Mitigated Negative Declaration Water Treatment Facility
- Upland, CA | Mitigated Negative Declaration for the Upland Basin Expansion Project
- Upland, CA | City of Upland CEQA Implementing Procedures
- Shafter, CA | Enterprise Application Environmental Impact Report
- Lancaster, CA | General Plan Environmental Impact Report
- Shafter, CA | General Plan Environmental Impact Report

Chantal Power, AICP

SENIOR PLANNER

Chantal is a Senior Planner, recently certified by the American Institute of Certified Planners, with more than 7 years of planning experience with the City of San Bernardino. Her experience with current and advance planning and her progressive levels of municipal planning duties have provided her a broad understanding of the practical issues involved in civic planning and zoning.

PROFESSIONAL HISTORY

Senior Planner / Interwest Consulting Group / 2019 - Present

Chantal is currently assisting the City of Corona with various planning functions, with a focus on processing current planning entitlement applications.

Associate Planner / City of San Bernardino / 2016 - 2019

Chantal managed advanced planning projects such as Development Code Amendments, General Plan Amendments, and Specific Plans, and a range of current planning projects. She managed the update to the Sign Code for the City (pending final adoption with Development Code update), and provided training to junior staff.

Assistant Planner / City of San Bernardino / 2015 - 2016

Chantal reviewed proposed development and land use projects for compliance with City Codes and Ordinances, while coordinating with several City Departments and outside agencies during the review process. She reviewed Building Permit Plan Checks for compliance with Development Code standards and enhanced property aesthetics, provide guidance to the general public and developers, and provided training to Development Services Technicians regarding land use and zoning issues.

Planning Technician / City of San Bernardino / 2013 - 2015

Chantal's duties included taking phone calls from and meeting with members of the public regarding Planning and Zoning related issues. She helped to issue permits, write Planning Letters, and conduct research of surrounding cities to help maintain the consistency of the City of San Bernardino's Development Code. Chantal worked closely with Planners and other divisions in the Community Development Department to ensure the best customer service while upholding the requirements of the Development Code.

Planning Intern / City of San Bernardino / 2012 - 2013

Chantal worked with Planning staff to conduct research of surrounding cities to help maintain the consistency of the City of San Bernardino's Development Code.



INTERWEST

Years of Experience: 7

Years w/ Interwest: 1

Education

- BS, Social Science, Concentration in Geography, Political Science and Economics, California State University San Bernardino
- AA, Social Science, Crafton Hills College, Yucaipa
- CEQA, Practice Certificate, University of California San Diego, Online Extension

Professional Affiliations

- Certification, American Institute of Certified Planners,

SECTION 6

Cost Proposal

Below are Interwest's current hourly rates, inclusive of all ancillary costs. We realize that we have enjoyed a long and trusting relationship with the City and we want to be supportive during this difficult period. We understand that all city budgets will be affected by this economic slowdown and we want to be a partner in your efforts to minimize impacts. We have always been cognizant of costs and have strived to provide value to the City in a cost-effective manner. We are willing to reduce the billing rates below to the City in all of our service lines by 10% from July 1, 2020 to December 31, 2020.

HOURLY BILLING RATES

CLASSIFICATION	HOURLY RATE	10% REDUCTION FROM JULY – DECEMBER 2020
ENGINEERING		
Principal-in-Charge	\$175	\$159.09
Project Manager	160	145.45
City Engineer	160	145.45
Traffic Engineer	160	145.45
Supervising Engineer	150	136.36
Senior Engineer	140	127.27
Engineering Associate III	125	113.64
Engineering Associate II	115	104.55
Engineering Associate I	105	95.45
Engineering Technician III	95	86.36
Engineering Technician II	85	77.27
Engineering Technician I	75	68.18
Student Trainee	30	27.27
Grading Plans Examiner	120	109.09
BUILDING & SAFETY SERVICES		
Certified Building Official	\$150	\$136.36
Senior Structural Engineer	140	127.27
Licensed Plan Review Engineer	140	127.27

RESPONSE TO THE CITY OF MAYWOOD'S REQUEST FOR PROPOSALS FOR
CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES

CLASSIFICATION	HOURLY RATE	10% REDUCTION FROM JULY – DECEMBER 2020
Senior Plan Review Architect	125	113.64
ICC Certified Plans Examiner	100	90.91
Senior Plans Examiner	105	95.45
Certified Access Specialist (CASp)	100	90.91
Permit Technician	65	59.09
Inspector III	95	86.36
Inspector II	85	77.27
Inspector I	75	68.18
Code Enforcement Officer	80	72.73
Fire Protection Engineer	145	131.82
Fire Marshal	110	100
ICC Fire Plans Examiner	100	90.91
ICC Fire Inspector	100	90.91

CONSTRUCTION MANAGEMENT

Construction Manager	\$145	\$131.82
Assistant Construction Manager	130	118.18
Supervising Public Works Observer	135	122.73
Senior Public Works Observer	125	113.64
Public Works Observer III	120	109.09
Public Works Observer II	115	104.55
Public Works Observer I	105	95.45

EMERGENCY MANAGEMENT

Managing Director	\$180	\$163.64
Senior Emergency Manager	125	113.64
Emergency Management Specialist	95	86.36

WATER POLICY AND PLANNING

Director	\$235	\$213.64
Principal Engineer Engineer-in-Charge	195 - 225	177.27 - 204.55
Supervising Engineer	190	172.72
Senior Project Manager Senior Engineer	180	\$163.64
Project Manager Project Engineer	136 - 175	123.6 - 159.09
Associate Engineer (Licensed)	135	122.73
Engineering Associate I, II, III	105 - 125	95.45 - 113.64
Engineering Technician I, II, III	75 - 95	68.18 - 86.36
Senior Administrative Assistant	75	68.18
Administrative Assistant	60	54.55

RESPONSE TO THE CITY OF MAYWOOD'S REQUEST FOR PROPOSALS FOR
CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES

CLASSIFICATION	HOURLY RATE	10% REDUCTION FROM JULY – DECEMBER 2020
Student Engineer Trainee Intern	45	40.91
Student Trainee Intern	35	31.82

ORGANIZATION AND LEADERSHIP DEVELOPMENT

Managing Director	\$255	\$231.82
Senior Leadership Development Manager	175	159.09
Leadership Development Specialist	115	104.55

*** Keynote and course fee schedule available upon request

REAL ESTATE

Corporate Broker	\$185	\$168.18
Project Manager	160	145.45
Quality Manager	135	122.73
Senior Acquisition Relocation Agent	115	104.55
Property Manager	105	95.45
Acquisition/ Relocation Agent	95	86.36
Project and Escrow Coordinator	75	68.18

GEOGRAPHIC INFORMATION SYSTEMS

GIS Project Manager	\$135	\$122.73
Database Administrator	125	113.63
Senior GIS Analyst	120	109.09
GIS Analyst	95	86.36
GIS Technician	70	63.64

INFORMATION TECHNOLOGY

IT Project Manager	\$135	\$122.73
Network Engineer	125	113.64
IT Senior Analyst Project Manager	125	113.64
IT Analyst	100	90.91
IT Technician	70	63.64

PLANNING SERVICES

Planning Manager	\$160	\$145.45
Principal Planner	135	122.73
Senior Planner	130	118.18
Associate Project Planner	115	104.55
Assistant Planner	95	86.36

RESPONSE TO THE CITY OF MAYWOOD'S REQUEST FOR PROPOSALS FOR
CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES

CLASSIFICATION	HOURLY RATE	10% REDUCTION FROM JULY – DECEMBER 2020
Supervising Transportation Planner	130	118.18
Senior Transportation Planner	120	109.09
Associate Transportation Planner III	110	100
Associate Transportation Planner II	100	90.91
Associate Transportation Planner I	90	81.82

ADMINISTRATIVE

Management Analyst II	\$90	\$81.82
Management Analyst I	80	72.73
Senior Administrative	70	63.64
Administrative III	65	59.09
Administrative II	60	54.55
Administrative I	55	50

ATTACHMENT NO. 4

MAYWOOD CITY HALL

CITY OF MAYWOOD

PROPOSAL FOR CITY ENGINEER AND/OR PROFESSIONAL ENGINEERING SERVICES



PROPOSED BY



ENGINEERS

DATE PROPOSED

22 May 2020



INFRASTRUCTURE
ENGINEERS

3060 Saturn Street, Suite 250
Brea, CA 92821
Tel.: (714) 940-0100
Fax: (714) 940-0700
www.infrastructure-engineers.com

May 22, 2020

City of Maywood
Public Works Department
4319 Slauson Ave, Maywood, CA 90270

Subject: Proposal for City Engineer and/or Professional Engineering Services

Dear Evaluation Panel,

Infrastructure Engineers is pleased to have the opportunity to respond to the City of Maywood's Request for Proposal (RFP) for City Engineer and/or Professional Engineering Services.

We understand that the City of Maywood is committed to transparency and accountability and providing quality municipal services that are responsive to the needs of the community.

Infrastructure Engineers follows a similar mission statement, which is making a difference in the communities we serve. We have been privileged to assist the City with several projects through our past contracts; now we look forward to continuing to provide our full range of services to you when you need them.

The proposed Infrastructure Engineers' team members exhibit the interpersonal skills, level of integrity, thoroughness, proactive approach and technical competence you expect from a consultant. Our firm is committed to allocating adequate levels of resources to accomplish your goals for every project. We believe that successful projects are the result of a well-managed and motivated team, committed to being accountable, and sharing ownership in each project.

We believe our qualifications and our strong commitment to the City of Maywood has been demonstrated through our numerous past projects delivered to you. By selecting Infrastructure Engineers, the City will benefit from a team with varied and extensive municipal experience and the ability to support this contract.

Thank you again for giving Infrastructure Engineers the opportunity to be of service to the City of Maywood. Should you need additional information please contact me at (714) 940-0100, ext. 5120.

Sincerely,
Infrastructure Engineers

Steve Forster
Senior Vice President

Firm Qualifications

At Infrastructure Engineers, we like to say that we make a difference in the communities we serve. We do this by providing a broad range of services to the cities that govern and support these communities. Our company was formed 26 years ago with this intent as our mission statement. Our founders saw an opportunity to help municipalities with engineering upgrades to their infrastructure, providing staff augmentation that reduced cities' financial outlay and by helping them to plan and formulate land use policies, zoning codes and oversight of the built environment.

Infrastructure Engineers' success in our pursuit of service to cities has allowed us to grow to a firm with more than 90 staff in four offices conveniently located throughout the Southland – in Brea, Anaheim, Industry and San Bernardino. Our staff includes municipal engineers, architects, plan checkers, planners, construction managers and inspectors, allowing us to truly be a full-service firm for our clients.

Our primary approach to service is as a direct extension of City staff for engineering services and CIP projects administration. We have significant experience in public works projects, some with high political visibility and public interest, and all with critical schedules, budgets, and site constraints. Overall, we will provide the administrative discipline and leadership necessary to move projects forward on schedule and on budget. We will always promote a team approach with City staff, developers, contractors, architects and engineers, and the City's constituents. This approach, coupled with our administrative and management experience and responsibility, will provide for tight coordination and a common focus on projects.

In addition, we understand that an integral component of plan check services is communication. People coming to the Building Department may be veteran contractors and developers or property owners pursuing their first project; whatever the situation, our staff have extensive experience providing courteous attention and service at the City counter or over the phone from our office, engaging with the public regarding expectations and requirements for plans. In addition, we also provide e-plan check services to ease the process for both the City and its customers.

We are available and enthusiastic! We will work hard for the City of Maywood while providing personal attention to every detail. In addition, we understand the funding and timing restriction challenges

faced by cities. Every element of our firm is structured to a commitment to technical excellence with an emphasis on our client's needs, so you can rest assured that your needs and your projects will be well taken care of.

Other relevant civil engineering services we can provide to the City include the following:

- | | |
|---------------------------------|-----------------------------------|
| ■ Master Planning | ■ Utilities |
| ■ Roadways and Streets | ■ Storm Drains |
| ■ Street Beautification | ■ Water Systems |
| ■ Pavement Rehabilitation | ■ Sanitary Sewer Systems |
| ■ Grading & Earthwork Analysis | ■ Lift/Pump Stations |
| ■ Hydrology & Hydraulic Studies | ■ Parks & Recreational Facilities |
| ■ Erosion & Sedimentation | ■ Parking Lots |
| ■ Street Lighting | ■ NPDES |

Infrastructure Engineers enjoys a sound financial status. Over the past five years, our income has risen from \$3M in 2015 to more than \$10M this year. There are no issues that will hinder our ability to perform on this project to the City's complete satisfaction and expectations.

Assigned Staff

Our proposed team members exhibit the interpersonal skills, level of integrity, thoroughness, proactive approach and technical competence you expect from a consultant. Our firm is committed to allocating adequate levels of resources to the requested program to accomplish the City's goals for city engineering services. We believe that providing successful services are the result of a well-managed and motivated team, committed to being accountable and sharing ownership in projects.

Designated City Engineer – William Stracker, PE, TE

William Stracker will be our City Engineer. He has more than 35 years of experience in municipal engineering, design engineering, plan review, contract administration, capital improvement projects and construction management and inspection. William's extensive experience includes division-wide, high-level leadership, management, supervision and administration of an engineering division, its staff and extended

resources. As City Engineer, William will utilize his experience and expertise for skillfully meeting with the City Council, commissions and department staffs, as well as public stakeholders to build consensus on projects and procedures. William is a registered civil and traffic engineer, as evidenced by the following listing from the state's registry of engineers.





