

AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR

THIS AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR is made and effective as of the 16th day of May, 2023, by and between the CITY OF BEAUMONT (“CITY”) whose address is 550 E. 6th Street, Beaumont, California 92223 and TRANSTECH ENGINEERS, INC., whose address is 13367 Benson Avenue, Chino, CA 91710 (“CONTRACTOR”).

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

A. CITY desires to engage CONTRACTOR to provide professional services for Capital Project Management and Related Services; and

B. CONTRACTOR has made a proposal (“Proposal”) to the CITY to provide such professional services, which Proposal is attached hereto as Exhibit “A” and incorporated herein by this reference; and

C. CONTRACTOR agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement, and represents and warrants to CITY that CONTRACTOR possesses the necessary skills, licenses, certifications, qualifications, personnel and equipment to provide such services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, CITY and CONTRACTOR agree as follows:

1. Term of Agreement. This Agreement is effective as of the date first above written and shall continue until terminated as provided for herein. Notwithstanding anything in this Agreement to the contrary, this Agreement shall automatically terminate after three (3) year(s) unless extended by the parties with the approval of the City Council of the CITY.

2. Services to be Performed. CONTRACTOR agrees to provide the services (“Services”) as follows: Capital Project Management and Related Services per Exhibit “A”. Services are to be performed on a non-exclusive, indefinite quantity basis, as requested by City. City shall have no obligation to secure any specified amount of Services from CONTRACTOR. All Services shall be performed in the manner and according to the timeframe set forth in the Proposal. CONTRACTOR designates Okan Demirci as CONTRACTOR’S professional(s) responsible for overseeing the Services provided by CONTRACTOR.

3. Associates and Subcontractors. CONTRACTOR may, at CONTRACTOR’S sole cost and expense, employ such competent and qualified independent associates, subcontractors and consultants as CONTRACTOR deems necessary to perform the Services; provided, however, that CONTRACTOR shall not subcontract any of the Services without the written consent of CITY.

4. Compensation.

4.01 CITY shall pay CONTRACTOR for services performed in accordance with compensation rates set forth in Exhibit A, Proposal. CONTRACTOR shall not increase any rate without the prior written consent of the CITY.

4.02 CONTRACTOR shall not be compensated for any Services rendered nor reimbursed for any expenses incurred in excess of those authorized unless approved in advance by the CITY, in writing.

4.03 CONTRACTOR shall submit to CITY, on or before the fifteenth (15th) of each month, itemized invoices for the Services rendered in the previous month. The CITY shall not be obligated to pay any invoice that is submitted more than sixty (60) days after the due date of such invoice. CITY shall have the right to review and audit all invoices prior to or after payment to CONTRACTOR. This review and audit may include, but not be limited to CITY's:

- a. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule;
- b. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct;
- c. Determination that each item charged is the usual, customary, and reasonable charge for the particular item. If CITY determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, CITY shall either return the bill to CONTRACTOR with a request for explanation or adjust the payment accordingly, and give notice to CONTRACTOR of the adjustment.

4.04 If the work is satisfactorily completed, CITY shall pay such invoice within thirty (30) days of its receipt. Should CITY dispute any portion of any invoice, CITY shall pay the undisputed portion within the time stated above, and at the same time advise CONTRACTOR in writing of the disputed portion.

5. Obligations of CONTRACTOR.

5.01 CONTRACTOR agrees to perform all Services in accordance with the terms and conditions of this Agreement and the Proposal. In the event that the terms of the Proposal shall conflict with the terms of this Agreement, or contain additional terms that purport to bind the CITY other than the Services to be rendered and the price for the Services, the terms of this Agreement shall govern and said additional or conflicting terms shall be of no force or effect.

5.02 Except as otherwise agreed by the parties, CONTRACTOR will supply all personnel, materials and equipment required to perform the Services. CONTRACTOR shall provide its own offices, telephones, vehicles and computers and set its own work

hours. CONTRACTOR will determine the method, details, and means of performing the Services under this Agreement.

5.03 CONTRACTOR shall keep CITY informed as to the progress of the Services by means of regular and frequent consultations. Additionally, when requested by CITY, CONTRACTOR shall prepare written status reports.

5.04 CONTRACTOR is responsible for paying, when due, all income and other taxes, fees and withholding, including withholding state and federal taxes, social security, unemployment and worker's compensation, incurred as a result of the compensation paid under this Agreement. CONTRACTOR agrees to indemnify, defend and hold harmless CITY for any claims, costs, losses, fees, penalties, interest, or damages suffered by CITY resulting from CONTRACTOR's failure to comply with this provision.

5.05 In the event CONTRACTOR is required to prepare plans, drawings, specifications and/or estimates, the same shall be furnished in conformance with local, state and federal laws, rules and regulations.

5.06 CONTRACTOR represents that it possesses all required licenses necessary or applicable to the performance of Services under this Agreement and the Proposal and shall obtain and keep in full force and effect all permits and approvals required to perform the Services herein. In the event CITY is required to obtain an approval or permit from another governmental entity, CONTRACTOR shall provide all necessary supporting documents to be filed with such entity.

5.07 CONTRACTOR shall be solely responsible for obtaining Employment Eligibility Verification information from CONTRACTOR's employees, in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a), and shall ensure that CONTRACTOR's employees are eligible to work in the United States.

5.08 In the event that CONTRACTOR employs, contracts with, or otherwise utilizes any CalPERS retirees in completing any of the Services performed hereunder, such instances shall be disclosed in advance to the CITY and shall be subject to the CITY's advance written approval.

5.09 Drug-free Workplace Certification. By signing this Agreement, the CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that the CONTRACTOR will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.) and will provide a drug-free workplace.

5.10 CONTRACTOR shall comply with all applicable local, state and federal laws, rules, regulations, entitlements and/or permits applicable to, or governing the Services authorized hereunder.

6. Insurance. CONTRACTOR hereby agrees to be solely responsible for the health and safety of its employees and agents in performing the Services under this Agreement and shall

comply with all laws applicable to worker safety including but not limited to Cal-OSHA. Therefore, throughout the duration of this Agreement, CONTRACTOR hereby covenants and agrees to maintain insurance in conformance with the requirements set forth below. Attached hereto as **Exhibit "B"** are copies of Certificates of Insurance and endorsements as required by Section 7.02. If existing coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement or endorse the existing coverage to do so. CONTRACTOR shall provide the following types and amounts of insurance:

6.01 Commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; CONTRACTOR agrees to have its insurer endorse the general liability coverage required herein to include as additional insured's CITY, its officials, employees and agents. CONTRACTOR also agrees to require all contractors and subcontractors to provide the same coverage required under this Section 6.

6.02 Business Auto Coverage in an amount no less than \$1 million per accident. If CONTRACTOR or CONTRACTOR's employees will use personal autos in performance of the Services hereunder, CONTRACTOR shall provide evidence of personal auto liability coverage for each such person.

6.03 Workers' Compensation coverage for any of CONTRACTOR's employees that will be providing any Services hereunder. CONTRACTOR will have a state-approved policy form providing statutory benefits as required by California law. The provisions of any workers' compensation will not limit the obligations of CONTRACTOR under this Agreement. CONTRACTOR expressly agrees not to use any statutory immunity defenses under such laws with respect to CITY, its employees, officials and agents.

6.04 Optional Insurance Coverage. Choose and check one: Required /Not Required ; Errors and omissions insurance in a minimum amount of \$2 million per occurrence to cover any negligent acts or omissions committed by CONTRACTOR, its employees and/or agents in the performance of any Services for CITY.

7. General Conditions pertaining to Insurance Coverage

7.01 No liability insurance coverage provided shall prohibit CONTRACTOR from waiving the right of subrogation prior to a loss. CONTRACTOR waives all rights of subrogation against CITY regardless of the applicability of insurance proceeds and shall require all contractors and subcontractors to do likewise.

7.02. Prior to beginning the Services under this Agreement, CONTRACTOR shall furnish CITY with certificates of insurance, endorsements, and upon request, complete copies of all policies, including complete copies of all endorsements. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

7.03. All required policies shall be issued by a highly rated insurer with a minimum A.M. Best rating of "A:VII"). The insurer(s) shall be admitted and licensed to do business in California. The certificates of insurance hereunder shall state that coverage shall not be

suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice has been given to CITY.

7.04 Self-insurance does not comply with these insurance specifications. CONTRACTOR acknowledges and agrees that that all insurance coverage required to be provided by CONTRACTOR or any subcontractor, shall apply first and on a primary, non-contributing basis in relation to any other insurance, indemnity or self-insurance available to CITY.

7.05 All coverage types and limits required are subject to approval, modification and additional requirements by CITY, as the need arises. CONTRACTOR shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect CITY's protection without CITY's prior written consent.

7.06 CONTRACTOR agrees to provide immediate notice to CITY of any claim or loss against CONTRACTOR or arising out of the Services performed under this Agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.

8. Indemnification.

8.01 CONTRACTOR and CITY agree that CITY, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other costs arising out of or in any way related to the performance of this Agreement by CONTRACTOR or any subcontractor or agent of either as set forth herein. Accordingly, the provisions of this indemnity are intended by the parties to be interpreted and construed to provide the fullest protection possible under the law to CITY. CONTRACTOR acknowledges that CITY would not enter into this Agreement in the absence of the commitment of CONTRACTOR to indemnify and protect CITY as set forth herein.

a. To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless CITY, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, damages or costs of any kind, whether actual, alleged or threatened, actual attorneys' fees incurred by CITY, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of, or in any way attributable actually, allegedly or impliedly, in whole or in part to the performance of this Agreement. CONTRACTOR's obligation to defend, indemnify and hold harmless shall include any and all claims, suits and proceedings in which CONTRACTOR (and/or CONTRACTOR's agents and/or employees) is alleged to be an employee of CITY. All obligations under this provision are to be paid by CONTRACTOR as they are incurred by CITY.

b. Without affecting the rights of CITY under any provision of this Agreement or this Section, CONTRACTOR shall not be required to indemnify and hold harmless CITY as set forth above for liability attributable solely to the fault of CITY, provided such fault is determined by agreement between the parties or the findings of a court of competent jurisdiction.

8A. Indemnification Design Professionals.

8A.01 In the event that CONTRACTOR is a design professional under California Civil Code Section 2782.8 this Section 8A shall apply instead of Section 8. To the fullest extent permitted by California law and in accordance with California Civil Code section 2782.8, CONTRACTOR shall indemnify, and hold harmless the City, its officers, employees, trustees and members (“Indemnified Parties”) from any and all actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, attorney’s and consultants’ fees and causes of action including, but not limited to those for, injury to property or persons, including personal injury and/or death (“Claim(s)”), to the extent that the Claim(s) arises out of, pertains to, or relates to the negligence, recklessness, or willful misconduct of CONTRACTOR, its directors, officials, officers, employees and consultants arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement. This indemnity excludes liability caused by the negligence or willful misconduct of any of the Indemnified Parties. The cost to indemnify, hold harmless, and defend charged to CONTRACTOR shall not exceed CONTRACTOR’S proportionate percentage of fault.

9. Additional Services, Changes and Deletions.

9.01 In the event CONTRACTOR performs additional or different services than those described herein without the prior written approval of the City Manager and/or City Council of CITY, CONTRACTOR shall not be compensated for such services. CONTRACTOR expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the CITY in writing.

9.02 CONTRACTOR shall promptly advise the City Manager and Finance Director of CITY as soon as reasonably practicable upon gaining knowledge of a condition, event or accumulation of events which may affect the scope and/or cost of Services. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the CITY and/or City Council.

10. Termination of Agreement.

10.01 Notwithstanding any other provision of this Agreement, CITY, at its sole option, may terminate this Agreement with or without cause, or for no cause, at any time by giving twenty (20) days’ written notice to CONTRACTOR.

10.02 In the event of termination, the payment of monies due CONTRACTOR for undisputed Services performed prior to the effective date of such termination shall be paid within thirty (30) business days after receipt of an invoice as provided in this Agreement.

Immediately upon termination, CONTRACTOR agrees to promptly provide and deliver to CITY all original documents, reports, studies, plans, specifications and the like which are in the possession or control of CONTRACTOR and pertain to CITY.

11. Status of CONTRACTOR.

11.01 CONTRACTOR shall perform the Services in CONTRACTOR's own way as an independent contractor, and in pursuit of CONTRACTOR's independent calling, and not as an employee of CITY. However, CONTRACTOR shall regularly confer with CITY's City Manager as provided for in this Agreement.

11.02 CONTRACTOR agrees that it is not entitled to the rights and benefits afforded to CITY's employees, including disability or unemployment insurance, workers' compensation, retirement, CalPERS, medical insurance, sick leave, or any other employment benefit. CONTRACTOR is responsible for providing, at its own expense, disability, unemployment, workers' compensation and other insurance, training, permits, and licenses for itself and its employees and subcontractors.

11.03 CONTRACTOR hereby specifically represents and warrants to CITY that it possesses the qualifications and skills necessary to perform the Services under this Agreement in a competent, professional manner, without the advice or direction of CITY and that the Services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the same geographic area where the CITY is located. Further, CONTRACTOR represents and warrants that the individual signing this Agreement on behalf of CONTRACTOR has the full authority to bind CONTRACTOR to this Agreement.

12. Ownership of Documents; Audit.

12.01 All draft and final reports, plans, drawings, studies, maps, photographs, specifications, data, notes, manuals, warranties and all other documents of any kind or nature prepared, developed or obtained by CONTRACTOR in connection with the performance of Services performed for the CITY shall become the sole property of CITY, and CONTRACTOR shall promptly deliver all such materials to CITY upon request. At the CITY's sole discretion, CONTRACTOR may be permitted to retain original documents, and furnish reproductions to CITY upon request, at no cost to CITY.

12.02 Subject to applicable federal and state laws, rules and regulations, CITY shall hold all intellectual property rights to any materials developed pursuant to this Agreement. CONTRACTOR shall not such use data or documents for purposes other than the performance of this Agreement, nor shall CONTRACTOR release, reproduce, distribute, publish, adapt for future use or any other purposes, or otherwise use, any data or other materials first produced in the performance of this Agreement, nor authorize others to do so, without the prior written consent of CITY.

12.03 CONTRACTOR shall retain and maintain, for a period not less than four years following termination of this Agreement, all-time records, accounting records and vouchers and all other records with respect to all matters concerning Services performed,

compensation paid and expenses reimbursed. At any time during normal business hours and as often as CITY may deem necessary, CONTRACTOR shall make available to CITY's agents for examination all of such records and shall permit CITY's agents to audit, examine and reproduce such records.

13. Miscellaneous Provisions.

13.01 This Agreement, which includes all attached exhibits, supersedes any and all previous agreements, either oral or written, between the parties hereto with respect to the rendering of Services by CONTRACTOR for CITY and contains all of the covenants and agreements between the parties with respect to the rendering of such Services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

13.02 CONTRACTOR shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of CITY. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

13.03 CONTRACTOR shall timely file FPPC Form 700 Conflict of Interest Statements with CITY if required by California law and/or the CITY's conflict of interest policy.

13.04 If any legal action or proceeding, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs, in addition to any other relief to which that party may be entitled.

13.05 This Agreement is made, entered into and shall be performed in the County of Riverside in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California. The parties agree that venue in any litigation between them shall be in Riverside County, California.

13.06 CONTRACTOR covenants that neither it nor any officer or principal of its firm has any interest, nor shall they acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of their Services hereunder. CONTRACTOR further covenants that in the performance of this Agreement, no person having such interest shall be employed by it as an officer, employee, agent, or subcontractor.

13.07 CONTRACTOR has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflicts of interest of public officers and employees. CONTRACTOR agrees that they are unaware of any financial or economic interest of any public officer or employee of the CITY relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the CITY may immediately terminate this Agreement by giving notice thereof. CONTRACTOR shall comply with the requirements of Government Code section 87100 et seq. and section 1090 in the performance of and

during the term of this Agreement.

13.08 Improper Consideration. CONTRACTOR shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, services, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the CITY in an attempt to secure favorable treatment regarding this Agreement or any contract awarded by CITY. The CITY, by notice, may immediately terminate this Agreement if it determines that any improper consideration as described in the preceding sentence was offered to any officer, employee or agent of the CITY with respect to the proposal and award process of this Agreement or any CITY contract. This prohibition shall apply to any amendment, extension or evaluation process once this Agreement or any CITY contract has been awarded. CONTRACTOR shall immediately report any attempt by any CITY officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from CONTRACTOR.

13.09 Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the entire balance of this Agreement not so affected shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereby have made and executed this Agreement to be effective as of the day and year first above written.

CITY:

CITY OF BEAUMONT

By: _____
Julio Martinez, III
Mayor

CONTRACTOR:

TRANTECH ENGINEERS, INC.

By: _____
Print Name: _____
Title: _____

EXHIBIT "A"

PROPOSAL

Submitted To

City of BEAUMONT

550 E. 6th Street

Beaumont, CA 92223

Attn: Grace Wichert

Procurement and Contracts Specialist



Proposal

**CAPITAL
PROJECT
MANAGEMENT
&
RELATED
SERVICES**



TRANSTECH

Est. 1989

www.transtech.org

855.595.2495 (toll-free)

Submitted By
TRANSTECH Engineers, Inc.

Contact Person for this Proposal:

Okan Demirci, PE, QSD, QSP

Principal Project Manager

E: okan.demirci@transtech.org

C: 714-319-6137

City of Beaumont

San Timoteo Canyon

Our proposal is submitted in the format and with section headings specified in RFP Section titled “Proposal Requirements” and “Submittal”.

Proposal is limited to 40 pages using a minimum 12-point font size.

Below Sections are formatted as specified in the RFP.

Section	Page
i. Cover Letter <i>(maximum 2 pages)</i>	1
ii. Understanding of the City’s Needs	3
iii. Qualifications	14
iv. Firm Profile	30
v. Scope of Services	33
vi. Cost Proposal <i>(per RFP, submitted separately)</i>	38
vii. Other Information	38
viii. Licensing	39
Appendix – Insurance	40

i. Cover Letter *(maximum 2 pages)*

April 20, 2023

City of BEAUMONT: 550 E. 6th Street, Beaumont, CA 92223
Attn: Grace Wichert, Procurement and Contracts Specialist



Proposal, CAPITAL PROJECT MANAGEMENT & RELATED SERVICES

Transtech is pleased to submit this Proposal for the subject project services.

Established in 1989, Transtech (a California Corporation) is a **multi-disciplinary municipal engineering consulting firm**. Transtech has been **in business for 33 years** and **provides similar services to approximately 70 public agencies**.

Transtech has a **large pool of well experienced staff and resources readily available** to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner. **Our staff and resources include approximately 200 staff**, including project managers, civil engineers, designers, traffic and transportation analysts, technicians plan and map checkers, surveyors, inspectors, construction managers, building officials, building plans examiners, building inspectors, planners and support personnel.

Our service capabilities include:

- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering,
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection
- Federally Funded Project Management and 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, ROW Eng

We are serving as CIP Managers for several agencies, to name a few:

- *City of Ontario (Transtech is City's CIP Manager, and is managing Capital Program with projects valued at approx. \$200M).*
- *City of San Bernardino (Transtech is City's CIP Manager, and is managing Capital Program with projects valued at approx. \$150M).*
- *City of Chino (Transtech is City's CIP Manager, and is managing Capital Program with projects valued at approx. \$100M).*
- *City of Alhambra, City of Rosemead, City of Monterey Park (Transtech is serving as Program and Project Manager for these Cities' LA METRO Measure R Funded 710 Fwy Mobility Improvement Projects. Total approved budget for various projects is approx. \$250M).*
- *City of Moreno Valley (Transtech is managing SR-60 Interchange / Redlands Boulevard Interchange Improvements Project Approval and Environmental Document (PA/ED) and Engineering Design Services).*

We have experience in a variety of projects, such as:

- Street Rehabilitation and Reconstruction
- Traffic Signals
- Street Lighting
- Water, Drainage, Sewer Improvements
- Utilities
- ADA Improvements
- Parking Structures
- Community Centers
- Libraries
- City Halls
- Fire Stations
- Police Stations

- Bridges
- Parks and Playgrounds

Our team includes **experienced staff members who have worked for Caltrans** and are intimately familiar with the standards and procedures, project development and approval process, and requirements.