**BOARD FOR PROFESSIONAL ENGINEERS, LAND
SURVEYORS, AND GEOLOGISTS**

ISSUANCE DATE
FEBRUARY 12, 1975

EXPIRATION DATE
OCTOBER 31, 2021

CURRENT DATE / TIME
MAY 21, 2020
11:27:48 AM

LICENSING DETAILS FOR: 25082

NAME: STRACKER, WILLIAM EVERETT

LICENSE TYPE: CIVIL ENGINEER

LICENSE STATUS: CLEAR 

ADDRESS

12697 LUNA STREET
EASTVALE, CA 92880
RIVERSIDE COUNTY
MAP

LICENSE RELATIONSHIPS

NAME: STRACKER, WILLIAM EVERETT

LICENSE/REGISTRATION TYPE: TRAFFIC ENGINEERS

LICENSE NUMBER: 885 **PRIMARY STATUS:** CLEAR

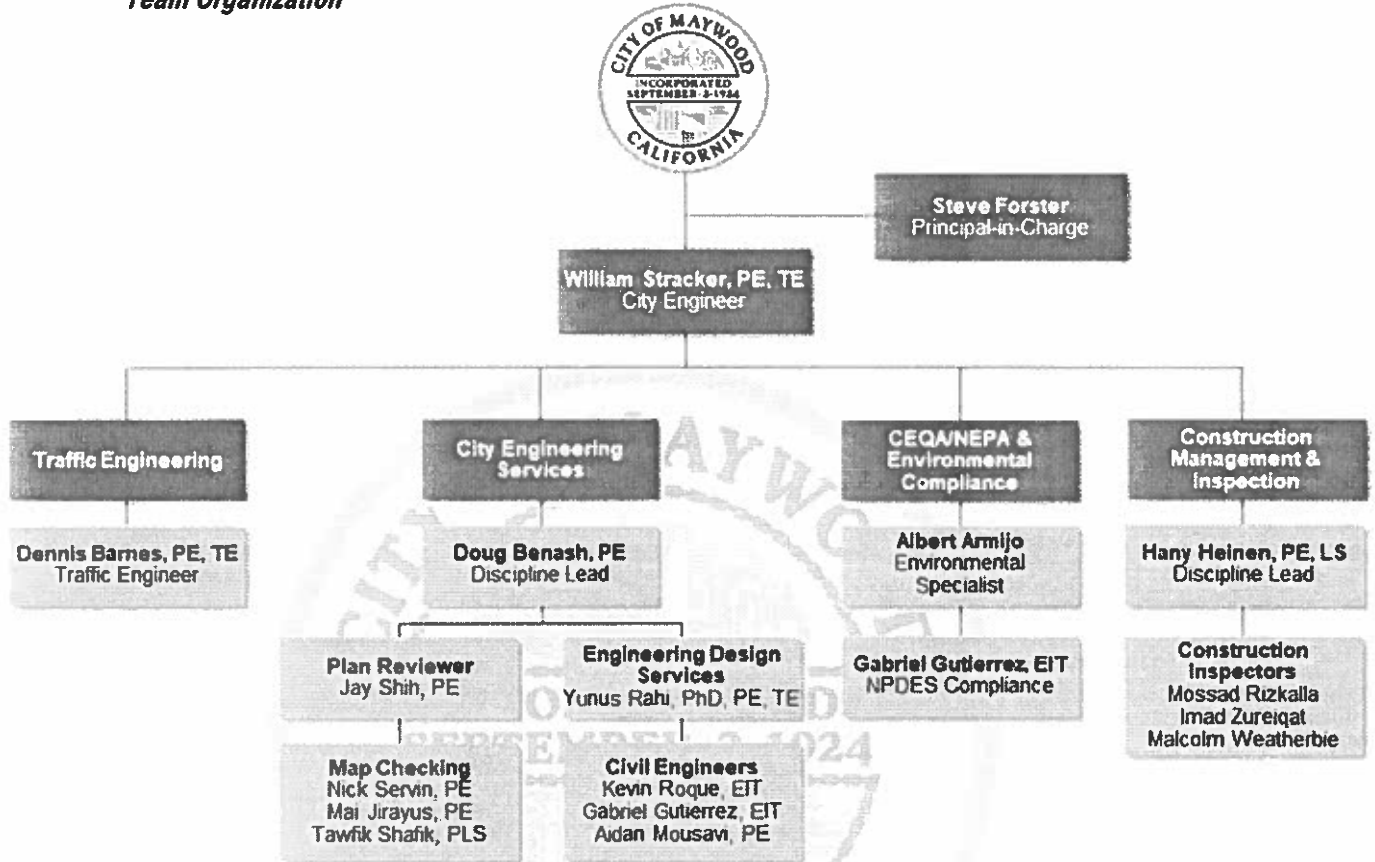
ADDRESS :

12697 LUNA STREET
EASTVALE, CA 92880
RIVERSIDE COUNTY
MAP

Team Organization

The organization chart on the following page illustrates the structure of the team that will be involved in providing city engineering services. Additional staff can be engaged, as needed, to meet fast-track schedules or address multiple projects and tasks simultaneously.

Team Organization



Staff Resumes

The following matrix provides brief resumes of our key staff and discipline leads, including their credentials, licenses and experience.

Staff/Role/Credentials	Relevant Experience
William Stracker, PE, TE – City Engineer Education BS, Civil Engineering Certificate Course, Municipal Public Works Administration Registrations/Certifications Registered Civil Engineer, CA, No. 25082 Registered Traffic Engineer, CA, No. 985 Years of Experience: 35	- City of Lynwood - Interim Public Works Director & City Engineer - Town of Yucca Valley - Town Engineer - City of Norwalk –Program Manager for Capital Projects Oversight - National City – City Engineer - Laguna Woods -City Engineer - La Habra - City Engineer - Laguna Hills - As-needed Public Services Director/City Engineer - Director of Transportation and Engineering - City of Beverly Hills - County of Los Angeles Northridge Earthquake \$1.5 Billion Rebuilding & Recovery Program - Principal Member of Joint Venture and Program Manager
Steve Forster/Principal-in-Charge Education Civil Engineering Coursework - Construction Management BS, Business Years of Experience: 30	- Compton Street Improvement Program, City of Compton. Responsible for construction management and project oversight for more than 80 streets - Safe Route to School Project, City of South Gate. Responsible for Cycle 8 and 9 projects with a budget of \$1 million - Public Works Director, City of La Mirada. Responsible for administration, finance, and management of municipal CIP projects for 24 years

Staff/Role/Credentials	Relevant Experience
Dennis Barnes, PE - TE/Traffic Engineering Lead Education MS, Civil Engineering BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 41454 Registered Traffic Engineer, CA, No. 1171 Years of Experience: 39	• Engineering Services Manager, Traffic Signal Modification and Street Improvements at Beverly Blvd. and Wilcox Avenue Street Intersection, City of Montebello • Engineering Manager, HSIP Cycle 8 Various Street Improvements, Eastern Avenue/Lubec Street and Garfield/Loveland Intersections, City of Bell Gardens • Engineering Services Manager, HSIP Cycle 7 Highway Safety Improvements Program, City of Montebello • Hot Spots Intersection Designs, City of Cerritos • Traffic & Transportation Manager/City Traffic Engineer, City of Buena Park • Transportation Engineer/Project Manager/City Traffic Engineer, City of Norwalk
Doug Benash, PE – City Engineering Services Lead Education BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 53935 QSP/QSD No. 53935 Years of Experience: 25	• City Engineer, City of Bell Gardens • City Engineer, On-call City Engineering Services, City of La Palma • City Engineer, City of La Palma • City Engineer/Deputy Director of Public Works, City of Monrovia • Project Manager, Cities of Montebello and Bell Gardens • Civil Engineer, City of San Gabriel
Albert Armijo – CEQA/NEPA & Environmental Compliance Education BA, History and Comparative Culture MA, History and American Studies PhD Candidate, Comparative Racial/Ethnic Studies and History Years of Experience: 35	• Imperial Highway Improvement Project; City of Yorba Linda – Author of an Initial Study, Mitigated Negative Declaration and NEPA clearance • Plaza Mexico Residential/Commercial Expansion; City of Lynwood – Composed detailed Initial Study/Mitigated Negative Declaration • Metrolink Station Improvements; City of Yorba Linda – author of an Initial Study and Mitigated Negative Declaration • Veterans Village; City of Lynwood – author of a Supplemental Environmental Impact Report • Director of Planning Services, City of Aliso Viejo • Interim Planning Manager, City of Lynwood • Interim Planning Manager, City of Moreno Valley
Hany Henein, PE, LS/ Construction Management Lead Education MBA BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 33090 Years of Experience: 42	• Construction Manager, Suva Street Rehabilitation and Pedestrian Improvements, City of Bell Gardens • Construction Manager, Washington Boulevard Rehabilitation and Pedestrian Improvement, City of Montebello • Lead Design Engineer, Firestone Boulevard Improvements, City of South Gate • Senior Engineer, Public Works Department, City of South Gate. • Project Manager, Public Works Department, Contract Administration, City of Riverside • Senior Engineer, Public Works Department, Land Development, Capital Improvement, City of Corona
Jay Shih, PE,CASP, QSP/D/ Plan Review Lead Education MS, Geotechnical Engineering BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 46841 Years of Experience: 34	• Building Official and Principal Plan Check Engineer, Cities of Rosemead and La Puente Building Departments • Senior Plan Check Engineer, Cities of Baldwin Park and Huntington Park • Senior Plan Check Engineer, County of San Bernardino Building and Safety • Director of Engineering, City of Los Angeles, Community Redevelopment Agency. • Civil Engineer, City of Los Angeles, Department of Public Works • Structural Engineering Associate, City of Los Angeles, Department of Building & Safety

Staff/Role/Credentials	Relevant Experience
Yunus Rahi, PhD, PE, TE – Engineering Design Services Lead Education PhD, Civil Engineering MS, Civil Engineering BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 59183 Registered Traffic Engineer, CA, No. 1726 Years of Experience: 25	- Project Manager, Montebello Boulevard Street Widening, Bike Lane and Sidewalk Improvement, City of Montebello - Project Manager, Community Linkages to Civic Center and Long Beach Metro Station, City of Lynwood - Project Manager, Signal Synchronization and Bus Speed Improvement, City of Huntington Park - Program, Design and Construction Management of Rosemead Boulevard Safety Enhancement and Beautification Project, City of Temple City - Resident Engineer Services for Washington Boulevard Pavement Rehabilitation and Goods Movement Improvement Project, City of Commerce - Construction and Design Management for Safe Route to School Plans: Various School Sites, City of Commerce
Nick Servin, PE – Plan Review & Map Checking Education BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 33538 Years of Experience: 40	- Contract City Land Surveyor, City of Baldwin Park - City of Baldwin Park City Engineer - City Engineering Services, City of Montebello - Contract Municipal Engineering Services, City of Bell Gardens. - Interim City Engineering Services, City of South El Monte - Building Inspection & Plan Check Services, City of Lynwood - City Engineering Services, City of Lynwood - City Engineering Plan Check Services, City of Montebello - Interim City Engineer, City of Glendora
Mai Jirayus, PE – Plan Review & Map Checking Education MS, Construction Management BS, Water Resources Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 73728 Years of Experience: 16	Plan Reviewer, Montebello Hills Specific Plan, City of Montebello. Mai is currently checking the mass grading, water quality management, low impact development, street improvement, sanitary sewer, traffic lanes, and storm water protection prevention plans and reports. The Montebello Hills Specific Plan is a comprehensive plan for development of a new infill residential planned community on 488 acres in the city of Montebello.
Tawfik Shafik, PLS - Survey Map Checker Education BS, Agricultural Engineering Registrations/Certifications Professional Land Surveyor LS No. 8721 Years of Experience: 29	- City of Montebello Contract City Land Surveyor - Caltrans Surveyor, produced acquisition plans and appraisal plans; wrote required legal descriptions for parcels to be acquired - Survey Party Chief I, City of Los Angeles, Bureau of Engineering, Survey Division - Tract Map Section, Reviewed tract maps and parcel maps to ensure they complied with applicable state laws, reviewed tract maps and parcel maps for corrections - Land Surveying Assistant, City of Los Angeles, Bureau of Engineering, Survey Division, performed preliminary surveying, construction surveying and locating boundaries
Kevin Roque, EIT – Civil Engineering Education BS Civil Engineering Registrations/Certifications Engineer-in-Training, CA, No. 165234 Years of Experience: 7	- Design Engineer/GIS, Bus Shelter Improvements Project, City of Baldwin Park - Design Engineer, Various Street Improvements (FY2017-2018), City of Montebello - Design Engineer, Alley Rehabilitation and Industrial Streets Rehabilitation Project, City of Brea - Design Engineer, Frazier Street Pedestrian and Bicycle Safety Improvements Project - Design Phase, City of Baldwin Park - Design Engineer, San Gabriel River Bikeway Project- Design Phase, City of Baldwin Park
Gabriel Gutierrez – Civil Engineering & NPDES Compliance Education MS, Environmental Studies	- Design Lead, Lincoln Park Improvement Project Design Services, City of Anaheim - Asmus Park Catch Basin Evaluation and Feasibility Study, City of Bell Gardens - Upgrade Water Well No. 1 Pump Station and Install of New Reservoir-Preliminary Engineering, PM and Community Outreach, City of Bell Gardens