We have extensive **experience in the management and administration of federally funded projects**. In the past few years, we managed over 30 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).

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.

We provide **value added service**. Because we are a multi-disciplinary service firm and also provide plan check and inspection among many services to many local agencies, we can also supplement/support Agency plan check and inspection staff, if needed, for code required plan check and inspection efforts.

We have **extensive experience in Design-Build Projects** (California Public Contract Code, Part 3. Contracting by Local Agencies; Article 4. Cities; CHAPTER 4. Local Agency Design-Build Projects).

On many projects, **we interact and coordinate with various other government and jurisdictional agencies**, including but not limited to the Caltrans, California Department of Parks and Recreation, County of Riverside, Santa Ana Regional Water Quality Control Board, Army Core of Engineers, as well school districts, rail road companies and utility agencies.

Our team also includes **specialty subconsultants to supplement our in-house staff and assist us in all aspects of projects and services**:

- SURVEY SUPPORT: VANLENCO, Inc.; www.vanlenco.com
- LANDSCAPE ARCHITECTURE SUPPORT: WITHERS & SANDGREN, Ltd.; www.witherssangren.com
- GEOTECHNICAL ENGINEERING SUPPORT: GEO-ADVANTEC, Inc. www.geoadvantec.com
- FUNDING / LABOR COMPLIANCE SUPPORT: AVANT GARDE, Inc. (DBE/WBE Firm); www.agi.com.co
- RIGHT-OF-WAY AND UTILITY CONSULTING SUPPORT, EPIC Land Solutions, Inc.; www.epicland.com
- ARCHITECTURAL, STRUCTURAL, MEP CONSULTING SUPPORT: IDS GROUP, Inc.; www.idsgi.com
- ENVIRONMENTAL CONSULTING SUPPORT: IMPACT SCIENCES, Inc. (DBE/WBE Firm); www.impactsciences.com
- HAZ-MAT TESTING CONSULTING SUPPORT: PROPERTY HEALTH, Inc.; www.mypropertyhealth.com

As we serve public agencies as municipal contract service providers, **we are accustomed to working with public agencies, and have a good understanding of public agency procedures and policies**. We have extensive experience in preparing staff reports and presentations to City Council, Boards and public, and in communicating effectively with diverse audiences and stakeholders at public forums. We have managed large and complex projects, which involved multiple agencies and jurisdictions.

Thank you for the opportunity to submit this proposal. Should you have any questions, or require additional information, please contact the undersigned.

Sincerely



Okan Demirci, PE, QSD/P, Principal Project Manager
E: Okan.demirci@transtech.org; C: 714-319-6137



Ahmad Ansari, PE, Contract Principal
E: Ahmad.ansari@transtech.org; C: 949-702-5612

ii. Understanding of the City's Needs

PROJECT UNDERSTANDING:

The purpose of this RFP is to retain a qualified firm that can best serve as a Program Manager for the City's Capital Improvement Program (CIP), as well as provide other related services.

The services as requested by the City may include:

- **Task 1: Overall Program Management**
- **Task 2: Programming and Project Controls**
- **Task 3: Project Development and Management**
- **Task 4: On-Call Services**
- **Task 5: Optional Tasks (Construction Management)**

The City's Fiscal Year 2022/2023 Budget adopted a one-year CIP with a list of 56 capital projects with an estimated cost of \$50,775,000.00. Additionally, there are 50 active projects previously funded and in various phases of delivery. The City Council may direct staff to program additional capital projects throughout the year. The selected Consultant will be responsible for providing Project Management and Project Control (PM/PC) services to support the management of key phases of projects in the City's Capital Program and administer various Programming and Program activities under the direction of City.

✓ *Transtech has been in business for 33 years and provides similar services to approximately 70 public agencies.*

✓ *We are serving as CIP Managers for several agencies, to name a few:*

- *City of Ontario (Transtech is City's CIP Manager, and is managing Capital Program with projects valued at approx. \$200M).*
- *City of Moreno Valley (Transtech is managing SR-60 Interchange / Redlands Boulevard Interchange Improvements Project Approval and Environmental Document (PA/ED), and Engineering Design Services.*
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- *City of Chino (Transtech is City's CIP Manager, and is managing Capital Program with projects valued at approx. \$100M).*
- *City of Alhambra, City of Rosemead, City of Monterey Park (Transtech is serving as Program and Project Manager for these Cities' LA METRO Measure R Funded 710 Fwy Mobility Improvement Projects. Total approved budget for various projects is approx. \$250M).*

The professional disciplines furnished by Consultant will vary according to the specific requirements of each particular project as requested by the City. Therefore, Consultant must have the capability to provide the full range of services associated with project development, project delivery management, and project control.

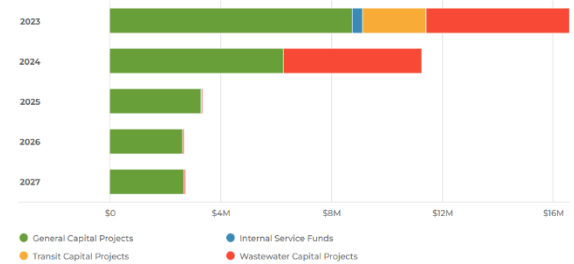
✓ *Transtech is a multi-disciplinary municipal engineering consulting firm. Our service capabilities include:*



Capital Improvements: Multi-year Plan

The five-year capital improvements plan coordinates physical improvements with financial planning, allowing maximum benefits from available funding sources. The majority of capital projects are funded by special revenue funds that are usually restricted for specific purposes. When these funds are not available, the ability of operational funds are reviewed. The plan is a tool for the budget process as it provides staff the ability to review future funding plans and provide the effects of projects with the long-term financial forecast.

Total Funding Requested by Department



Total Funding Requested by Source



- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
 - Civil Engineering,
 - Staff Augmentation
 - CIP Program Management
 - Construction Management and Inspection
 - Federally Funded Project Management and 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, ROW Eng
- ✓ **Our staff and resources include approximately 200 staff**, including project managers, civil engineers, designers, traffic and transportation analysts, technicians plan and map checkers, surveyors, inspectors, construction managers, building officials, building plans examiners, building inspectors, planners and support personnel.

All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service, to the City.

- ✓ *Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner. Our staff and resources include **approximately 200**, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel.*
- ✓ *One of the **unique qualifications** of Transtech is that we serve public agencies as **municipal contract service providers**, including **Contract City Engineer, City Traffic Engineer, Building Official, Construction Manager, Inspector, Planner and in other capacities.***
- ✓ *We have extensive **experience working with Public Agencies in similar assignments**. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. **Several of our staff members are former City Engineers, Public Works Directors.***
- ✓ *Our team includes **experienced staff members who have worked for CALTRANS** and are intimately familiar with the standards and procedures, project development and approval process, and requirements. **One of our Sr. Staff Member is former Deputy Director of Caltrans District 7.***
- ✓ *We have extensive **experience in the management and administration of federally funded projects**. In the past few years, we managed over 30 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).*
- ✓ *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.*
- ✓ *On many projects, **we interact and coordinate with various other government and jurisdictional agencies**, including but not limited to the Caltrans, California Department of Parks and Recreation, County of Riverside, Santa Ana Regional Water Quality Control Board, Army Core of Engineers, as well school districts, rail road companies and utility agencies.*
- ✓ *Our Team also includes **Disadvantage Business Enterprise (DBE) sub-consultants to provide specialty support services when needed, as well as to meet DBE participation requirements on federally funded projects, if required.***
- ✓ *Transtech has a large pool of well experienced in-house staff readily available to respond to City's requests and provide services in a timely, efficient, and cost-effective manner.*

- ✓ *The Transtech Team is committed to providing technical services and support to its Client Cities, as well as actively engaging with the community through supporting, attending, and organizing various civic and community activities in the City. **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 partnership with our client Cities, we have a proven record of active engagement in City sanctioned programs/events, and any other community benefit that the City wishes us to be a part of.*

SERVICE APPROACH:

STRUCTURED APPROACH:

We have a structured approach to execute projects in an efficient manner that makes Transtech capable of providing the City with an efficient and 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. The following paragraphs describe our general approach to deliver projects in an efficient and cost-effective manner. A project specific approach will be provided for each assigned project and will become part of the specific contract for the specific project.

- **Project Management:** Our approach is to provide proactive management and attempt to identify potential issues and problems in advance and take corrective actions before they become problems. This requires extensive hands-on knowledge, experience and management skills of the people involved in managing the project. Our team members have extensive experience and proven track record in managing large and complex projects and bringing them to a completion on time and within budget.
- **Approach to Cost Control and Change Orders:** We evaluate project costs and develop feasible mitigation measures to minimize additional costs. We work as a team to solve problems or make modifications in the field to address unforeseen conditions or owner generated changes in a cost-effective manner.
- **Approach to Scheduling and Timely Completion of Project and Schedule Recovery:** The baseline schedule should properly identify 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.
- **Management of Documents:** We use an electronic file management system. All construction forms, daily dairies, weekly statement of working days, etc. are stored in our electronic file system, and are per Caltrans documentation system. We provide these documents at the end of the project to the client in organized files as well as pdf files.
- **Safety and Security:** We hold meetings with the contractor to review and discuss safety and security requirements, OSHA conformance, emergency security and safety procedures, and enforce security and safety responsibilities.
- **Funding Closeout:** We prepare necessary closeout documentation required by the funding agencies, submit final reimbursement documentation, follow-up on the reimbursements, and final funds balance report.
- **Project Closeout:** We recognize that closeout is an important part of the construction process. It signifies that the new facility structure is ready to use. We methodically handle all closeout tasks to ensure a smooth transition from construction to occupancy.
- **Methodology for Communication to Inform City on Work Progress:** Key project team members will attend periodic project progress meetings with City staff throughout the project duration.
- **Electronic common project information and file sharing platform:** We create and provide access to project participates a common project information and file sharing platform.

PROJECT DELIVERY, PLANNING AND EXECUTION APPROACH:

Project delivery, on time and on budget, may involve the process steps listed below:

- Active involvement early in the project and a thorough understanding of the agency's goals and objectives.
- Management of scope and quality (i.e., is the available budget and the desired scope consistent and feasible?).
- Identify deliverables, phasing, and overall project schedule. (This specifically includes project closeout procedures. Never wait until the last minute to define expectations for project completion.)
- Creation of a basic work breakdown structure. (This is also the time to consider potential alternatives.)
- Identification of the critical activities and the required path from beginning to successful completion.
- Assembly of necessary and effective team members.
- Identify the owner of the project and the project point of contact.
- Identification of critical stakeholders and definition of their respective roles.
- Establish the total project budget and the total project schedule.
- Identification of milestone events required to evaluate and/or verify project performance.
- Identify, assesses likelihood, mitigate, and assign potential risks.
- Define quality control procedures, including code required special inspection and testing.
- Define quality assurance procedures, including review and acceptance of special inspection reports and testing results.
- Monitor costs against the established budget and guard against unfunded scope creep.
- Monitor actual progress against the established project schedule.

To be cost effective, the management of projects should be tailored to the actual project. Steps and processes that are required for some projects are not necessarily required to all projects. For the same reason, staffing should be tailored to meet the needs of the specific project, and available staffing should be shared among multiple projects where increased efficiency can be achieved.

KEY TASK ITEM:

Assist in the development of a comprehensive 5-Year Capital Improvement Program in coordination with City staff identifying on-going capital projects and future prioritized capital projects, in a manner allowing for City Council review and discussion through the Fiscal Year 2023/2024 budget process (March to June 2023). Coordinate presentations with City Manager, Public Works Director, and individual Council Members through the budget process to review and discuss capital projects for programming in the 5-Year CIP. Assist in the development of a final 5-Year CIP for presentation to Planning Commission and City Council.

One of the **unique qualifications** of Transtech is that we serve public agencies as **municipal contract service providers**, including **Contract City Engineer, City Traffic Engineer, Building Official, Construction Manager, Inspector, Planner and in other capacities**. We have extensive **experience working with Public Agencies in similar assignments**. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. **Several of our staff members are former City Engineers, Public Works Directors.**

We prepare Capital Improvement Program for several Cities where we serve as Contract City Engineers. We coordinate with City Department Directors, Public Works Staff, City Manager, and Council Members through the budget process to review and discuss capital projects for programming in the 5-Year CIP and assist City Management Staff in City Council presentations.

CIP MANAGEMENT:

Transtech manages Capital Project Program and 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 frequently, and project status is presented to City Management at management meetings, as well as to City Council when directed by the City Management.

CITY OF [REDACTED]
 2019/2024 Capital Improvement Projects (CIP)
 Engineering Department

PROJ. NO.	NO	PROJECT NAME	RESPONSIBLE DEPARTMENT	STATUS	PROJECT BUDGET	BALANCE AS OF	FUND	PREVIOUS FY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	MILESTONES / UPDATES
B-1		ADA 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 & Rehabilitation	Fire Dept	Future Funded	\$3,900,000		CDBG					\$3,900,000		
B-6		Fire Station 1 & Headquarters Replacement	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				

**SAMPLE
 HIGH-LEVEL
 CIP SCHEDULE
 TRACKER**

CITY OF [REDACTED]
Capital Improvement Projects (CIP) Schedule
 Engineering Department

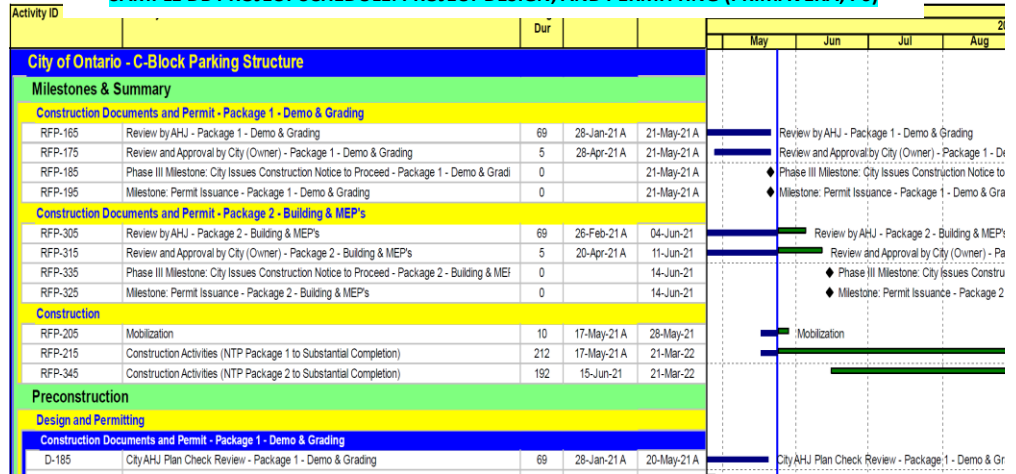
Project No	Project	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
17003	Major Street Rehab - Ave																									
	- Federal Project Crossover (Coordination with Caltrans)																									
17022	Upgrades for Swr Lift Station																									
	Long lead time material procurement																									
	Construction (including maintenance)																									
19006/18005	Major Street Rehab - Ave																									
	Review of project. Funding coordination/approvals on FTIP																									
	Design / Preparation of PS&E (Bid Package)																									
	Slack 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	Park Parking Lot-Citrus Entrance																									
	Design / Preparation of PS&E (Bid Package)																									
	Construction Bid Advertisement / Award																									
	Construction																									
19027	Bike and Ped. Improvements (Storm Drain Imp. at [REDACTED])																									
	Design / Preparation of PS&E (Bid Package) (Completed)																									
	Standby. Coordination with County to obtain storm drain permit																									
	Construction Bid Advertisement / Award																									
	Construction																									



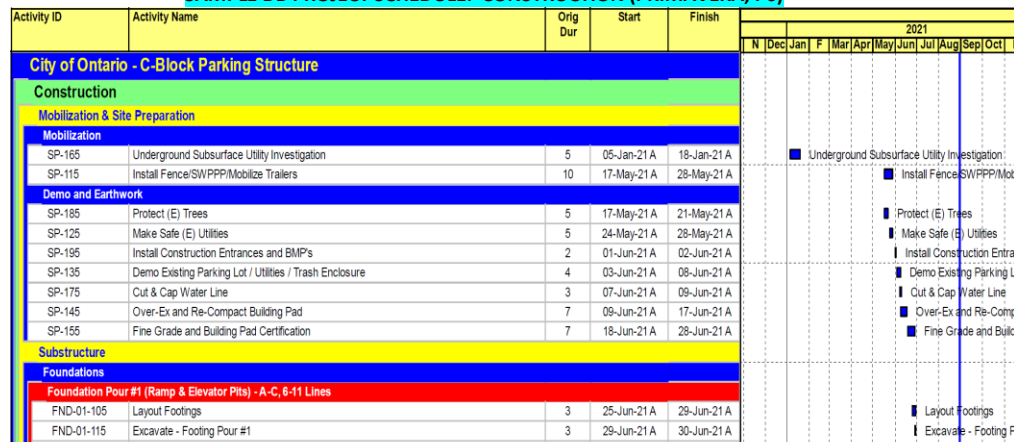
PROJECT CONTROL SYSTEMS:

Project controls are essential to keep complex construction projects on budget and on time. They help teams and stakeholders identify emerging risks early, before they become expensive, time-consuming problems. With advance warning, these issues can be mitigated or avoided altogether. Project controls also give leadership the data they need to set realistic expectations, manage subcontractors, and plan with confidence. During the course of a project, program and project managers use controls to monitor time and cost expenditures and compare them to project lifecycle forecasts. They also rely on them to coordinate onsite execution with the milestones established during the design, procurement, entitlement, and pre-construction stages. The benefits of project controls are many. When they are put in place and used appropriately, they contribute to increased efficiency, decrease in delays and cost overruns, and fewer claims and costly litigation.

SAMPLE DB PROJECT SCHEDULE: PROJECT DESIGN, AND PERMITTING (PRIMAVERA, P6)



SAMPLE DB PROJECT SCHEDULE: CONSTRUCTION (PRIMAVERA, P6)



Our staff has experience with various document control software systems including Procore, Autodesk ConstructWare (which has now become Construction Cloud), and Primavera P6. In our experience all major control software programs work basically the same way and adapting from one software offering to another has a fairly small learning curve. Because the specific software is generally a choice made by the prime contractor, our staff is ready to partner with any user of any program. That said, not all projects require the 'fire power' associated with an expensive, sophisticated control system. Sometimes an intelligently designed filing system that stores basic Word, Excel, PDF, and email documents in the cloud is all a project really needs.

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.

ISSUES TRACKING SYSTEM:

An issue tracking system provides an easy way to document issues, assign responsible party, and view the status of how the issue resolution is progressing. Complete documentation of issues is critical to mitigate risks on current projects and prevent similar issues on future projects. When issue tracking is integrated with the project management system, all documentation, and communications related to the project become centralized to provide complete transparency into project status. **Key components of effective issue tracking are:**

- **Date the issue was identified.** This is important to document when the issue was first identified and how long an issue is open. Issues that have long resolution times could be further investigated by performing a root cause analysis.
- **Description.** A thorough description of the issue along with potential impacts to a project should be noted. Including pictures or video along with pertinent annotations is vital to provide a visual reference to the issue documentation.
- **Issue Priority.** When multiple issues need attention setting a priority of Low, Normal, or High will accurately present the hierarchy of which issues are most critical to impacting project success or need immediate resolution due to safety issues.
- **Responsible Party.** By assigning the person(s) responsible for resolving the issue (e.g., in the issue tracking system) provides accountability. The transparency of an issue tracking system allows for the responsible parties to be held accountable for completing tasks and keeping the project moving forward.
- **Due Date.** The issue tracking system should provide the ability to set reminders for those tasks to ensure that due dates do not get missed which could jeopardize project closure dates. Setting reminders of due dates ensure that no tasks slip through the cracks!
- **Status.** The visibility of issue status is essential for all project stakeholders to know if any progress is being made. If there are bottlenecks or further approvals needed, it is important that these items be documented, and a plan of action created to resolve the issue.