Staff/Role/Credentials	Relevant Experience
BS, Civil Engineering Registrations/Certifications Engineer-in-Training, CA, No. 160972 Years of Experience: 7	• SWPPP Task Lead, San Gabriel River Bikeway Project - Design Phase, City of Baldwin Park • Project Manager, NPDES Services, City of Montebello • Project Manager, NPDES Services, City of Bell Gardens
Aidan Mousavi, PE – Engineering Design Services Education MBA, General BS, Civil Engineering Registrations/Certifications Registered Civil Engineer, CA, No. 91136, 2013 QSP/QSD No. 91136 Years of Experience: 7	• Design Assistant, Bluff Road Street Improvement (Sycamore Street - Date Street), City of Montebello • Design Engineer, Various Street Improvements Project, City of Montebello • Engineering Assistant, Beverly Boulevard Street Improvements Project, City of Montebello • Engineering Assistant, Update City's Pavement Management System, City of Baldwin Park • Design Assistant, San Gabriel River Bikeway Project- Design Phase, City of Baldwin Park • Design Assistant, HSIP Cycle 5 - Southwest Corner of Imperial Highway and Martin Luther King Boulevard, Lynwood
Mossad Rizakalla - Senior Construction Inspector Education BS, Telecommunication Engineering Certified - Construction Project Management Years of Experience: 14	Registrations/Certifications ICC - Master of Special Inspection ICC - Reinforced Concrete ICC - PT Concrete ICC - Structural Masonry ICC - Structural Bolting ICC - Structural welding ACI - Field Test Technician • Public Works Inspector, Interim City Engineering Services, City of South El Monte • Construction Inspector, CM, Inspection & Engineering Support for Long Beach Blvd, Phase I & Phase II, City of Lynwood • Construction Inspector, Home 2 Suites - Building and Public Works Inspection, City of Montebello
Imad Zureiqat - Senior Construction Inspector Education MS, Civil Engineering BS Civil Engineering Years of Experience: 40	Registrations/Certifications <i>Special Inspector Certificates:</i> Structural Masonry, Reinforced Concrete, Prestressed Concrete ACI Field Technician Grade 1 Certificate General Building Contractor License (B) Division of the State Architect (DSA) Regulations & Procedures (Part I, II, III) • Construction Inspector, Maine Avenue Improvement Project, CM & Inspection Services, Phase I, City of Baldwin Park • Construction Inspector, Long Beach Boulevard, City of Lynwood • Construction Inspector, CM & Inspection Services for Pacific Pedestrian & Transportation Improvement Project, City of Huntington Park • Construction Inspector, Mines Avenue Street Improvements (Montebello Blvd.-Greenwood Ave.), City of Montebello
Malcolm Weatherbie - Construction Inspector Years of Experience: 7	• Construction Inspector, City of San Bernardino • Construction Inspector, Pavement Repairs and Skin Patch of Various Streets CDBG Zone, City of Montebello • Construction Inspector, Long Beach Boulevard Street Improvements Phases 1 & 2, City of Lynwood • Construction Inspector, Downtown Public Parking Improvement Project, City of El Monte • Construction Inspector, Building and Facilities Capital Improvement Plan City Hall Council Chambers Lighting Upgrades, City of Bell Gardens • Alley Improvement Project (FY 2015-2016) - Construction Phase

Licenses, Affiliations & Associations

Infrastructure Engineers does not have, nor are we required to have, a firm license. William Stracker's licenses, provided previously, will meet this requirement.

Disciplinary Actions

Infrastructure Engineers has never had any state disciplinary actions.

References

City of Baldwin Park:

Sam Gutierrez, Director of Public Works

Ph: (626) 813-5255, Ext. 460 | Email: sgutierrez@baldwinpark.com

City of Bell Gardens:

Chau Vu, Director of Public Works

Ph: (562) 806-7770 | Email: CVu@bellgardens.org

City of Huntington Park

Cesar Roldan, Director of Public Works

Ph: Phone: 323-584-6274 | Email: croldan@hpcg.gov

City of Montebello

Joseph Palombi, Deputy Director

Ph: (323) 887-1200 | Email: jpalombi@cityofmontebello.com

Overview to Approach

We will provide staff, as needed, to support engineering and administrative functions. Staff are available for the time requested by the City to get the job done; additional support staff can be assigned to the City, as needed. The proposed hours for staff members are a guideline for performing the services. In addition, we have electronic plan check capabilities to enable us to provide services from our offices, when needed.

Services provided to the City of Maywood will include:

City Engineer

- The City Engineer and all assigned support staff will attend meetings with the City Council, Planning Commission, City staff, public officials, community leaders, developers, contractors and the general public, when directed by the Building and Planning Director or City Administration.

- The City Engineer will analyze the City's short- and long-term needs, taking into consideration the economic means of the City. Based on analysis, the City Engineer will recommend and administer short- and long-term programs to meet City needs.
- The City Engineer will prepare and present a bi-weekly status report on all engineering activities to the Building and Planning Director.
- The City Engineer will review and comment on planning related projects, such as conditional use permits, site plans, sub-division maps, etc.
- The City Engineer will provide consultation and recommendations on various engineering issues including traffic congestion, street signs and water services.
- The City Engineer will provide technical advice for the City's personnel assigned to Public Works maintenance activities.
- The City Engineer will research engineering questions and issues and provide recommendations and solutions.
- The City Engineer will advise the City regarding engineering, construction financing and grant and grant funding opportunities available from other governmental agencies and research, write and submit all engineering-related grants as part of regular duties.
- The City Engineer will make recommendations regarding land development project control.
- The City Engineer will establish and maintain effective working relationships with City staff, utility companies and other agencies as needed.
- The City Engineer will meet with City staff to review the Capital Improvement Program and specific projects. On an on-going basis, the City Engineer will review project scopes, schedules, cost estimates and review plans, specifications and estimates (PS&E). The City Engineer will maintain a plan review comment and correction log for all capital projects. Infrastructure Engineers' internal process includes a final review of this log prior to recommendation for approval of the plans.
- The City Engineer will conduct field reviews, as needed, to ensure the City's needs are addressed in project scopes of work.
- When requested, the City Engineer will oversee PS&E in support of various projects and the City's Capital Improvement Program.

- The City Engineer and assigned support staff will assist with other engineering tasks as assigned by the Building and Planning Director.

Traffic Engineer

- The City Engineer, in conjunction with the Traffic Engineer, will advise and assist the City's departments, commissions, committees and the City Council on various traffic-related issues and provide interface with regional and state transportation agencies.
- Our team will provide advice and traffic engineering support to the Building and Planning Director, including the preparation of engineering reports, in response to requests for traffic signal installation, traffic signal modification, new stop signs, new crosswalks, traffic channelization and speed zones.
- Our team will research and prepare grant applications (i.e., HSIP, OTS and ATP) for traffic safety studies and improvements.
- We will identify, review and develop recommendations for corrective measures at locations experiencing accident rates higher than normally anticipated.
- The City Engineer, in collaboration with the Traffic Engineer, will compile and submit reports on traffic engineering-related activities.
- We will provide analysis and comment on traffic impacts of proposed development projects.
- We will identify, review and develop recommended mitigation measures for locations with high rates of traffic accidents.
- The City Engineer or the Traffic Engineer will attend Commission and City Council meetings, as needed.
- The team will provide advice to City staff on the maintenance and operation of the City's traffic signals, prepare traffic signal timing plans and prepare traffic signal construction plans and specifications.
- We will coordinate with other departments on traffic-related issues.
- We will review, analyze and respond to complaints and inquiries.

Public Works Permit and Inspection

- We will provide a qualified Public Works Permit Technician to provide services, which includes inspection.
- The City Engineer will closely supervise the Permit Technician, ensure an adequate allocation of resources and ensure that projects are moving forward smoothly.
- The assigned Permit Technician will handle public works permits and other engineering-related matters, including receipt and processing of public works permit applications and construction observation of permit work within the public rights-of-way.
- The assigned Permit Technician will be available to provide administrative support, as needed, to maintain permit files, and provide other assistance to the City Engineer, including assisting the City Engineer with traffic signal timing, subdivisions and coordination with the Public Works Department.
- The Permit Technician will compile and submit a weekly progress report to the City Engineer, detailing all permit and inspection activity.

Planning and Development

- The City Engineer will attend meetings of the Department of Building and Planning, meet with City staff, public officials, community leaders, developers, contractors and the general public, when requested.
- Staff will provide CUP review, review of subdivision projects, and perform engineering related to residential development projects.
- The City Engineer will review and comment on planning programs and private land development projects.
- The City Engineer will provide engineering consultation in connection with the Department of Building and Planning.
- Engineering staff will prepare studies, plans and specifications for development projects.
- Staff will review tentative tract and parcel maps, site plans and other submittals and check improvement plans for facilities prepared for the City by private developers.

- The City Engineer will establish performance, labor and material bond amounts and development fees.
- Construction management staff may provide field inspection during construction

Engineering Consultant Services for Public Works Projects

Infrastructure Engineers will provide full engineering design services in support of public works projects. Under the direction and supervision of the City's Building and Planning Director, our team will take the following approach to engineering projects, which remains consistent whether the project involves streets, wastewater, stormwater or sewer infrastructure:

- Conduct project kick-off meetings with Public Works personnel and will assist the Building and Planning Director in reviewing the project. Specific design criteria addressed during the meeting will include pavement lifespan, street crown, preferred rehabilitation strategies, cost limitations and, most importantly, potential cost savings that can be addressed in the design.
- Develop a master schedule for all phases of the assigned program and all capital projects contained in the program, including clear identification of milestones for all facets of work.
- As part of Infrastructure Engineers' internal project procedures, all project staff participates in monthly project status meetings with firm principals. The meetings serve as an additional control to ensure all projects move forward on, or ahead, of schedule, and resources are allocated as needed. Furthermore, the meetings allow our staff to be continually aware of project status, schedule and milestones.
- Maintain communication with the Building and Planning Director, including monthly written status reports and project status meetings, as needed, in addition to reviews at 35%, 65%, 95% and 100% levels of completion. Although monthly reports will be provided, Infrastructure Engineers will proactively keep the Building and Planning Director informed of any new developments, issues or factors involved in the project and alternatives to solve any unforeseen items.
- In addition to communication, Infrastructure Engineers staff will prepare agendas of special items that warrant discussion at project status meetings and prepare and distribute minutes with action items to involved parties.

- Convene an initial meeting with key design team members and City Public Works staff in order to review and confirm the detailed project scope, schedule milestones, construction objectives, and other pertinent project details. During this meeting, design criteria and parameters will be discussed, established for each of the various elements, and incorporated into the project.
- Useful records pertaining to the proposed work may exist, such as existing improvement plans, maps, as-built drawings, utility plans, reports, studies, and other pertinent information within the projects' limits. Additionally, there may be proposed improvements that will affect the design of the project. The design team will review these existing records and incorporate them into the design program as appropriate. The City, county and utility companies will be contacted and any information obtained will be used as a part of the base map.
- Perform land surveys for the project.
- Perform a site investigation to evaluate the existing condition of items pertaining to the design. During this investigation, locations of damaged or distressed features will be inspected, confirmed and summarized, if required. Americans with Disabilities Act (ADA) accessibility compliance will be reviewed and non-compliant features noted. Existing drainage patterns will be reviewed for street projects so that any changes to eliminate ponding can be identified.
- Conduct fieldwork to verify the locations of surface utility features within the project limits. During the field investigation, validate the locations of other special features and items such as traffic signal loops. In conjunction with information researched, notify affected utility companies of the impending project. Surface features requiring adjustment will be identified and properly coordinated with the corresponding utility company.
- If the proposed improvements interfere with existing utilities, we will arrange to have potholes taken by the utility company. If the utility company has prior rights, we will negotiate with a contractor to pothole the area for a fee as part of extra services. We will provide the City with copies of all correspondence with the utility companies compiled in a book report at the submittal of 95% plan completion, to ensure due diligence and follow-through with the utility companies.
- Infrastructure Engineers will review available existing pavement analysis reports. Based on review of the reports, we will recommend to the City if an additional, supplemental or completely new

report of pavement analysis of the subject streets will be needed. Our subconsultant geotechnical engineer will conduct a pavement condition survey of the existing roadway condition. If desired, non-destructive deflection testing will be conducted along streets using the Dynatest Falling Weight Deflectometer to evaluate the structural capacity of the existing pavement.

- A base map will be prepared and used for the preparation of the construction drawings. This will show existing features necessary to depict the intended work within the street. As-built plans, field measurements and field survey work will be used for the compilation. The field survey work will be limited to those items and areas necessary for the proposed design. This includes obtaining adequate topography and cross sections in areas of street widening, as necessary, for proper tie-ins and street cross-fall. This approach is anticipated to present a cost savings to the City while maintaining intent and quality of work.
- Prepare plans to City standards utilizing base mapping and agreed improvement concept. Appropriate City, APWA or Caltrans standards will be utilized and additional detailing will be included, as necessary, for adequate bidding and construction purposes.
- Prepare a comprehensive set of technical specifications. All bid items required by the plans or otherwise needed to accomplish project construction will be thoroughly described in the general provisions and included in the contractor's bid list.
- Prepare a construction cost estimate for verification of project budget and assistance during the contractors bidding process. Measurement of units will be contained in the specifications with additional detail for lump sum items, as necessary. Unit prices will be derived from current bid information on similar work within the area.
- Infrastructure Engineers will prepare PS&E submittal package for City's review at certain milestones, depending the scope of work for each project. These milestones are usually at 35%, 65%, 95% and 100%. A final set of signed Mylar plans, along with specifications and estimates, will be submitted to the City for bidding purposes.
- Upon completion of PS&E, Infrastructure Engineers will coordinate with the City Clerk Office's to present to City Council for approval. All council meeting agendas will be coordinated through the Public Works Director.

- In addition to the initial project definition and program development meeting, continuous coordination and updates will be required between the design team and the Building and Planning Director. Progress reports will be provided at appropriate intervals and, as necessary, to document project status. Meetings are generally anticipated after significant submittal milestones and when required to address specific design and coordination issues. In addition, the Building and Planning Director will be continuously informed of work status and issues through email, phone and facsimile communications.
- Infrastructure Engineers will prepare as-built plans based on the red mark-up plans provided by the contractor at the end of project construction and submit to the City for their retention and filing.

Construction Management and Inspection Services

Infrastructure Engineers will provide the City with the following construction management and inspection services during the construction phase of the program:

- Prepare bids and supervise bid procedures to conform to federal guidelines
- Prepare construction contracts and provide administrative services
- Evaluate contractor's baseline schedule and updates
- Monitor and control schedule
- Conduct a pre-construction meeting
- Update cost reports and construction billing forecasts
- Monitor project budget
- Provide project status reports
- Verify contractor progress payments
- Respond to and facilitate requests for information (RFI)
- Review and facilitate all submittals and shop drawings
- Provide and maintain logs for RFIs, reports, request for quotations, change orders, correction notices and stop work notices
- Review change orders
- Negotiate and expedite change orders
- Manage the testing and inspection process

- Claims avoidance, claims and analysis, claims resolution
- Complaint and concern resolution
- Provide construction inspection and testing
- Project punch list, start-up operations and closeout

CEQA/NEPA Compliance

- Our environmental staff will analyze data on environmental and physical factors affecting land use.
- We will meet with developers, engineers, property owners, contractors and other individuals to advise, explain processes and suggest improvements regarding potential environmental impacts.
- Our planners have extensive demonstrated CEQA experience particularly with the preparation and review of environmental documents and related initial studies and mitigation analysis for all manner of land uses including residential, commercial and industrial.
- We will review projects and provide comments within timelines specified by the Permit Streamlining Act and the City. Since projects that fall under the PSA must be deemed approved or disapproved within 30 days, time management is absolutely critical and required of all our staff. Familiarity with PSA and California Government Code Section 65920 is required of our staff and the ability to determine what constitutes a “development” project.

NPDES Compliance and Assistance

On December 13, 2001, the County of Los Angeles received an MS4 National Pollutant Discharge Elimination System (NPDES) Permit from the California Regional Water Quality Control Board, Los Angeles Region (LARWQCB), which regulates what can be discharged into our waters and requires the county and all 84 incorporated cities within the County responsible for ensuring and enforcing compliance. The permit requires all cities to control and reduce pollutants entering the storm drain system from residents and businesses by means of a comprehensive stormwater Quality Management Program (SQMP).

- Prepare periodic bulletins containing current issues and any new information items that are of interest to the City, including the new documentation and highlights from meetings and workshops.
- Our staff will review various compliance-related documents and issues and, when authorized, prepare annual reports for submittal.

- We will provide annual training on all procedures and practices for each of the program components.
- Our staff regularly meets with the Los Angeles County public information staff and attends public information meetings sponsored by the County.
- Infrastructure Engineers staff can assist in the preparation of any pertinent informational items in the City's monthly NPDES report.
- Infrastructure Engineers staff will obtain accurate and current records of all permits issued to developers, including the types, number, site and size information of all construction and post-construction BMPs for annual reporting purposes.
- We will review the current Stormwater Pollution Prevention Plans (SWPPP) development methods that the City uses for its own construction projects as well as the criteria the engineers who inspect construction sites use for inspections of construction sites.
- Infrastructure Engineers staff will verify the level of compliance with the current General Construction Activities Stormwater Permit requirements and recommend any modifications or enhancements that are needed.
- Infrastructure Engineers staff can examine existing conditions at the City's public facilities to assess any needed improvements to the operation and maintenance of existing controls or recommend additional controls.
- Infrastructure Engineers staff can assist the City in developing and implementing requirements for developers to adhere to when developing their SWPPPs, which will include the rationale for the selecting or rejecting construction site best management practices (BMPs) and include comprehensive maintenance schedules.
- Our staff will ensure that the City's industrial and commercial inspection program includes procedures to track, inspect and ensure compliance at industrial and commercial facilities that are potential sources of pollutants in stormwater runoff.
- Infrastructure Engineers staff will create an inspection checklist tailored to each type of use and keep records of inspections as well as violations for each facility.

- Infrastructure Engineers staff will complete an assessment of sites that have an illicit discharge or illicit connection potential, implement a uniform Illicit Connection/Discharge Detection and Elimination program for the City updated with the current regulations, and develop program goals and implementation strategies for inspection and continual long-term compliance for inclusion in the City's SQMP.
- Infrastructure Engineers will assist in compiling and submitting the City's Annual Report to the Regional Board describing the stormwater activities that were performed over the previous fiscal year.

Building and Safety Plan Check Services

Infrastructure Engineers will provide plan check services, as needed. Infrastructure Engineers will make staff available to provide onsite counter support for as many hours as requested by the City. Our Building and Safety Division Plan Review will provide a comprehensive review regiment of the submitted plans including the following elements.

- Customer service is of paramount importance. Therefore, our assigned counter personnel and plan check staff are trained in customer service and will be professional and courteous in their interactions with City staff, applicants and the public.
- Comprehensive review of submitted signed applications for building permits in their entirety, including address, owner, architect or professional designer of building or structure, proposed type of occupancy and use, type of construction, fire zone, square footage, description of work and review and determine the appropriate valuation of the proposed project.
- Determine if the proposed building or structure meets the allowable design criteria based upon the occupancy and use, square footage, height and type of construction limitations and exit discharge systems. Ensure that proposed construction complies with all local ordinances, state and federal laws, and the Adopted California Building Standard Code. The scope of review is related to the level of difficulty of the project. Plan check review may be basic, moderate or highly advanced.
- Our Plan Check staff will review the submitted plans for completeness, including architectural, structural, plumbing, electrical and mechanical systems, soils reports, mandatory residential and

non-residential energy conservation requirements and California Disabled Accessibility requirements.

- Review the project plans for conformance to the CEC requirements. Infrastructure Engineers staff will review the electrical distribution system in addition to lighting systems, controls and the associated electrical equipment anchorage.
- Review project plans for compliance with CMC requirements. All mechanical systems contained within the building (air conditioning, cooling systems, heating and their anchorages) will be reviewed.
- Project plans will be reviewed for compliance with CPC requirements. Systems reviewed will include water, gas, vent, and waste piping.
- Review the recommendations of the geotechnical report and ensure that the foundation design and all other related design provisions have been incorporated into various elements of the plans.
- Review plans for conformance to the California Energy Code, including a review of the State of California mandatory building envelope measures for building, electrical, plumbing and mechanical systems.
- The reviewed plans will be accompanied by two copies of written correction lists (or the City's formatted list). The correction lists are available in electronic format and can be utilized to provide for a more efficient plan review process.
- Initial plan reviews will be conducted and returned to the City within 10 working days for initial plan check, and 3 to 5 working days for rechecks. Infrastructure Engineers is willing to establish different turn-around times for plan checks per City request and needs.
- We are well aware of the needs of the City as related to time-sensitive projects; as such Infrastructure Engineers will provide fast-track plan review services when directed by the City. Normal expedited plan review turnaround time is within 3 to 5 days. However, Infrastructure Engineers is willing to establish different turn-around times for expedited plan reviews per City request and needs.
- Communication is essential between the City and the plan reviewer, applicant and architect or professional designer. Staff is available to meet, review and discuss the project with the City staff

or directly with designer in order to streamline the process from conceptual design to approved construction documents and permit issuance. Infrastructure Engineers will mail all corrections directly to the applicant with a copy of the transmittal and correction list sent to the City.

- Our team of plan review professionals will be available to participate in coordination meetings during the preliminary or schematic design review of early construction documents for special projects as directed by the City.
- Our Building and Safety Plan Review team members are available to City staff and design professionals via e-mail and telephone during normal business hours and as required after business hours as well.
- Safeguarding of documents by maintaining a precise chain-of-custody is of extreme importance. Infrastructure Engineers will provide for this by assigning a designated employee for pick-up and deliveries. Documents will be carried in clearly marked, locked and sealed plan holder bags. Infrastructure Engineers staff will provide pick-up and delivery services to the City. In order to streamline the process, we will arrange for fixed pick-up time and delivery; however, our resources enable us to provide flexible pick-up and delivery services, if the need arises. Plans will be picked up within 24 hours of notification by the City.

Project Experience

Engineering and Building & Safety Services -

Name of Owner: City of Huntington Park

Contact Person: Ricardo Reyes, City Manager | **Phone:** (323) 582-6161

Specific Involvement: Engineer

Cost: Hourly rates

Status of Completion: 07/01/2018 - 06/30/2021

CEQA or NEPA Responsibilities: not applicable

Infrastructure Engineers is providing building plan check and inspection, traffic and civil engineering, Public Works inspection, storm water compliance, plan review and capital project administration.

On-Call City Engineer Services

Name of Owner: City of La Palma

Contact Person: Michael S. Belknap, Community Services Director | **Phone:** (714) 690-3310

Specific Involvement: Engineer

Cost: Hourly rates

Status of Completion: 9/12/2017 - 9/12/2010

CEQA or NEPA Responsibilities: not applicable

Infrastructure Engineers is providing project management, construction inspection, survey, grant management, pavement management, GIS management and other general engineering services for the City.

On-call Engineering Design, Plan Check, CM, Inspection and Related Services

Name of Owner: City of Baldwin Park

Contact Person: Sam Gutierrez, Director of Public Works | **Phone:** (626) 813-5255, Ext. 460

Specific Involvement: Engineer

Cost: Hourly rates

Status of Completion: On-going until 02/2023

CEQA or NEPA Responsibilities: Air Quality Analysis; San Gabriel River Bikeway Environmental Services

Infrastructure Engineers has been working with the City of Baldwin Park for 18 years. Our current contract includes public works engineering plan check services (on-call map checking), off-site plan-check services, city engineering, inspection, engineering design, various staff augmentation services, a Building Official, structural plan check services, and interim building inspector services.

Engineering Services

Name of Owner: City of Bell Gardens

Contact Person: Chau Vu, Director of Public Works | **Phone:** (562) 806-7770

Specific Involvement: Engineer

Cost: Hourly rates

Status of Completion: 11/2017 - 11/2022

CEQA or NEPA Responsibilities: Miscellaneous environmental documents, per projects

Infrastructure Engineers has been providing city engineering services to the City of Bell Gardens for more than a decade. Through our current contract, we provide a city engineer, traffic engineer, water engineer, public works permit and inspection staff, planning community development engineer and building and safety plan check services. Other services include assistance with the City's National Pollutant Discharge Elimination System (NPDES) compliance and coordination as well as other engineering and administrative assistance, such as project administration, grant administration and contract administration.

City Engineering Services

Name of Owner: City of Hawaiian Gardens

Contact Person: Sergio Infanzon, Community Development Director | **Phone:** (323) 582-6161

Specific Involvement: Engineer

Cost: Hourly rates

Status of Completion: 07/01/2018 - 06/30/2021

CEQA or NEPA Responsibilities: not applicable

Infrastructure Engineers Provides all engineer staffing and on-call engineering services, as well as all project design and management engineering services.

Engineering and Building & Safety Services

Name of Owner: City of Huntington Park

Contact Person: Sergio Infanzon, Community Development Director | **Phone:** (323) 582-6161

Specific Involvement: Engineer

Cost: Hourly rates

Status of Completion: 07/01/2018 - 06/30/2021

CEQA or NEPA Responsibilities: not applicable

Infrastructure Engineers provides the following engineering services to the City:

- Reviewing proposed final tract maps, parcel maps, boundary adjustments and legal descriptions for conformance with local and state ordinances and law
- Reviewing proposed grading, drainage, and improvement plans for private and public development
- Recommending conditions of approval for proposed development projects
- Establishing performance and labor and material bond amounts when required and ascertaining posting of securities and other development fees within the proper time sequence for development review
- Providing field inspections of work performed by contractors for public and private construction projects, and at the proper time recommending notices of completion and acceptance of the work

Conflict of Interest

Infrastructure Engineers has no potential or known conflicts of interest regarding this RFP and/or the City of Maywood.

W-9 Form

Our completed W-9 form is provided in the attachments.

Non-Collusion Certificate

Execute the Non-Collusion certificate attached to this RFP. (Attachment C.)