Main benefits of an effective issues tracking system are:

- Lesser chance of delays; Enhanced operation visibility; More informed decision-making; Improved accountability; Prevents misunderstanding; Faster formulation of contingency plans; Improved accountability.
- **Following is a snapshot of issues tracking documents on a recent project Transtech s managing.**

Example of Issues Tracking Document - C Block Design-Build Parking Structure, City Of Ontario

Issue Number	Open or Closed	Priority	Description	Date Issue Raised	Issues Raised By	Party Responsible for Resolution	Next/Last Action Taken	As of Date	Date Issue Resolved	File Location (Don't Print this Column)	Hyperlink (Don't Print this Column)
038	Open	Normal	MCC needs to prepare and submit plans to the City Building Division for construction of the new trash enclosure for Wells Fargo.	08/04/2021	CM (Craig Melicher)	MCC (Cameron Moon)	21 08 04: MCC to prepare plans for plan check. D. Beers has already provided a copy of the trash enclosure plans that were used on another recent City	08/03/2021		C:\Users\craime\Dropbox (Transtech Engineers)\JOB\RECORD\2020\201076-ONT PARKING STRUCTURE CM\WPL120 Changed Work\03 FD\003 Wells Fargo Trash	Hyperlink turned off
039	Closed	Normal	A decision needs to be made on whether the upgrade the elevator cabs with stainless steel reveals.	08/07/2021	MCC (Cameron Moon)	ONT (Dan Beers)	21 08 06: C. Moon sent an email asking D. Beers for the preferred choice.	08/06/2021	08/10/2021	C:\Users\craime\Dropbox (Transtech Engineers)\JOB\RECORD\2020\201076-ONT PARKING STRUCTURE CM\WPL104 Schedules and Action Items\01 Ball in Court\01 BIC Issues\039 Elevator Reveals	Hyperlink turned off
040	Closed	Normal	Concrete supplier has delivered a 2nd time with concrete that failed to comply with the slump specification.	08/07/2021	CM (Craig Melicher)	MCC (Cameron Moon)	21 08 07: C. Melicher (TRANSTECH) asked C. Moon to confirm with the SEOR what he will really accept in the way of noncompliant slump.	08/07/2021	08/10/2021	C:\Users\craime\Dropbox (Transtech Engineers)\JOB\RECORD\2020\201076-ONT PARKING STRUCTURE CM\WPL104 Schedules and Action Items\01 Ball in Court\01 BIC Issues\040 Conc Slump	Hyperlink turned off
041	Closed	Normal	City to identify the location for the two eyeglass style bike racks requested by the City	08/10/2021	CM (Craig Melicher)	ONT (Dan Beers)	21 08 17: C. Melicher (TRANSTECH) issued FD 009	08/17/2021	08/17/2021		Hyperlink turned off
042	Open	High	SCE needs to deliver the contracts and the invoice.	08/20/2021	CM (Craig Melicher)	SCE (Nicole Lopez)	21 08 20: C. Melicher (TRANSTECH) emailed N. Lopez asking when the contracts and invoice would be delivered.	08/20/2021			Hyperlink turned off
043	Open	High	SCE needs to provide easement requirements (assuming that SCE will want an easement for this on-site transformer.	08/20/2021	CM (Craig Melicher)	SCE (Nicole Lopez)	21 08 20: Alex McDonald asked Nicole Lopez (SCE) for the easement information.	08/20/2021			Hyperlink turned off
044	Open	High	Alex McDonald to confirm with SCE that the correct street address for the parking structure is 155 East C street	08/20/2021	CM (Craig Melicher)	TES (Alex McDonald)	21 08 20: C. Melicher (TRANSTECH) sent A. McDonald an email recommending that Tesla correct the address to 155 East C Street, but that Tesla could identify the meter any way	08/20/2021		C:\Users\craime\Dropbox (Transtech Engineers)\JOB\RECORD\2020\201076-ONT PARKING STRUCTURE CM\WPL104 Schedules and Action Items\01 Ball in Court\01 BIC Issues\044 Tesla Address Issue	Hyperlink turned off

The project status and issues are discussed at weekly meetings with involved parties. Following is a screen shot of weekly meeting for the same project.

Sample Screen Shot Of Weekly Construction Meeting On Line, Project Status Discussions And Reporting:

Document On Procore

Agenda #	Meeting Origin	Title	Assignment
1		Pay Applications	(edit)

Description:

- Palm Tree Assist - Approved
- Earthwork Inefficiencies Due to SCE Vent Pipes - Approved

SCE:
 Preconstruction Meeting scheduled for 9/29 @ 10am
 Permanent Power needed by 11/10/21
 Design Received on 8/19. Follow up items needed:

1. Contracts completed and returned (TD1817188 - City of Ontario, TD1884610 - Tesla)
2. Invoice paid and posted - City Invoice was Zero Dollar - Paperwork was submitted 9/9
3. Ducts installed and signed off by SCE inspector (please set up a pre-con and schedule with our UG Inspector - Jorge Cortez 626-419-3825)
4. Panel installed. Please refer to the Electrical Service Requirements, in regards to standards and requirements for the temporary service requirements.

**MSB released on 8/31 following finalized design from SCE. Pending confirmed delivery date.

1. Panel inspected and signed off by the City. Release received and posted by our office.
2. Contact Customer Service at 800-409-2365 to create an Application for Service. Reference Service Order #200126148, Premise #14009851.

Easement: Document received on 10/1 - City to sign, notarize and return to SCE.
 SCE Box Elevation Adjusted in the Field - Grading to be adjusted to accommodate box elevations

Boring for Fiber Conduit:
 - Boring Complete - Berg to set boxes, install conduits, tracers and pull string

Previous Minutes:
 11/22/21: No minutes were entered on this day.
 Show all previous minutes

These weekly meetings also include review of 3-week look-ahead schedule. Following is a screen shot of weekly meeting for the same project discussing 3-week look-ahead schedule.

Sample Screen Shot of Look Ahead Schedule Update, Weekly Construction Meeting Online: Schedule On Primavera

Task ID	Task Name	Quantity	Start Date	End Date
VERT-10-165	Strip Forms & Waterblast - Vertical Pour #10	1	03-Dec-21	03-Dec-21
Elevated Deck Pour #08 (A-B 10.5 Line to B-C 9 Line)				
Deck				
DECK-08-115	Set Capitals - Deck Pour #08	2	17-Nov-21 A	19-Nov-21
DECK-08-125	Set Beams & Decking - Deck Pour #08	2	23-Nov-21	24-Nov-21
DECK-08-135	Rebar & PT Cables - Deck Pour #08	3	29-Nov-21	01-Dec-21
DECK-08-155	Electrical Rough-ins - Deck Pour #08	2	30-Nov-21	01-Dec-21
DECK-08-145	Plumbing Inserts & Sleeves - Deck Pour #08	2	30-Nov-21	01-Dec-21
DECK-08-165	Fire Protection Sleeves - Deck Pour #08	2	30-Nov-21	01-Dec-21
DECK-08-175	QC / Inspections - Deck Pour #08	1	01-Dec-21	01-Dec-21
DECK-08-185	Pour & Finish - Deck Pour #08	1	02-Dec-21	02-Dec-21
DECK-08-195	Strip Edge Forms & Bulk Heads and Waterblast - Deck Pour #08	1	03-Dec-21	03-Dec-21
DECK-08-205	Cure - Deck Pour #08	2	03-Dec-21	04-Dec-21
DECK-08-215	Stress PT Cables - Deck Pour #08	1	06-Dec-21	06-Dec-21
DECK-08-225	Strip Beams, Decking & Capitals - Deck Pour #08	2	07-Dec-21	08-Dec-21
Vertical				
VERT-11-115	Rebar - Vertical Pour #11	2	03-Dec-21	06-Dec-21
VERT-11-125	Electrical Rough-ins - Vertical Pour #11	2	03-Dec-21	06-Dec-21
FR002-125	Install Added Embeds Per CE #42	3	07-Dec-21	09-Dec-21
VERT-11-135	QC / Inspections - Vertical Pour #11	1	09-Dec-21	09-Dec-21
VERT-11-145	Form Columns, UT Beams & Shearwalls - Vertical Pour #11	2	10-Dec-21	13-Dec-21
VERT-11-155	Pour Columns, UT Beams & Shearwalls - Vertical Pour #11	1	14-Dec-21	14-Dec-21
VERT-11-165	Strip Forms & Waterblast - Vertical Pour #11	1	15-Dec-21	15-Dec-21
Spandrel Walls				
SPAN-145	F/R/P Spandrel Walls - Level 3	5	17-Nov-21 A	29-Nov-21
SPAN-155	F/R/P Spandrel Walls - Level 4	5	09-Dec-21	15-Dec-21
SPAN-115	F/R/P Spandrel Walls - Level 5	5	16-Dec-21	22-Dec-21

DUE DILIGENCE ACTIVITIES AND MEASURES:

Following are description of the due diligence activities and measures that maybe considered to avoid/minimize the occurrence/impacts of unforeseen conditions:

- In our view, due diligence is related to, but distinctly different from quality control and/or quality assurance. Due diligence, in this context, is the care and effort during all project phases, from project planning, design thru construction.
- Effective project controls part of the diligence activities, and lead to developing efficient measures and resolutions, and play an important role to keep complex projects on track. They help teams and stakeholders identify emerging risks early, before they become expensive, time-consuming problems. With advance warning, these issues can be mitigated or avoided altogether. Project controls also give the project team the data they need to set realistic expectations, and plan and manage the project with efficiently.
- Also, when an unforeseen condition occurs, it is important to quickly assess the potential impact of such condition on the schedule and project's critical path, and deal with the issue accordingly. For example, an unforeseen condition that may lead to potential delay and delay claims (in addition to direct construction work cost related to the condition), would have high priority, and may require to proceed with the work under specific monitoring of this specific work separately, while the facts and responsibilities are sorted out, and an appropriate change order is finalized.
- Identifying potential construction risks prior to the start of construction can lead to success. During preconstruction, review of construction and contract documents in an effort to identify risks or concerns prior to the start of construction, will minimize the potential of unforeseen conditions.