Attachments



Attachment C

NON-COLLUSION AFFIDAVIT

COUNTY OF LOS ANGELES

I am the Chief Operation Officer of Infrastructure Engineers, the party
(Title) (Proposer Name)
submitting the foregoing Proposal ("the PROPOSER"). In connection with the foregoing submitted
Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The PROPOSER has not directly or indirectly induced or solicited any other PROPOSER to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other PROPOSER or anyone else to put in sham Proposal, or to refrain from submitting this Proposal.
4. The PROPOSER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the price, or that of any other PROPOSER, or to fix any overhead, profit or cost element of the price or that of any other PROPOSER, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The PROPOSER has not, directly or indirectly, submitted the price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
Any person executing this declaration on behalf of a PROPOSER that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

Executed this 22 day of May, 2020 at Brea, Orange County, CA.
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: 
Printed Name: Farzad Dorrani, MS
Title: Chief Operation Officer

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

ADVANCED APPLIED ENGINEERING INC. DBA: INFRASTRUCTURE ENGINEERS

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3060 SATURN ST. SUITE 250

6 City, state, and ZIP code

BREA, CA 92821

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

OR

Employer identification number

3 3 - 0 8 3 1 8 3 7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 5/19/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Cost Proposal

Infrastructure Engineers has always valued the City of Maywood as a client, and we would very much like to assist you with your city engineering and public works needs once again. As such, the hourly rates provided on the following pages have been discounted.



The method of compensation for each type of service is as follows:

City Engineer Retainer: \$7,632 Lump sum per month

For the proposed retainer fee Infrastructure Engineers proposes to provide 24 hours of City Engineering services. The City Engineer/Deputy City Engineer will attend all City Council meetings and any Traffic Commission meetings, as requested by the Building and Planning Director. During other hours of the week, the City Engineer will be available to respond to any City enquiries via email or telephone calls. The retention payment will provide the City up to 48 hours per month of City Engineering Services at the hourly rate of \$159. Any hours beyond 48 hours will be charged as extra.

Traffic Engineer Retainer: \$1,937 Lump sum per month

Traffic Engineer will be available to respond to any inquiries from the City by email or phone calls during any business hours and attend any traffic commission meetings that director of Public Works may require. The lump sum fee will cover up to 13 hours per month of Traffic engineering services. Any hours beyond the 13 hours per month will be at the hourly rate of \$149 per hour.

Civil Engineer: Hourly rate per Hourly Rate Schedule

It is estimated Civil Engineers will be available to provide engineering consultation on various City engineering design matters on as-needed bases. Based on the current workload, we anticipate those services will be approximately eight (8) hours per month. The fee for these services will be based on rates listed in the attached Hourly Rate Schedule.

Environmental Specialist Retainer: \$1,192 Lump sum per month

The retainer will provide the City up to eight (8) hours per month of consultation on various development projects. Services may include participation at meetings, attendance at the Planning Commission meetings, review of development plans or other assignments from the Community Development Department. Any hours beyond 8 hours per month will be charged at \$149 per hour.

Public Works Permit and Inspection: \$99/hour (hourly rates)

An estimated two (2) days per week, four (4) hours per day of utilities/public works permits and inspection services will be provided at the rate of \$99 per hour.

Public Works Projects

Other public works studies, reviews and projects not listed here will be charged at hourly rates as listed in the Infrastructure Engineers 2017 Hourly Rate Schedule (attached). A lump sum, not-to-exceed fee will be provided at the start of each task.

Capital Improvement Projects: Percentage of the total cost of final contract construction

Capital improvement design fees will be based on the estimated cost of construction. Once the project is defined, the engineering team will estimate the construction cost and, in accordance with the chart below, will set the design fee. After finalization of design and upon receiving formal bids for construction of the project, the actual design fee will be determined and the engineering design fee will be adjusted to reflect the exact amount.

Construction costs will be the average of three (3) lowest bids for the project. If there are only two (2) bids, the average of two (2) bids will be used for construction cost.

Construction cost less than \$499,999..... the design fee will be 9% of the construction cost

Construction cost \$500, 000 - \$999,999 the design fee will be 8% of the construction cost

Construction cost \$1,000,000 – 4,999,999 the design fee will be 7% of the construction cost

Construction cost over \$5,000,000 the design fee will be 6% of the construction cost

In addition to these percentages, Infrastructure Engineers fees for project management and administration will be 4% of the construction cost. In addition, funding management will be 1.5% for local funds and 2.5% for state and federally funded projects.

Construction Management and Inspection: Percentage of total construction cost

Upon receiving the bids for the construction of a capital improvement project, the engineering team will prepare the fee for construction management and inspection services in accordance with the following chart. The fee will be calculated based on average cost of the three (3) lowest bids and, if there are only two (2) bids, an average of two bids will be used.

Construction cost less than \$499,999.....the CM services 3% + inspection services 4.5% for a total fee of 7.5% of the construction cost

Construction cost \$500, 000 - \$999,999.....the CM services 3% + inspection services of 4% for a total fee of 7% of the construction cost

Construction cost \$1,000,000 and more.....the CM Services fee of 3% + inspection services of 3% for a total fee of 6% of the construction cost

Labor compliance will be charged on an as-needed basis and based on actual hourly rates per the Hourly Rate Schedule.

NPDES: Hourly rates

All NPDES services will be provide on as-needed bases at the following rates:

Program Manager	\$159/hour
Senior Engineer	\$149/hour
Engineering Associate	\$125/hour
Engineering Assistant	\$105/hour

Other Services: Hourly rates not-to-exceed a negotiated lump sum

Other fees will be based on Infrastructure Engineers 2019 Hourly Rate Schedule attached to this proposal

Building and Safety and Civil Engineering Plan Checks: 65% of the building plan check fees, based on Los Angeles County's latest fee schedule and hourly rate. If the City uses its "City Fees" for public works projects, then civil engineering fees will be charged at 90% of those City fees.

Plan check fees include first, second and third plan checks. Fourth and all subsequent plan checks will be at the plan checkers' hourly rate listed here. The rates listed here are Infrastructure Engineers' discounted rates for the City of Maywood only, due to our long-term relationship with the City. Expedited plan checks will be provided at 90% of the plan check fees. Fourth and subsequent plan checks will be charged at 1.75 times the normal hourly rate.

Building Official	\$159
Plan Check Engineer	\$149
Plan Examiner	\$126
Sr. Building Inspector	\$105
Building Inspector	\$88
Counter technician	\$79

Notes:

Land surveying, geotechnical services and funding administration and compliance for capital projects will be provided by subconsultants. The fee for these services will be a negotiated cost + 15%.

Any other subconsultant services that might be needed will be charge at a negotiated cost + 15%.

Hourly rates and the retainer fees are subject to increases at the annual Consumer Price Index for All Urban Consumers (CPI-U), Los Angeles area increase rates or a 5% increase, whichever is greater, effective July 1, 2020 and all subsequent years. We will inform the City of the rate of increase by April of each succeeding year.

2019 HOURLY RATE SCHEDULE
(effective July 2019)



Principal in Charge	\$220	Municipal Engineering Support	
Civil Engineering/Traffic Engineering		Interim City Manager	\$204
Project Manager	\$176	Assistant/Deputy City Manager	\$182
Senior Engineer/Principal Engineer	\$154	City Engineer	\$165
Senior Plan Check Engineer	\$165	City Traffic Engineer	\$154
Plan Check Engineer	\$154	Deputy City Engineer	\$154
Engineering Associate	\$131	Deputy City Traffic Engineer	\$149
Engineering Assistant	\$110	Plan Check Engineer	\$165
GIS Analyst	\$143	Plan Checker	\$143
CAD Manager/Designer	\$136	CIP Manager	\$176
Engineering Technician	\$98	Engineering Technician	\$98
Principal Traffic Engineer	\$176	Building & Safety	
Senior Traffic Engineer	\$149	Building Official	\$165
Traffic Engineer	\$143	Plan Check Engineer	\$154
Water/Wastewater/NPDES		Plans Examiner	\$138
Senior Water Engineer	\$176	Code Enforcement Manager	\$135
Water Engineer	\$166	Code Enforcement Officer	\$121
Program Manager (NPDES)	\$184	Senior Building Inspector	\$121
Inspector (NPDES)	\$103	Building Inspector	\$105
Environmental Scientist	\$98	Counter Technician	\$93
Surveying		Architectural Services	
Project Manager	\$176	Director	\$190
Plan Checker (Subdivision & Survey Document)	\$154	Studio Manager	\$175
Survey Analyst	\$143	Senior Project Manager/Senior Architect	\$168
Survey Crew (2-man)	\$225	Project Manager/Project Architect	\$148
Survey Crew (2-man—prevailing wages)	\$265	Senior Job Captain	\$120
Construction Management		Job Captain	\$100
Construction Manager	\$165	Drafter	\$85
Resident Engineer	\$165	Program Management/Public Outreach	
Scheduler/Controller	\$143	Program Director	\$184
Utilities Coordinator	\$121	Sr. Program Coordinator	\$131
Senior PW Observer/Inspector	\$115	Program Manager	\$125
Senior PW Observer/Inspector (prevailing wages)	\$168	Outreach Specialist	\$115
PW Observer/Inspector	\$99	Technical Assistant	\$110
PW Observer/Inspector (prevailing wages)	\$140	Fund Administrator	\$131
Technician	\$89	Labor Compliance Coordinator	\$100
Community Development & Planning		Administrative & Clerical Services	
Director	\$189	Organizer/Supervisor	\$105
Development Services Manager	\$184	Administrative Assistant	\$89
Project Manager	\$168	Clerk Typist	\$78
Planning Manager	\$162	Other Charges	
Environmental Specialist	\$162	Delivery	\$105
Principal Planner	\$158	Mileage (Current federal guideline rate @ time of billing)/Mile	
Senior Planner	\$144	Travel	Cost + 15%
Associate Planner	\$131	Reimbursements	Cost + 15%
Assistant Planner	\$120		
Planning Technician	\$84		

Additional billing classifications may be added to the above list throughout the year as new positions are created. The above schedule is for straight time. Overtime will be charged at 1.5 times. Sundays and Holidays are charged at 2.0 times the standard time. Deposition and court appearances will be charged at 1.5 times the listed billing rates.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA 5
ITEM NO. _____

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *jm*

BY: GISSELLE S. DELGADO, COMMUNITY LIAISON

SUBJECT: RESOLUTION AMENDING THE COMMUNITY BENEFIT FUND
GUIDELINES REVISING THE COMMUNITY BENEFIT FUND
ALLOCATION LIMITS

RECOMMENDATION:

Staff recommends that City Council adopt the Resolution amending the Community Benefit Fund Guidelines revising the allocation limits to a maximum allocation of \$10,000.

BACKGROUND:

On February 27, 2019 the City Council approved Resolution No. 6015 adopting the Community Benefit Fund Guidelines and Procedures ("Guidelines"). The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conducted by "Eligible Organizations" as defined in the Guidelines.

Since the adoption of Resolution No. 6015, the City Council has awarded the grant to eligible non-profit organizations like local Maywood Schools, the Southeast Rio Vista-YMCA, and Heart of Compassion.

DISCUSSION:

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to help prepare the State for a broader spread of COVID-19. The City Council subsequently adopted its own declaration of a local emergency. The COVID-19 pandemic has caused our community to face business closures, furloughs, and rent and food

insecurity. The pandemic has also impacted the schools in our community which has resulted in online school and will inevitably impact high school seniors and their efforts in applying to college. In efforts to alleviate the food insecurity that is occurring in the Maywood community, the City Council granted funding in the amount of \$10,000.00 from the Community Benefit Fund to the Southeast Rio Vista-YMCA and Hearts of Compassion to provide meals and food items to the many individuals undergoing the impact caused by COVID-19. In addition, the City has increased its donation to the California State Fullerton (CSUF) Philanthropic Foundation for the Maywood Education Fair earmarking \$7,000 of the \$10,000 to go towards scholarships for City of Maywood students.

In order to align these actions with our Guidelines, Staff recommends amending the allocation limits to allow for awards of up to \$10,000 in the discretion of the City Council. This increased amount will help provide monetary assistance to non-profit organizations to alleviate the issues caused by the pandemic. In addition, staff has made other non-substantive revisions (contact person, clarified application cycle).

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There will be no fiscal impact.

ATTACHMENTS:

Attachment No. 1 – Amended Community Benefit Fund Guidelines and Procedures

Attachment No. 2 – Resolution No. 6138

ATTACHMENT NO. 1

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conducted by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal Revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. To apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City. Categories of services and activities eligible for grants include but are not limited to educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public. Grants will be awarded in maximum amounts of no more than \$5,000. **In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.**

C. Restrictions and Ineligible Organizations.

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at gisselle.delgado@cityofmaywood.org

B. Application Deadline. The City Council will have quarterly application cycles available to consider requests contingent upon monies being available under the program. The application cycles and deadlines are as follows:

<u>Application Cycle</u>	<u>Application Deadline</u>
Cycle 1: July 1 - December 31	June 1
Cycle 2: January 1 - June 30	December 1

The application must be submitted by 5:00 p.m. on the applicable deadline date addressed to: City of Maywood, Attention: Community Benefit Fund via City Manager's Office, 4319 E. Slauson Avenue, Maywood, CA 90270.

C. General Information

1. Applicants may apply for funds during any application cycle. Notwithstanding, funds must be requested and spent during the same fiscal year in which the award was approved by the City Council.

2. Organizations may submit only one application per fiscal year.

3. Funding to an Eligible Organization will not constitute a precedent for contributions in subsequent fiscal years.

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

A. Review of Applications. Following the application deadline, City Staff will review the applications. Applicants may be contacted if further information is requested, to answer questions, clarify their application, etc. All applications will be evaluated to ensure that the applicant is an "Eligible Organization" and that purpose for which the grant is sought is consistent with this policy. Applications and recommendations of Staff, if any, will be presented to the City Council during a regular scheduled City Council meeting for the Council's consideration and approval.

B. City Council Action. The City Council will take final action on award of all grants and maintains the discretion to fund in whole or in part any request or not to fund any or all requests during the Application Cycle. Alternatively, the City Council may hold-over any application into the next Application Cycle. In the case of multiple applications that are competing for limited available funds, consideration may be given to applications based on the following criteria: (i) the number of residents who are expected to benefit, participate in or be positively impacted by the program; (ii) the performance of the applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable requirements; (iv) the amount of funding previously award to the applicant or the program or event in prior years; and (v) the total amount of funding requested as a proportion of the total available funds for the applicable fiscal year.

VI. POST AWARD REQUIREMENTS

A. Agreement. All Eligible Organizations elected to receive funds will be required to sign and execute an agreement with the City of Maywood.

B. Reporting. Eligible Organizations must complete a report, within 45 days of fund expenditure, describing the use of the grant and amount expended, the number of participants in the event or program, copies of any publicity of the event or program, and a narrative regarding the benefit to the City of Maywood. The City reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were expended. Failure to submit this required report will make the Eligible Organization ineligible for allocation of future funds until the required report is submitted. These reports will be reviewed and taken into account for evaluating subsequent funding proposals from that entity.

C. Request for Funds. The Eligible Organization receiving the funds is responsible for submitting a funds request to the City's Finance Director and shall allow the City up to 30 days to process the request. If a third-party vendor is the recipient of the funds (i.e. bus company used for field trip), then the request shall include the information regarding that vendor including their Tax Identification Number and the check shall be made payable to that vendor. If the grant is to be used to purchase tangible goods or services, the City has the discretion to purchase the goods or services directly and

**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

pass-through the goods or services to the Eligible Organization rather than provide the funding.

D. Return of Funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the approved application listing the use of the funds.

E. Failure to Abide by Policy. The failure of an Eligible Organization to abide by this Policy will result in the Eligible Organization being denied for funding in the future.

ATTACHMENT NO. 2

COPY

RESOLUTION NO. 6138

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD
ADOPTING THE AMENDED COMMUNITY BENEFIT FUND GUIDELINES
AND PROCEDURES**

WHEREAS, the City Council adopted Resolution No. 6015 on February 27, 2019 to establish the Community Benefit Fund Guidelines and Procedures ("Guidelines") establishing guidelines and a process for the implementation of the Community Benefit Fund program;

WHEREAS, the City Council desires to amend the Guidelines to align the Guidelines with recent City Council action related to the COVID-19 pandemic;

NOW, THEREFORE, the City Council of the City of Maywood, California, does hereby resolve, determine, and order as follows:

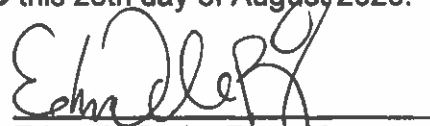
Section 1. The above recitals are true and correct and incorporated herein as if set forth in full.

Section 2. The "City of Maywood Community Benefit Fund Guidelines and Procedures" dated August 2020 attached to this Resolution as Exhibit A is hereby adopted.

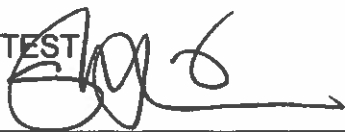
Section 3. This Resolution shall be effective immediately upon its passage and approval.

Section 4. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

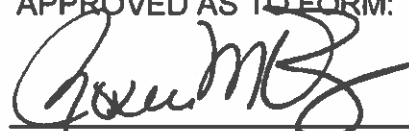
PASSED, APPROVED AND ADOPTED this 26th day of August 2020.


Eduardo De La Riva, Mayor

ATTEST


Gerardo Mayagoitia, City Clerk
~~Shirley Quinones, City Clerk~~

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

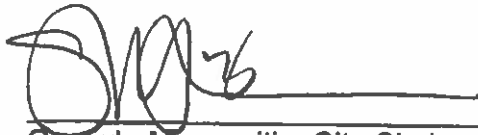
I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution Number 6138 was adopted at a regular meeting of the City Council of the City of Maywood held on the 26th day of August, 2020 by the following vote:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NOES:

ABSTAIN:

ABSENT:

A handwritten signature in dark ink, appearing to be 'G Mayagoitia', is written over a horizontal line.

Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

EXHIBIT A

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community-based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conducted by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

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CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

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The application must be submitted by 5:00 p.m. on the applicable deadline date addressed to: City of Maywood, Attention: Community Benefit Fund via City Manager's Office, 4319 E. Slauson Avenue, Maywood, CA 90270.

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**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

A. Review of Applications. Following the application deadline, City Staff will review the applications. Applicants may be contacted if further information is requested, to answer questions, clarify their application, etc. All applications will be evaluated to ensure that the applicant is an "Eligible Organization" and that purpose for which the grant is sought is consistent with this policy. Applications and recommendations of Staff, if any, will be presented to the City Council during a regular scheduled City Council meeting for the Council's consideration and approval.

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C. Request for Funds. The Eligible Organization receiving the funds is responsible for submitting a funds request to the City's Finance Director and shall allow the City up to 30 days to process the request. If a third-party vendor is the recipient of the funds (i.e. bus company used for field trip), then the request shall include the information regarding that vendor including their Tax Identification Number and the check shall be made payable to that vendor. If the grant is to be used to purchase tangible goods or services, the City has the discretion to purchase the goods or services directly and

**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

pass-through the goods or services to the Eligible Organization rather than provide the funding.

D. Return of Funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the approved application listing the use of the funds.

E. Failure to Abide by Policy. The failure of an Eligible Organization to abide by this Policy will result in the Eligible Organization being denied for funding in the future.



AGENDA 6
ITEM NO. _____

AGENDA REPORT

CITY OF MAYWOOD

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JM*

RE: CONSIDERATION OF A FRANCHISE AGREEMENT WITH
UNIVERSAL WASTE SYSTEMS, INC. FOR INTEGRATED
SOLID WASTE MANAGEMENT SERVICES

RECOMMENDATION:

Staff recommends that the City Council adopt the Resolution approving the Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services and directing the Mayor to execute the Agreement, substantially in the form attached to this agenda report.

BACKGROUND:

For a brief review of the City's efforts to contract for solid waste services since November 27, 2019, see the agenda report from May 27, 2020, a copy of which is attached hereto as Attachment No. 3.

The City entered into the Emergency Comprehensive Solid Waste Services agreement with UWS on March 1, 2020. Shortly thereafter, the City team, consisting of the City Manager, HF&H Consultants, and the City Attorney's Office, commenced negotiating the terms of the Franchise Agreement with UWS.

DISCUSSION:

Company Background

Universal Waste Systems (UWS), a privately held California Corporation by the Blackburn family, has operated since 1986. UWS has six areas of exclusive residential automated and semi-automated service in the Los Angeles region. UWS has one exclusive commercial franchise in the North East franchise area of the City of Los Angeles. UWS also serves 15 cities in Los Angeles and Orange counties under non-

exclusive service arrangements for commercial bin and roll-off services. WM owns the Santa Fe Springs Material Recovery Facility, Green Wise Soil Technologies in South Gate, and a transfer station in Los Angeles.

UWS has been providing solid waste collection services in Maywood since March 1, 2020. UWS has provided excellent service. The feedback staff is receiving from callers is regarding the former hauler, CWS and once it is clarified that UWS is the City's trash hauler no further complaints are received. In addition, the City is still struggling with illegal dumping and residents putting out bulky items without appointments; this is not connected with quality of the collection service but as a City partner UWS is working with City field staff to address this issue. Attached as Attachment No. 2 is the draft Franchise Agreement. The Agreement obligates UWS to provide programs for the collection of solid waste, recyclables, and organic waste from residential and commercial customers, consistent with current and anticipated requirements of State law. UWS will also provide bulky waste collection, and a "sharps" (needles, lancets, etc) collection program. In addition, UWS will collect solid waste from City facilities, and from City sponsored events, such as the Easter Egg Hunt and the Summer Concert series.

The Franchise Agreement would be for a term of seven years, ending September 30, 2027, with two one-year extensions. UWS is eligible for the extensions so long as it is not in default of the Agreement.

In approving the Agreement, the Council is approving the initial schedule of maximum rates (Rate Schedule) set forth in Exhibit 1 to the Agreement. The rates charged by UWS cannot exceed those set forth in the Rate Schedule.

The Rate Schedule sets forth the maximum residential rates for 2020, 2021, and 2022, and the maximum commercial rates for 2020. The rates for 2020 are substantially similar to those in the Emergency Agreement. Beginning with the Rate Year commencing on January 1, 2021 for Commercial Services and January 1, 2023 for Residential Services, and for each year thereafter, UWS may request an annual CPI adjustment to the rates shown in the approved Rate Schedule. UWS can also request a rate adjustment due to extraordinary circumstances; approval of any such adjustment would be within the sole judgement and discretion of the City Council.

There are two other rate adjustments included in Section 5.6 of the Agreement, both relating to the requirements of SB 1383 regarding organic waste. SB 1383 requires that cities provide programs for the collection of organic waste from both commercial and residential customers. Commencing January 1, 2022, UWS is required to provide a residential organic waste collection program. Once UWS implements that program, the residential rates would be increased by 50 cents per year for each of four years (commencing January 2, 2022). This is in addition to any other authorized adjustment.

Similarly, if CalRecycle adopts Regulations currently under consideration, UWS will be obligated to perform the various monitoring and reporting requirements set forth in

those Regulations. To defray the cost of those monitoring and reporting obligations, if the Regulations become effective the commercial rates will be increased by two percent per year, in 2022 and 2023. This is in addition to any other authorized adjustment.

Approval of the Franchise Agreement will provide for the collection of trash, recyclables, and organic waste in compliance with all applicable laws and regulations, for a period of seven to nine years.

LEGAL REVIEW:

The City Attorney's office has reviewed this item.

FISCAL IMPACT:

Entering into the Franchise Agreement will result in the generation of a franchise fee, in the amount of 10% of the waste haulers gross receipts. The franchise fee is estimated to generate approximately \$165,000 per year. The Franchise Agreement will also generate the following payments: (a) a "CIWMA Program Payment" in the amount of \$20,000 per year to reimburse the City for costs related to compliance with State solid waste mandates; (b) an annual payment in the amount of \$25,000 for a third-party review and audit of UWS' performance, record keeping, and fee calculations, and (c) annual payments of \$15,000 per year to the City Council for use in funding community non-profit and/or youth-based organizations, and \$5,000 to the City Council for use in funding a youth scholarship program. The CIWMA Program Payment and the Performance Audit payment are escalated annually by the CPI.

ATTACHMENT (S):

Attachment No. 1 – Resolution Approving the Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services and directing the Mayor to execute the Agreement

Attachment No. 2 – Draft Franchise Agreement

Attachment No. 3- Agenda Report from May 27, 2020

ATTACHMENT NO. 1

COPY

RESOLUTION NO. 6139

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, APPROVING A FRANCHISE
AGREEMENT WITH UNIVERSAL WASTE SYSTEMS, INC.
FOR INTEGRATED SOLID WASTE MANAGEMENT
SERVICES**

**THE CITY COUNCIL OF THE CITY OF MAYWOOD HEREBY
RESOLVES AS FOLLOWS:**

Section 1. The City Council of the City of Maywood does hereby find, determine and declare that:

A. The Legislature of the State of California, by enactment of the California Integrated Waste Management Act of 1989 ("AB 939", California Public Resources Code Section 40000 et seq.) has declared that it is in the public interest to require local agencies to make adequate provisions for solid waste handling within their jurisdictions to meet the goals and requirements of AB 939.

B. The City is obligated to protect the public health and safety of the residents and businesses in the City, and arrangements made by solid waste enterprises and recyclers for the collection of residential and commercial solid waste should be made in a manner consistent with the exercise of the City's police power for the protection of public health and safety.

C. In accordance with California Public Resources Code Section 400059, the City has determined that the public health, safety and well-being require that an agreement for integrated solid waste management services be granted to a qualified company for the collection, transportation, recycling, processing, processing, and disposal of solid waste (including recyclables and organics), and for other related services, to meet the goals and requirements of California Integrated Waste Management Act of 1989 and ensure the public health and safety of its residents and businesses.

D. Universal Waste Systems, Inc. has been satisfactorily providing solid waste collection services in Maywood since March 1, 2020 pursuant to an Emergency Comprehensive Solid Waste Services Agreement.

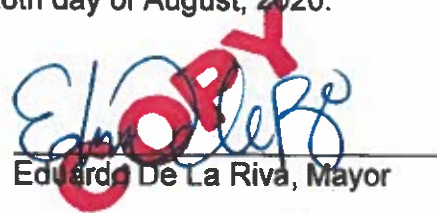
Section 2. The City Council of the City of Maywood hereby approves the Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached to the agenda report for this item.

Section 3. The City Council hereby authorizes the City Manager to make minor non-substantive amendments to the Franchise Agreement for Integrated Solid Waste Management Services prior to its execution, upon the concurrence of the City Attorney

Section 4. This Resolution shall be effective immediately upon its passage and approval.

Section 5. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 26th day of August, 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk
Chirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6139 was adopted at a regular meeting of the City Council of the City of Maywood held on the 26th day of August, 2020 by the following vote:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NOES:

ABSTAINED:

ABSENT:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

ATTACHMENT NO. 2

ATTACHMENT NO. 3

AGENDA REPORT
CITY OF MAYWOOD



AGENDA 3
ITEM NO. _____

DATE: MAY 27, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

SUBJECT: CONSIDERATION OF A NINETY DAY EXTENSION OF EMERGENCY AGREEMENT FOR EMERGENCY COMPREHENSIVE SOLID WASTE SERVICES (EFFECTIVE MARCH 1, 2020) BETWEEN THE CITY OF MAYWOOD AND UNIVERSAL WASTE SYSTEMS, INCORPORATED (UWS)

RECOMMENDATION:

Staff recommends that the City Council, authorize the 90-day extension of the Emergency Agreement for Emergency Comprehensive Solid Waste Services and direct the City Manager to execute the attached letter.