QUALITY ASSURANCE PROGRAM:

During construction, an effective Quality Assurance Program will ensure the materials and workmanship incorporated into project conform to the requirements of the contract plans and specifications including approved changes. We believe that quality control is the setting of minimum standards and/or quality requirements for the specific project. Quality assurance is the means by which the quality control measures will be monitored and/or enforced. We also believe that quality control and quality assurance measures need to be developed jointly with the client. To effectively establish quality control measures, we must understand the Agency's specific expectations and/or level of desired quality for the specific project. Once the expectations have been defined, and the quality control measures established, the quality assurance measures can be established. A significant part of establishing the quality assurance measures includes the timing of the measure. QC/QA can only be effective when the measures are applied and/or evaluated in a timely manner.

VALUE ENGINEERING:

Depending on a project's size, complexity and the owner's requirements, Value Engineering may also be considered. The Value Engineering may consist of a systematic process of review and analysis of the project during the concept and design phases, by a multi-disciplined team of persons not involved in the project, may include recommendations such as:

- To improve the value and quality of the project.
- To provide the needed functions safely, reliably, and at the lowest overall cost.
- To reduce the time to complete the project.
- To combine or eliminate otherwise inefficient use of costly parts of the original proposed design for the project.

APPROACH AND STRATEGY FOR MANAGING, NEGOTIATING, AND INCORPORATING CHANGES IN PROJECT SCOPE:

Our approach and strategy are structured based on minimizing cost and schedule impacts, while evaluating change orders in a timely, fair and equitable manner.

A number of different factors can influence the development of Change Orders on projects, which can result from either foreseen or unforeseen conditions and may include:

- Design Modifications; Errors and Omissions; Changed Conditions; Additional/Reduced Work Scope; Owner-Directed Schedule Acceleration or Slowdown; Work Sequencing; Adjustments to Unit Pricing; Force Majeure

Delays; Added Cost Incentives; Delayed, Denied, or Restricted Access to a Project Site; Inappropriate Rejection of the Contractor's Work; Delays to Owner-Supplied Services and Materials

Our initial evaluation of a change order request includes various elements:

- Is it already covered in the contract? Is it necessary to complete the work? Impact on the planned work? Will it affect or change the contractor's planned method of performing the work? Will it cause a work-character change? Impact on the contract time? Methods of payment? Are there sufficient contingency funds? If not, can additional funds be obtained soon enough to prevent delays? Impacts on any regulatory conditions, permits, utilities, etc.

Change Order Documentation:

- We prepare the change order in a clear, concise, and explicit manner. A change orders should be easily understood by third parties reviewing it what work was performed without further explanation.

Project Partnering: Based on project's size and complexity, Project Partnering may also be considered:

- Partnering is a relationship between the owner and the contractor, formed in order to effectively complete the contract to the benefit of both parties. Through trust, cooperation and teamwork, the goal is to resolve conflicts at the lowest possible level.

COORDINATION WITH CITY:

Key project team members will attend periodic project progress meetings with City staff throughout the project duration. We will maintain and establish and maintain a close working relationship with City staff. We will manage assigned projects, carefully control costs and resources, and complete assigned work on schedule. We will provide progress reports to the City at regular intervals.

METHODS/PROCEDURES FOR DEVELOPING /PUBLISHING PROJECT STATUS REPORTS/RECORDS:

Project status reporting is another area where the solution should be tailored to the size and scope of the project being managed and the actual reporting product anticipated by the City. In addition to the size and scope of the project, the actual point in time of the project matters. For example, project status reporting for a design building project that is currently preparing bridging documents will be significantly different from the report that would be prepared once construction has commenced.

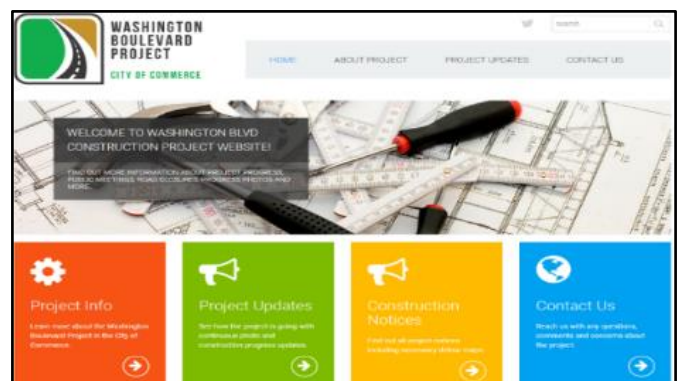
CONTRACT ADMINISTRATION APPROACH (CALTRANS LAPM) FOR FEDERALLY FUNDED PROJECTS (Primarily Transportation/Infrastructure Projects):

For construction contract administration, we follow guidelines similar to described in Caltrans Local Assistance Procedures Manual (LAPM). Maintaining complete and accurate files is an 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.

PUBLIC OUTREACH:

Effective community outreach serves as tool for successful implementation of projects. Transtech provides an effective and pro-active community outreach approach and informs the community of work activities and impacts in advance. On projects that are more impactful to community, we have implemented additional public outreach tools (*in addition to what is required in RFP "Task 3L – Public Outreach"*), such as:

- Setting up a construction information website, twitter account
- Designated toll-free project call number
- If requested, Transtech can implement these additional outreach tools.



ADDITIONAL INFORMATION REGARDING DB DELIVERY APPROACH:

Transtech has extensive experience in managing DB Projects in compliance with CA Public Contract Code, CHAPTER 4. Local Agency Design-Build Projects. (CAPCC, CHAPTER 4. Local Agency Design-Build Projects [22160 - 22169])

Design-Build ('DB')

Design-build contracts combine professional design services and construction services into a single contract with the owner. The owner selects the successful DB-team based on *performance specifications* (also referred to as *bridging documents*). The performance specifications define what is owed by the DB-team to the owner.

Benefits of Design-Build:

- Greater flexibility in the contract award process.
- A single point of accountability (eliminates finger-pointing between designer and contractor).
- Higher quality construction work.
- Fewer change orders.
- Fewer claims.
- Faster project completion.
- Lower project cost.
- Greater cost certainty.
- More opportunity for innovation.

Sample Work Tasks for a DB Project:

Following is a sample of work tasks for a DB Project:

SERVICES DURING SELECTION OF THE DESIGN-BUILD TEAM

Services provided during selection of the successful design-build team specifically include but are not limited to the following:

- Preparation of the Request for Pre-Qualifications ('RFPQ') Package required by the CPCC to prequalify potential design-build teams.
- RFPQ review and evaluation assistance.
- Assistance during preparation of the bridging documents.
 - *Bridging Architect – Option 1: City may select an architect for the bridging documents from its on-call list.*
 - *Bridging Architect – Option 2: City may Assign this task to Transtech and Transtech will bring bridging architect under its contact.*
- Assistance during the City's entitlement process.
- Preparation of the RFP for design-build services (issued to the pre-qualified potential design-build teams).
- Assistance to the City during RFP preparation by the design-build teams.
- RFP review and evaluation assistance (including potential interview and selection of the successful design-build team).
- Award of Contract assistance to the successful design-build team.

SERVICES DURING DESIGN

Project Management services provided during design development and construction document preparation specifically include but are not limited to the following:

- Overall project coordination between City [as Owner], City [as Authority Having Jurisdiction ('AHJ')], the successful design build team, utility purveyors, and other vested stakeholders.
- Project performance review, specifically including cost and schedule monitoring. This task specifically assumes that the design team will be required to design to the budget.
- Assistance with payment processing.

- Assistance with utility coordination.
- Coordination and approval monitoring from all AHJs having jurisdiction over any portion of this project.
- Attendance as Owner's Representative at design related meetings.
- Monitoring and filing of all Project Record Documents developed during design.
- Review the plans for conformance with the requirements of the City's RFP and the Contract Documents where not directly related to code compliance. (Transtech assumes that all AHJ services will be provided by others, but Transtech will identify observed deficiencies where appropriate during develop of the design documents.)
 - *Plan Check – Option 1: City may perform Building and Engineering Plan Check in-house.*
 - *Plan Check – Option 2: City may assign this task to Transtech and Transtech will perform building and engineering plan check.*
- Coordination assistance between DB team and City during City review as AHJ. This scope includes both plan review and approval, and permit issuance.
- Assistance during scoping, selection, and contract award for special inspection services.
- Request for Information ('RFI') coordination between DB team, the City (as Owner), the City (as AHJ), and identified stakeholders.