BACKGROUND:

On November 27, 2019, the City Council adopted a resolution terminating the Collection Agreement with CWS due to the company's violation of the Collection Agreement and its failure to make contractually required payments to the City, namely (1) the Utility Users Tax ("UUT") remittances for the first and second quarters of 2019 and (2) the Collector Fee for the second quarter of 2019.

Following this action, the City Manager requested that Athens Services immediately commence to collect all solid waste in the City (including recyclables and organics), for the period up to and including January 15, 2020 ("Emergency Engagement Period"). This time period was subsequently extended to January 22, 2020.

On February 13, 2020 the City received notice from Athens Services that their emergency services will end on February 29, 2020 due to the City expressing a desire to move forward with a bid process.

On February 26, 2020 the City Council was presented with a report prepared and presented by HF&H Consultants; the City's solid waste consultant. At the conclusion of the report the City Council discussed the proposals set forth in the presentation and concluded that UWS would be the best hauler to serve the community.

The City entered into the Emergency Comprehensive Solid Waste Services agreement on March 1, 2020; with an expiration of April 30, 2020. This agreement allowed for one extension by the City Manager for up to 30 days; this extension was executed and will now term on May 30, 2020.

DISCUSSION:

During the term of the Emergency Comprehensive Solid Waste Services agreement the City and UWS have been engaging in negotiations to finalize the terms of a Collection Agreement for a term of up to 8 years (inclusive of the term of this Emergency Services Agreement).

The City and UWS have had several meetings and the 90-day extension will allow for us to come to an agreement that achieves regulatory compliance with State requirements.

LEGAL REVIEW:

The City Attorney has reviewed this staff report.

FISCAL IMPACT:

The 90-day extension of the Emergency Agreement will not substantially affect the City's budget.

ATTACHMENTS:

Attachment No.1 – Emergency Comprehensive Solid Waste Services Agreement

Attachment No. 2 – Thirty Day Extension of Emergency Agreement

Attachment No. 3 – Ninety Day Extension of Emergency Agreement

ATTACHMENT NO. 1

**AGREEMENT FOR
EMERGENCY COMPREHENSIVE SOLID WASTE SERVICES**

THIS AGREEMENT is made and entered into as of March 1, 2020 ("Effective Date"), by and between the CITY OF MAYWOOD, a California municipal corporation, hereinafter referred to as "City", and UNIVERSAL WASTE SYSTEMS, INC. hereinafter referred to as "Collector" (each a "Party"; collectively the "Parties").

RECITALS

WHEREAS, in November 2019 City terminated the Solid Waste Collection Agreement with Waste & Recycling Services Inc. dated September 1, 2018, which was assigned to Commercial Waste Services, Inc. by that certain Assignment Agreement dated September 6, 2018 (collectively, the "2018 Agreement") and authorized Arakelian Enterprises, Inc. ("Athens") to provide solid waste handling services (as that term is defined in Section 40195 of the California Public Resources Code) in the City on an emergency basis; and

WHEREAS, on or about February 13, 2020, Athens notified City that it would cease providing solid waste handling services after February 29, 2020; and

WHEREAS, the Parties desire to enter into an Emergency Collection Agreement for the term specified herein, during which time Collector will provide the solid waste handling services specified herein, at the maximum rates provided in Exhibit 1 of this Emergency Services Agreement; and

WHEREAS, during the term of the Emergency Collection Agreement, the Parties will negotiate the terms of a Collection Agreement for a term of up to 8 years (inclusive of the term of this Emergency Services Agreement); and

NOW THEREFORE, in consideration of the promises and covenants contained herein, the above recitals, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. 2018 Agreement

Collector acknowledges having received and reviewed a copy of the 2018 Agreement. Whenever any term used in this Agreement has been defined in the 2018 Agreement, the definitions in the 2018 Agreement shall apply, unless the term is otherwise defined in this Agreement, in which case this Agreement shall control.

2. Services

Collector shall provide all solid waste handling services required by the 2018 Agreement, in the manner, at the times, and subject to the limitations set forth in the 2018 Agreement. Notwithstanding the preceding sentence, Collector shall have no obligation to provide street sweeping services.

3. Governing Requirements

Collector shall require and maintain all necessary permits and licenses, and shall comply with and be bound by all provisions of this Agreement, the Maywood Municipal Code (MMC), which is incorporated herein by reference, and all other applicable laws, rules and regulations, as they, from time to time, may be amended, specifically including, but not limited to the Act, CERCLA, RCRA, and the American with Disabilities Act (28 U.S.C. §§ 12001, et seq.).

4. Exclusivity

Subject to the terms and conditions of this Agreement, and applicable state laws, City hereby grants and issues to Collector the exclusive authority, right, license and privilege to collect, pick up, gather, remove, dispose and transport all Solid Waste and Recyclable Materials generated and or accumulated within the municipal boundaries of the City as presently existing or subsequently amended, for the term of this Agreement, unless otherwise terminated as provided herein.

5. Term

The term of this Agreement (the "Term") shall commence on the Effective Date, and expire April 30, 2020, unless extended or earlier terminated. The Term can be extended by the City Manager up to 30 days; any such extension must be memorialized in a writing.

6. Operational Decision-making

It is expressly understood that the solid waste handling services are conducted by Collector and not City, and while City grants the right to conduct the business within the terms of this Agreement, the Collector must determine what personnel to employ, terms and conditions of employment; what equipment to utilize and at what cost; and all methods, costs, obligations, and mechanisms to undertake the terms of the Agreement.

7. Administrative Obligations

Collector shall collect and remit to City the Utility Users Tax, pursuant to 3-5.507 of the Maywood Municipal Code, and remit the Collector Fee pursuant to Section 3.2 of the 2018 Agreement. Collector acknowledges that the Interim Collection Agreement, if approved by the Parties, will include the obligation to pay the Annual Program Payments pursuant to Section 3.3 of the 2018 Agreement.

8. Diversion and Reporting Obligations

Collector shall comply with all diversion and reporting obligations set forth in Article 5 and Section 11.4 of the 2018 Agreement, to the extent applicable during the term of this Agreement.

9. Vehicles, Equipment and Personnel

Collector shall comply with all requirements of Article 6 of the 2018 Agreement, to the extent applicable during the term of this Agreement.

10. Compensation; Maximum Rate Schedule

In the attached Exhibit 1, which is incorporated herein by this reference ("Maximum Rate Schedule"), City has approved the maximum rates that may be charged by Collector to its customers in the City. Collector shall not receive any other fees or compensation for the services to be performed pursuant to this Agreement in excess of those provided in the Maximum Rate Schedule and obtained from customers. Collector shall receive no compensation from City. There shall be no adjustments to the Maximum Rate Schedule during the term of this Agreement.

11. Billing

Collector shall comply with Sections 7.5 and 7.6 of the 2018 Agreement regarding billing and delinquent accounts. Collector is responsible for obtaining all information necessary to bill customers.

12. Accounting and Records

Collector shall comply with Article 8 of the 2018 Agreement regarding Accounting and Records.

13. Termination

Either Party may terminate this Agreement, with or without cause, upon 30 days written notice to the other Party.

14. Transfers of Interest

Collector shall comply with Article 10 of the 2018 Agreement.

15. Insurance

Collector shall comply with the insurance requirements set forth in Section 11.1 of the 2018 Agreement.

16. Indemnification

Collector shall indemnify, defend, and hold harmless City, its representatives, officers, agents and employees, in accordance with the indemnity set forth in Exhibit 2, attached hereto and incorporated herein by this reference.

17. General Provisions

The provisions of Article 12 of the 2018 Agreement are incorporated herein by this reference, except that notices shall be provided to the following addresses:

If to Collector:

Universal Waste Systems, Inc.
9010-9016 Norwalk Boulevard
Santa Fe Springs, CA 90670

If to City:

City of Maywood
City Manager
4319 E. Slauson Ave.
Maywood, CA 90270

With copy to:

Roxanne M. Diaz, City Attorney
Richards Watson Gershon
355 S. Grand Avenue
Los Angeles, CA 90071

18. Long Term Agreement

During the term of this Agreement, the Parties will negotiate the terms of a Collection Agreement for a term of up to 8 years (inclusive of the term of this Emergency Services Agreement). The Parties are under no obligation to enter into a Collection Agreement if the Parties cannot, in good faith, reach agreement on the terms and conditions thereof.

19. Entire Agreement

This Agreement represents the full and entire Agreement between the parties with respect to the matters contained herein. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party.

IN WITNESS WHEREOF, the Parties hereto do hereby set their hands and seals as of the day and the year first written above.

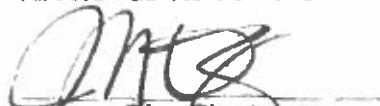
CITY OF MAYWOOD


Eddie De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

UNIVERSAL WASTE SYSTEMS, INC.


Name: _____
Title: PRESIDENT

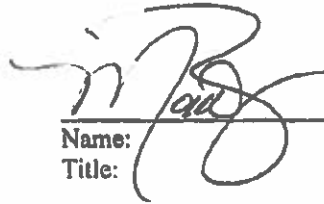

Name: _____
Title: Vice President

EXHIBIT 1
MAXIMUM RATE SCHEDULE

Universal Waste Systems, Inc.
Exhibit II - 5 year Agreement with 3 - 1 year options
Proposed Rate Structure - Residential
February 21, 2020

Service Level	(April 1, 2020 - December 31, 2020)	Monthly Rate
Single-family Residential Weekly Service (3 cart)		\$16.43
Senior Discounted Residential Weekly Service (3 cart)		\$12.43
Extra Refuse Cart		\$8.22
Extra Recycling Cart (after 1 free)		\$5.75
Extra Green Waste Cart (after 1 free)		\$8.22
Temporary 3 Cubic Yard Bin		\$150.00

Service Level	(January 1, 2021 - December 31, 2021)	Monthly Rate
Single-family Residential Weekly Service (3 cart)		\$20.89
Senior Discounted Residential Weekly Service (3 cart)		\$16.43
Extra Refuse Cart		\$10.45
Extra Recycling Cart (after 1 free)		\$7.31
Extra Green Waste Cart (after 1 free)		\$10.45
Temporary 3 Cubic Yard Bin		\$157.50

Service Level	(January 1, 2022 - December 31, 2022)	Monthly Rate
Single-family Residential Weekly Service (3 cart)		\$22.89
Senior Discounted Residential Weekly Service (3 cart)		\$18.43
Extra Refuse Cart		\$11.45
Extra Recycling Cart (after 1 free)		\$8.01
Extra Green Waste Cart (after 1 free)		\$11.45
Temporary 3 Cubic Yard Bin		\$165.38

All rates include the 10% Collectors Fee and 7% UUT

Universal Waste Systems, Inc.
Exhibit II - 5 year Agreement with 3 - 1 year options
Proposed Rate Structure - Commercial Accounts
February 21, 2020

Commerical Refuse Bin Service (Effective March 1, 2020)

Size of Bin	1X	2X	3X	4X	5X	6X
1 yard	\$127.50	\$238.00	\$323.00	\$408.00	\$493.00	\$584.50
2 yard	\$144.50	\$263.50	\$357.00	\$450.50	\$535.50	\$569.50
3 yard	\$170.00	\$297.50	\$399.50	\$501.50	\$586.50	\$671.50
4 yard	\$212.50	\$348.50	\$484.50	\$595.00	\$705.50	\$807.50
6 yard	\$340.00	\$484.50	\$612.00	\$722.50	\$824.50	\$935.00

Commerical Recycling Bin Service (March 1, 2020)

Size of Bin	1X	2X	3X	4X	5X	6X
95 Gallon Cart	\$30.95	\$61.90	\$92.85	\$123.80	\$154.75	\$185.70
1 yard	\$108.38	\$202.30	\$274.55	\$346.80	\$419.05	\$496.83
2 yard	\$122.83	\$223.98	\$303.45	\$382.93	\$455.18	\$484.08
3 yard	\$144.50	\$252.88	\$339.58	\$426.28	\$498.53	\$570.78
4 yard	\$180.63	\$296.23	\$411.83	\$505.75	\$599.68	\$686.38
6 yard	\$289.00	\$411.83	\$520.20	\$614.13	\$700.83	\$794.75

Commerical Organics Bin Service (Effective March 1, 2020)

Size of Bin	1X	2X	3X	4X	5X	6X
65 Gallon Cart	\$79.00	\$158.00	\$237.00	\$316.00	\$395.00	\$474.00
1 yard	\$184.88	\$345.10	\$468.35	\$591.60	\$714.85	\$847.53
2 yard	\$209.53	\$382.08	\$517.65	\$653.23	\$776.48	\$825.78

All rates include the 10% Collectors Fee and 7% UUT

Universal Waste Systems, Inc.

Exhibit II - 5 year Agreement with 3 - 1 year options

Proposed Rate Structure - Industrial/Temporary Service Accounts

February 21, 2020

Industrial/Temporary Bin Service (Effective March 1, 2020)

Size of Bin	Inerts	MSW (1)	GW (2)	Recycle (3)	C&D (4)
10 yard	\$375.00	\$559.00	\$519.00	NA	NA
30 yard	\$375.00	\$559.00	\$519.00	\$375.00	\$571.00
40 yard	NA	\$559.00	\$519.00	\$375.00	\$571.00

(1) Includes tonnage up to 4 tons and \$72.50 per ton thereafter

(2) Includes tonnage up to 4 tons and \$62.50 per ton thereafter

(3) For source separated recyclable material only

(4) Includes tonnage up to 4 tons and \$75.50 per ton thereafter

All rates include the 10% Collectors Fee and 7% UUT

EXHIBIT 2

INDEMNIFICATION AND HOLD HARMLESS

Without regard to the limits of any insurance coverage, Collector agrees to indemnify, defend with counsel appointed by the City, protect and hold harmless the City, its representatives, officers, agents and employees against any and all fines, response costs, assessments, actions, suits, injunctive relief, claims, damages to persons or property, losses, costs penalties, obligations, errors, omissions or liabilities, ("claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with (i) violations of the commerce clause of the U.S. Constitution, AB 939, the Comprehensive Environmental Response, Compensation and Liability Act, Title 42 U.S.C. §9601 et seq. ("CERCLA"), HSAA, RCRA, any other Hazardous Waste laws, or other federal, state or local environmental statutes, ordinances and regulations which arise from this Agreement; (ii) the negligent performance of the work or services of Collector, its agents, employees, subcontractors, or invitees, provided for in this Agreement; (iii) the negligent acts or omissions of Collector hereunder, or arising from Collector's negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, whether or not there is concurrent passive or active negligence on the part of the City, its representatives, officers, agents or employees but excluding such claims or liabilities arising from the sole negligence or willful misconduct of the City, its representatives, officers, agents or employees, who are directly responsible to the City, and in connection therewith:

- i. Collector shall defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;
- ii. Collector shall promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work or services of Collector hereunder; and Collector agrees to save and hold the City, its officers, agents and employees harmless therefrom;
- iii. In the event the City, its officers, agents, or employees is made a party to any action or proceeding filed or prosecuted against Collector for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work or services of Collector hereunder, Collector agrees to pay to the City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers, agents, or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees;
- iv. Collector's obligations hereunder shall survive the termination or expiration of this Agreement.

ATTACHMENT NO. 2



City of Maywood

4319 East Slauson Avenue • Maywood, California 90270
Tel: (323) 562-5700 • Fax (323) 773-2806

April 20, 2020

VIA CERTIFIED MAIL AND
ELECTRONIC MAIL

Universal Waste Systems, Inc.
9010-9016 Norwalk Boulevard
Santa Fe Springs, CA 90670

RE: Thirty Day Extension of Emergency Agreement

Agreement for Emergency Comprehensive Solid Waste Services (effective March 1, 2020) Between the City of Maywood and Universal Waste Systems, Inc. ("Emergency Agreement")

Gentlemen:

As you know, the Emergency Agreement between the City and Universal Waste Systems, Inc. is set to expire on April 30, 2020. On April 20, 2020, the City forwarded a draft long-term Collection Agreement for your review.

In order to facilitate ongoing negotiations for a long-term Collection Agreement that is satisfactory to both parties, the City is exercising its option to extend the term of the Emergency Agreement for thirty days, pursuant to Section 5 of that agreement. **This letter confirms that the new expiration date of the Emergency Agreement will be May 30, 2020.**

If you have any questions, please contact the undersigned.

Sincerely,


Jennifer Vasquez
City of Maywood
City Manager

cc: Roxanne Diaz, City Attorney

ATTACHMENT NO. 3



City of Maywood

4319 East Slauson Avenue • Maywood, California 90270
Tel: (323) 562-5700 • Fax (323) 773-2806

May 27, 2020

VIA CERTIFIED MAIL AND
ELECTRONIC MAIL

Universal Waste Systems, Inc.
9010-9016 Norwalk Boulevard
Santa Fe Springs, CA 90670

RE: Ninety Day Extension of Emergency Agreement

Agreement for Emergency Comprehensive Solid Waste Services (effective March 1, 2020) Between the City Of Maywood and Universal Waste Systems, Inc. ("Emergency Agreement")

Gentlemen:

As you know, the Emergency Agreement between the City and Universal Waste Systems, Inc. is set to expire on May 30, 2020. The parties have been negotiating the terms of a long-term Collection Agreement, and anticipate having a draft ready for presentation to the Council in July.

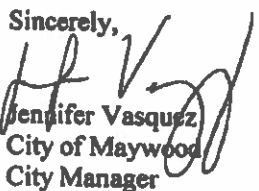
In order to facilitate ongoing negotiations for a long-term Collection Agreement that is satisfactory to both parties, the parties have agreed to a ninety day extension of the term of the Emergency Agreement for ninety days. If you concur, the new expiration date of the Emergency Agreement will be August 30, 2020.

The parties agree that, upon the effectiveness of the long-term Collection Agreement, that agreement will supersede the Emergency Agreement.

If the foregoing accurately describes our agreement, please so indicate by signing where indicated below, and returning the executed agreement to the undersigned.

Please contact me if you have any questions.

Sincerely,


Jennifer Vasquez
City of Maywood
City Manager

cc: Roxanne Diaz, City Attorney

AGREED:
UNIVERSAL WASTE SYSTEMS, INC.

Name:

Title:



AGENDA 7
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JW*

BY: JENNIFER E. VASQUEZ, CITY MANAGER *JW*

SUBJECT: CONSIDERATION OF ESTABLISHING GUIDELINES FOR THE CITY OF MAYWOOD EMERGENCY RENTAL ASSISTANCE PROGRAM

BACKGROUND

On August 12, 2020 the City Council approved funds from the City's CARES Act allocation, unprogrammed CDBG funds and Permanent Local Housing Allocation Program (PLHA); in a total amount of \$650,000.

Funding was approved due to the disruption brought on by COVID-19; it has negatively impacted the economy and way of life for all. The pandemic has caused many businesses to close, forced layoffs and furloughs, which results in rent insecurity, and can later lead to evictions and homelessness.

ANALYSIS

Staff is requesting guidance regarding the following items for the City's Emergency Rental Assistance Program:

- How much financial assistance is available?
 - There has been one proposal for up to \$1,000 for rent; however, the City Council, if they wish, may increase this amount or commit to funding for multiple months. For example, some cities have offered \$1,000 per month for up to two (2) consecutive months, based on actual need
- Is the funding for just rent or does the City Council wish to include utilities?
 - Some cities allow the grant program funding to go toward rent and utility payments, based upon actual need

- How can I apply?
 - Staff recommends that the application may be downloaded and printed or picked up at City Hall.
- How will applications be processed?
 - Funds will be limited. Applications can be processed by virtual lottery; this would then determine the order that applications will be reviewed. Alternatively, applications can be reviewed on a first come, first service basis.
- How do I submit my application packet?
 - Staff recommends that applications are dropped off at City Hall during regular business hours or mailed to City Hall.

Guidelines that are established by the grant funding utilized for this program will include the following:

- Who receives the grant funds?
 - In accordance with HUD rules, the City will pay the landlord directly or if utility payments are included payment will go directly to utility companies.
- What information is needed?
 - Income documentation
 - Proof of renting a residential property in Maywood
 - Proof of lost income because of COVID-19
 - Applications must be filled out completely and include all required supporting documents
 - No exceptions for those submitting applications after the established deadline
 - Verification of Income for each adult in the family 18 years or older

Funding Distribution:

The distribution of these funds and verification process is complex and a time-consuming task; this cannot be handled by in-house staff. For this reason, staff has reached out to two entities for proposals. Setting the specific guidelines for this program will make it easier for the City to receive cost proposals, negotiate a cost and establish a timeline for distribution and processing.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

Establishing Guidelines has no fiscal impact on the City's budget.



AGENDA 8
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JW*

BY: EDITH CARRILLO, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION TO ADOPT A RESOLUTION OF THE CITY OF MAYWOOD SUPPORTING BALANCED ENERGY SOLUTIONS AND MAINTAINING LOCAL CONTROL OF ENERGY SOLUTIONS

RECOMMENDATION

Staff recommends that the City Council consider adopting a resolution to support balanced energy solutions and maintaining local control of energy solutions.

BACKGROUND

On May 8, 2019, the City Council considered the adoption of a Resolution supporting balanced energy solutions and maintaining local control of energy solutions. During this meeting representatives from the Gas Company and Edison addressed the City Council. It was requested that staff review the subject matter further.

DISCUSSION

As requested, at the May 8, 2019 meeting, staff has engaged with both Edison and the Gas Co. regarding this resolution.

It is understood that there is a need to mitigate the impacts of climate change and the City is committed to doing its part to help the state achieve its climate goals. Furthermore, there is a need for clean, affordable and reliable energy to the material health, safety and well-being of Maywood residents and to attract and retain local businesses, create jobs and spur economic development. In order to meet these goals, the City, its residents and businesses need to maintain local

control and the right to choose the policies and investments that most affordably and efficiently enable them to comply with state requirements.

Building and vehicle technology mandates that eliminate local control and customer choice, suppress innovation, reduce reliability and unnecessarily increase costs for the City's residents and businesses. In addition, relying on a single energy delivery system unnecessarily increases vulnerabilities to nature and man-made disasters, and a diversity of energy delivery systems and resources contribute to greater reliability and community resilience.

The attached resolution affirms that the City supports balanced energy solutions that provide it with the decision-making authority and resources needed to achieve the state's climate goals.

LEGAL REVIEW

The City Attorney has reviewed this staff report.

FISCAL IMPACT

There is no fiscal impact associated with this action.

ATTACHMENT

Attachment No. 1 - Resolution No. 6137

ATTACHMENT NO. 1

RESOLUTION NO. 6137

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, SUPPORTING BALANCED ENERGY SOLUTIONS AND THE MAINTAINING OF LOCAL CONTROL OF ENERGY SOLUTIONS

WHEREAS, California's energy policies are critical to reducing greenhouse gas emissions and reducing the impact of climate change on our citizens; and

WHEREAS, the state legislature and state agencies are increasingly proposing new legislation and regulations eliminating choice of energy by mandating technologies to power buildings and public and private fleets, including transit and long-haul trucking, as a strategy to achieve the state's climate goals; and

WHEREAS, clean, affordable and reliable energy is crucial to the material health, safety and well-being of Maywood's residents, particularly the most vulnerable, who live on fixed incomes, including the elderly and working families who are struggling financially; and

WHEREAS, the need for clean, affordable and reliable energy to attract and retain local businesses, create jobs and spur economic development is vital to our city's success in a highly competitive and increasingly regional and global marketplace; and

WHEREAS, the City of Maywood, its residents and businesses value local control and the right to choose the policies and investments that most affordably and efficiently enable them to comply with state requirements; and

WHEREAS, building and vehicle technology mandates that eliminate local control and customer choice, suppress innovation, reduce reliability and unnecessarily increase costs for the City of Maywood's residents and businesses; and

WHEREAS, the City of Maywood understands that relying on a single energy delivery system unnecessarily increases vulnerabilities to natural and man-made disasters, and that a diversity of energy delivery systems and resources contribute to greater reliability and community resilience; and

WHEREAS, the City of Maywood understands the need to mitigate the impacts of climate change and is committed to doing its part to help the state achieve its climate goals, but requires the flexibility to do so in a manner that best serves the needs of its residents and businesses. NOW, THEREFORE,

NOW, THEREFORE, the City Council of the City of Maywood does hereby resolve, determine and order as follows:

Section 1. The City supports balanced energy solutions that provide it with the decision-making authority and resources needed to achieve the state's climate goals and supports proposed state legislation and regulation that retains local control by allowing all technologies and energy resources that can power buildings and fuel vehicles, and also meet or exceed emissions reductions regulations.

Section 2. This Resolution shall be effective immediately upon its passage and approval.

Section 3. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

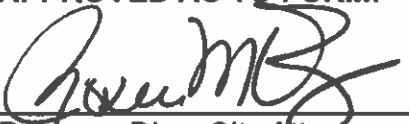
PASSED, APPROVED AND ADOPTED this 26th day of August, 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

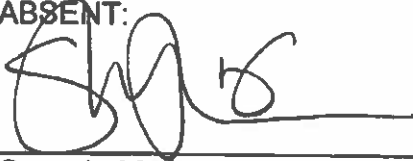
I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6137 was adopted at a regular meeting of the City Council of the City of Maywood held on the 26th day of August, 2020 by the following vote:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NOES:

ABSTAIN:

ABSENT:

A handwritten signature in black ink, appearing to be 'G. Mayagoitia', written over a horizontal line.

Gerardo Mayagoitia, City Clerk
Shirley Guinones, Deputy City Clerk



Public Hearing

AGENDA 1
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: AUGUST 26, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JW*

BY: ROXANNE DIAZ, CITY ATTORNEY

SUBJECT: PUBLIC HEARING AND FIRST READING OF AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER TO THE MAYWOOD MUNICIPAL CODE TO CREATE A SIDEWALK VENDING PROGRAM

RECOMMENDATION:

Staff recommends that the City Council continue the public hearing to regular September 9, 2020 City Council meeting to be held at 3:00 p.m.

BACKGROUND:

On August 12, 2020, the City Council opened the public hearing on the proposed ordinance.

DISCUSSION:

City staff is requesting a continuance in order to provide the additional information requested from the City Council at its August 12, 2020 meeting.

LEGAL REVIEW:

City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact in continuing this item.