SERVICES DURING CONSTRUCTION

Construction Management services provided during construction specifically include but are not limited to the following:

- Overall construction coordination between City (as Owner), City (as AHJ), the DB team, utility purveyors, and other vested stakeholders.
- Project performance review, specifically including cost and schedule monitoring.
- Assistance with payment processing.
- Assistance with utility coordination and issues involving closure and/or use of public right of way.
- Coordination and approval monitoring from all AHJs having jurisdiction over any portion of this project.
- Attendance as Owner's Representative at construction related meetings.
- Monitoring and filing of all Project Record Documents developed during construction.
- Assistance with special inspection and testing services and coordination of special inspection and testing efforts during construction. These services will be provided by a separate consultant under a separate contract to the City but will be managed by Transtech.
- Transtech will monitor the construction for conformance with the requirements of the City's RFP and the Contract Documents where not directly related to code compliance.

iii. Qualifications

STAFF GENERAL QUALIFICATIONS:

Our staff and resources include approximately 200 staff, including project managers, civil engineers, designers, traffic and transportation analysts, technicians plan and map checkers, surveyors, inspectors, construction managers, building officials, building plans examiners, building inspectors, planners and support personnel. One of the **unique qualifications** of Transtech is that we serve public agencies as **municipal contract service providers**, including **Contract City Engineer, City Traffic Engineer, Building Official, Construction Manager, Inspector, Planner and in other capacities**. We have extensive **experience working with Public Agencies in similar assignments**. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. **Several of our staff members are former City Engineers, Public Works Directors.**

KEY STAFF ORGANIZATION CHART:

AHMAD ANSARI, PE
Contract Principal

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

Task 1: Overall Program Management; Task 2: Programming and Project Controls; Task 3: Project Development and Management

Project Managers

JOHN OSKOU, PE, Sr. Engineer
ZIAD Y. MAZBOUDI, PE, QSD, QSP, CPSWQ, Sr. Engineer
AZITA FAKOORBAYAT, PE, Sr. Engineer
ALI F. ZAGHARI, PE, PMP, Sr. Engineer
MOHAMMAD MOSTAHKAMI, PE, Sr. Engineer

Task 4: On-Call Services**Civil Engineering Project Managers/Project Engineers**

DAVID RAGLAND, PE, PLS, QSD, QSP, Sr. Engineer
CARLOS A. PINEDA, PE, QSD, QSP, LEED, Sr. Engineer
MICHAEL ACKERMAN, PE, QSD, QSP, QISP, Sr. Engineer
JEFFREY KAO, PE, CBO, CASp, CBO
JOSEPH DEPERALTA, PE, QSD, Sr. Engineer

Traffic Engineering Project Managers/Project Engineers

BAHMAN JANKA, TE, Sr. Traffic Engineer
JANA ROBBINS, PTP, RSP, Sr. Transportation Planner
NORMAN CAESAR M. BACULINAO, PE, TE, Sr. Traffic Engineer
ALI F. ZAGHARI, PE, PMP, Sr. Engineer

Task 4: Optional Tasks (Construction Management)**PM/CM/RE**

ZIAD Y. MAZBOUDI, PE, QSD, QSP, CPSWQ, Sr. Engineer
AZITA FAKOORBAYAT, PE, Sr. Engineer
MOHAMMAD PASEBANI, PE, Sr. Engineer

Field CM/Inspectors

JEFFREY HIRSH, Sr. Construction Manager/Inspector
CRAIG M. WHEELER, Sr. Construction Manager/Inspector
EARL FRASER, Registered Constr. Inspector, QSP, Sr. Construction Manager/Inspector
KEITH A. WYATT, Sr. Project/Construction Manager

Sr. Level QC/QA, Management Oversight

ALI CAYIR, PE, Sr. Engineer; CRAIG MELICHER, PE, Engineer

Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner.

Our staff and resources include approximately 200 staff, including project managers, civil engineers, designers, traffic and transportation analysts, technicians plan and map checkers, surveyors, inspectors, construction managers, building officials, building plans examiners, building inspectors, planners and support personnel.

Our team also includes **specialty subconsultants to supplement our in-house staff and assist us in all aspects of projects and services:**

STAFF RESUMES:

Transtech will assign the following Sr. Level Staff Person Contract Principal:

AHMAD ANSARI, PE, Contract Principal



Education

- BS in Engineering, MBA

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Ansari has over 30 years of past experience in City and County Public Works and has worked at several municipalities in Southern California, including:

- 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 CIP Programs and Public Works Operations, and served as the responsible in charge of numerous multi-disciplinary teams, 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

Transtech will assign the following Sr. Level Staff Person as Principal Project Manager:

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



Education

- BS in Engineering

Registrations/Certifications

- Registered Civil Engineer
- Caltrans Resident Engineer Academy

Highlights

Mr. Demirci has approximately 12 years of experience. Mr. Demirci serves as Assistant Public Works Director, 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 CIP Program Manager at various Transtech's Contract Cities and manages various capital improvement programs including state and federal funded programs. Mr. Demirci's experience also includes working as Resident Engineer, Project Manager and Construction Manager on various projects (including federal and state funded projects). 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. Examples of his project experience includes:

- City of Chino, CIP Program Manager
- City of South El Monte, CIP Program Manager
- City of Monterey Park, CIP Program Manager
- City of Commerce, CIP Program Manager
- City of Temple City, CIP Program Manager

- City of Cudahy, CIP Program Manager

Per RFP, number of years the Project Manager is employed with the Firm is requested: 9 years

JOHN OSKOUI, PE, Sr. Engineer



Education

- MS, Structural Engineering, Cal-State Fullerton; BS Civil Engineering, University of North Carolina

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Oskoui, has over 35 years of past experience in City and County Public Works and has worked at several public agencies in Southern California:

- City of Downey – Assistant City Manager and Public Works Director
- Anaheim Union HS District – Director of Planning, Design and Construction
- Advanced Applied Engineering – Vice President of City Services
- Long Beach Unified School District – Director of Maintenance and Work Control
- City of Lynwood – Engineer/Assistant PW Dir/Director of Facilities

At Transtech, Mr. Oskoui serves as one of the Sr. Staff members in Transtech's Municipal Services Team and manages various Capital Improvements Projects. Mr. Oskoui has a broad knowledge of local government operations, including implementation of broad policy goals and strategic programs, and development and implementation of innovative and efficient service delivery models. He has successfully administered and managed complex construction programs including utilization of alternative project delivery methods. Mr. Oskoui is well versed in public outreach and interaction with citizenry groups, committees and stakeholders. Mr. Oskoui has excellent working relationship and rapport with regional and sub-regional governmental/regulatory agencies.

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



Education

- BS in Engineering

Registrations/Certifications

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

Highlights

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. 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:

- 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.
- City of San Bernardino: Mr. Ackerman was involved in various projects, including Development Review and Plan Check, Design and Project Management.
- 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.

ZIAD Y. MAZBOUDI, PE, QSD, QSP, CPSWQ, Sr. Engineer**Education**

- BS in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer, QSD, QSP, CPSWQ, CPESC, LEED AP

Highlights

Mr. Mazboudi has 34 years of progressively responsible, diversified experience in public works, engineering, utilities, development engineering, facilities maintenance, sustainability, environmental programs and project management in both the public and private sector, supported by a strong educational background in civil engineering, geographic information systems, water quality/urban runoff, and environmental programs. His experience includes:

- City of San Clemente - PW Department, Deputy Director/Engineering
- City of San Juan Capistrano - PW/Utilities Department, Senior Civil Engineer
- City of Westminster - PW Department, Associate Civil Engineer/Development Engineer
- City of La Habra - PW Department, Assistant Civil Engineer.

Special International Projects:

- US Green Building Council (www.usgbc.org), Egyptian Green Building Council (EGBC)
Represented the US Green Building Council, to assist in the formation of the EGBC. Provided lectures on the role of government in Green Building and on the US Green Building Program, LEED.
- USAID International Development Agency (www.usaid.gov), In partnership with USAID and ICMA Kingdom of Jordan Commercial/Industrial Environmental Audit In partnership with USAID and ICMA, developed a training manual for the audit of commercial and industrial facilities in Jordan.

DAVID RAGLAND, PE, PLS, QSD, QSP, Sr. Engineer**Education**

- Humboldt State University, CA, Bachelor of Science

Registrations/Certifications

- Registered Civil Engineer, Licensed Land Surveyor

Highlights

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.

MOHAMMAD MOSTAHKAMI, PE, Sr. Engineer**Education**

- BS in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Mostahkami has over 35 years of experience. His 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, PW Director, City Engineer,
- Arcadia, Civil Engineer.

CARLOS A. PINEDA, PE, QSD, QSP, LEED, Sr. Engineer**Education**

- BS in Civil Engineering,

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Pineda has over 30 years of experience in civil engineering and project management. He has extensive experience working for both private and public sectors. 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 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 wastewater 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. 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.

AZITA FAKOORBAYAT, PE, Sr. Engineer**Education**

- BS in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer

Highlights

Ms. Fakoorbayat has over 25 years of experience. She 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.

Recent Experience with Transtech’s contract Cities:

Contract CIP Project Manager, City of Chino: As contract CIP Project Manager, coordinate various CIP projects throughout project design phase, including concrete, asphalt, storm drain, sewer, water, grading, traffic signal, accessibility. Conduct design review, PS&E review, constructability and biddability review, and manage design phase of various CIP projects, and manage and coordinate various CIP projects with various design engineers to ensure project design phases are completed within time and budget, and proceed with construction.

Public Agency Experience:

- Principal Engineer, City of Costa Mesa, CA
- As Principal Engineer, perform a broad range of highly complex and professional
- Civil Engineer I, Pierce County Public Works Utilities and Transportation
- Services, Design Section, Tacoma, WA
- Assistant City Engineer, City of Sumner, Sumner, WA

Private Consulting Experience:

- Senior Project Manager, Afb Group, Laguna Niguel, Ca
- Senior Project Manager, Berryman & Henigar, Santa Ana, Ca
- Project Manager, CNC Engineering, Newport Beach, Ca
- Senior Design Engineer/ Project Manager, Harding Lawson Associates Group Inc., Bellevue, Wa

JEFFREY KAO, PE, CBO, CASp, CBO**Education**

- MS, BS Civil Engineering, Cal Poly

Registrations/Certifications

- Registered Civil Engineer; CASp
- ICC Certified Building Official, California Building Plans Examiner, CalGreen Inspector, CalGreen Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Building Inspector

Highlights

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. His past experience includes working as a structural engineer for 4 years at a structural design firm.

ALI F. ZAGHARI, PE, PMP, Sr. Engineer**Education**

- MS, BS in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Zaghari has over 35 years of experience in Transportation Management & Operations at various capacities in the California Department of Transportation (Caltrans). His career path includes a number of key managerial positions in Caltrans leading to his last position as the Deputy District Director (DDD) for Traffic Operations at Caltrans District 7 in Los Angeles. As a member of District 7 Executive Team, Mr. Zaghari was responsible for policy, development and implementation of the traffic operations assets and the safe mobility of all users of the State Highway System (SHS) consisting of approximately 1500 center miles of freeways and conventional highways in Los Angeles and Ventura counties. He managed an operating budget of approximately \$70M encompassing both operations management and capital outlay support needs. The organization under his leadership included critical functions such as Intelligent Transportation Systems (ITS), Traffic Design, District Traffic Manager (DTM), Corridor Management, System Performance, and Encroachment Permits.

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

- BS in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Peralta has approximately 30 years of experience. His experience includes working as contract/consultant City Engineer, Plan Checker, Design Engineer for various Cities. 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.

BAHMAN JANKA, TE, Sr. Traffic Engineer**Education**

- MS, BS in Civil Engineering

Registrations/Certifications

- Registered Traffic Engineer

Highlights

Mr. Janka has over 35 years of experience in Traffic Engineering and Transportation Planning. He has served as City Traffic Engineer and Transportation Director for public agencies, including:

- City of Pasadena, California: Transportation Administrator
- City of Santa Clarita, California: City Traffic Engineer
- City of Fremont, California: Associate Transportation Engineer
- City of Palo Alto, California: Associate Transportation Engineer
- Entranco Engineers, Bellevue, Washington: Transportation Engineer.

JANA ROBBINS, PTP, RSP, Sr. Transportation Planner



Education

- BA, Cal Poly Pomona

Registrations/Certifications

- Licensed Professional Transportation Planner

Highlights

Ms. Robbins has over 25 years of experience. She serves as one of Transtech representatives 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, 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 attends community forums and neighborhood block meetings to discuss and answer questions about current and future traffic conditions. She prepares traffic impact studies for development projects in Southern California, which involves the coordination with developers, as well as local and regional agencies.

NORMAN CAESAR M. BACULINAO, PE, TE, Sr. Traffic Engineer



Education

- BS in Civil Engineering

Registrations/Certifications

- Registered Civil and Traffic Engineer

Highlights

Mr. Baculinao has 30 years of experience in Traffic Engineering. He has strong Traffic Signal System Operation experience, including Traffic Management Centers or TMC. He is technology oriented and has extensive working knowledge of new (Intelligent Transportation System) ITS standards, the System Engineering Process; Traffic Signal System Integration, Video Detection, CCTV systems, twisted pair communication system, fiber optic cables, Ethernet, Light Emitting Diode (LED) signals, Red Light Camera Systems, etc. His experience includes:

- County of Ventura, California: Traffic Engineering Manager; City of Pasadena, California: Traffic Engineering Manager; City of Santa Clarita, California: Associate Traffic Engineer; City of Stockton, California: Assistant Traffic Engineer; City of Roseville, California: Assistant Traffic Engineer

KAREN VIGIL, EIT, PTP, RSP, Associate Traffic Engineer



Education

- BS Civil Engineering, Cal Poly Pomona

Registrations/Certifications

- Licensed Professional Transportation Planner, Licensed Roadway Safety Professional

Highlights

Ms. Vigil has 8 years of experience in City Traffic/Transportation Engineering/Planning. She serves as one of Transtech representatives 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. She works directly with staff in the departments of public works, planning, engineering, and community development at each client city. She 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 attends community forums and neighborhood block meetings to discuss and answer questions about current and future traffic conditions.

ANTHONY BENDEZU, Associate Engineer



Education

- B.S Civil Engineering, Cal Poly Pomona

Highlights

Mr. Bendezu has approximately 6 years of experience. He works at Transtech's Traffic and Transportation Engineering Department and performed various tasks for traffic engineering projects at Transtech's contract Cities, including Temple City, Alhambra, South El Monte, Rosemead, and Commerce. His experience also includes CIP management support, coordination with City Departments, Utility Companies, Caltrans, other Regulatory Agencies, Developers, Consultants, Contractors, and overall management and coordination support for a variety projects from design thru plan review and approvals and construction. Mr. Bendezu 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).

NICOLE ROBBINS, Associate Traffic Engineer



Education

- MBA, Strategic Innovation, Ottawa University
- B.A. Marketing, Ottawa University
- A.S. Business Administration, Rio Hondo College

Highlights

Ms. Robbins has 3 years of experience. She provides support to Transtech's client cities in Traffic Engineering and Transportation Planning. Ms. Robbins is one of our lead Traffic Analysts and is in constant interaction with City Officials and residents which makes her the liaison between Transtech, our clients cities, and the residents. She communicates with them via email and phone. Ms. Robbins manages all of the traffic related inquires that come from residents and businesses to the City and communicates with the applicants about the status of their request. This includes management of our Traffic Department's comprehensive traffic task log. She manages the tasks and oversees traffic projects for over 10 client cities. She also assigns the tasks and reports based on the type of request to the various departments and team members at Transtech.

MOHAMMAD PASEBANI, PE, Sr. Engineer



Education

- MS, in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer

Highlights

Mr. Pasebani has over 35 years of experience. Before retiring approximately 3 years ago, his career path included a number of positions in Caltrans, with last position being Senior Transportation Engineer, responsible for oversight of Federally Funded projects in Varying number of agencies in the counties of

Los Angeles, Ventura and San Bernardino. He also provided instruction at various Resident Engineer Academies and Seminars/Workshops designed for Local agencies.

JEFFREY HIRSH, Sr. Construction Manager/Inspector



Education

- SDSU, College Level Classes

Registrations/Certifications

- Cal OSHA 10 hour construction certified
- Construction Site Storm Water Training

Highlights

Jeffrey Hirsh has approximately 25 years of experience in general engineering/public works and building construction projects. He has worked in the capacity of foreman, site superintendent and project manager. In these capacities, he has been involved in a wide variety of private and public works construction projects in Type A (General Engineering) and Type B (Building) construction. He has knowledge of standards and procedures for public agencies, including the Green Book, Caltrans, and has extensive experience in traffic control, safety and OSHA compliance requirements. Mr. Hirsh also has experience in inspecting federally funded projects to ensure compliance with the Caltrans LAPM. Following are examples of projects where Mr. Wheeler served as the Project Inspector and provided on-site CM Support:

- Washington Boulevard Widening and Reconstruction Project (Federally Funded), City of Commerce
- Temple City Bl. HSIP Project, Traffic Signal Imp and Pavement Rehab (Federally Funded), City of Temple City
- Eastern Avenue Street Rehab Project, City of Commerce
- City-Wide Annual Street Rehab Project, City of Commerce
- La Ballona Safe Routes to School Improvements (Federally Funded), City of Culver City
- Traffic Signal Left Turn Phasing Project (Federally Funded), City of Culver City
- Uptown Parking Structure, City of Whittier
- Garvey Park Facility Improvements
- Lugo Park Artificial Turf Soccer-Field and Park Project in the City of Cudahy
- Metrolink Station Improvements, City of Commerce

Jeffrey's prior experience includes:

- 2013-214, *PSBI Parking Structure Construction*: Sr. Superintendent.
- 1995-2013, *Harwood Homes, Inc.* Managed 35 Development Projects
- 1992-1995, *Overland Company*: Site Superintendent – SFR Tract Home Development
- 1985-1992, *Cambridge Development*: Site Superintendent/Assistant Superintendent

CRAIG M. WHEELER, Sr. Construction Manager/Inspector



Education

- BA

Registrations/Certifications

- NASSCO-Certified Inspector (Pipeline, Lateral and Manhole Assessments)
- Licensed A General Eng. Contractor

Highlights

Mr. Wheeler has more than 30 years of experience in engineering and construction in both the public and private sectors. He has provided project management and inspection services on a wide variety of public works projects. His experience includes pavement rehab, ADA, sidewalk, curb&gutter, grading, wet and dry utilities, roadway reconstruction and resurfacing, bridge construction and rehabilitation, water and sewer lines, RCP or RCB storm drains, pump stations, booster pump stations, street lights, traffic signals-new and upgrade/modifications, parks, parking lots, structures and other related types of

projects. As a project manager and construction inspector, Mr. Wheeler's responsibilities include site observation and construction quality assurance and control, ensuring general site safety, preparing daily reports, photo documentation, monitoring SWPPP and BMP implementation, providing daily updates to the City project manager, providing recommendations and responses for contractor RFIs, assisting with submittal and shop drawing reviews, tracking quantities, and conducting progress payment reviews. He has inspected projects that are funded with State and Federal Funds and is familiar Caltrans LAPM for Contract Administration. Following are examples of projects where Mr. Wheeler served as the Project Inspector and provided on-site CM Support:

- 2019 Residential and Arterial Pavement Improvement, I-159/I-139; City of Torrance
- Public Works Inspection (Staff Augmentation); City of Newport Beach
- Alicia Parkway Rehabilitation; City of Aliso Viejo
- FY 2017-18 Street Rehabilitation; City of La Habra Heights
- Beltway Operational Improvements; Caltrans | Bakersfield
- University Drive Widening (Campus to MacArthur); City of Irvine
- The Tracks at Brea – Segment No. 4; City of Brea
- CDBG Asphalt Repairs and Asphalt Overlays FY 2017; City of Mission Viejo
- Annual Pavement Preservation Program FY 2018-19 and 2015-16; City of Yorba Linda
- FY 2015-2016 Annual Citywide Sidewalk Repairs; City of Santa Monica
- Manhattan Beach Water Line and Street Improvements; City of Manhattan Beach
- Harbor Boulevard Median and LS Improvements; City of Costa Mesa
- Citywide Sewer Repairs; City of West Hollywood
- Emergency Storm Drain Repair; City of Torrance
- Concrete Repair Program, Phase VI (CDBG); City of West Hollywood
- Bedford Canyon Road Realignment; City of Corona
- Ontario Avenue Median Improvements; City of Corona
- SR-60/Market Street Improvements; City of Riverside
- Rimpau Park; City of Corona
- LAX Terminal Fuel Access Transmission Line Installation and Taxiway Paving Improvements

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



Education

- BA

Registrations/Certifications

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

Highlights

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.

Examples of his project experience as Sr. Inspector/Construction Manager includes:

- La Ballona Safe Routes to School Improvements, City of Culver City
- Valley-Linden Roadway Improvements, City of Rialto
- FY 19/20 Pavement Rehab, City of Commerce
- FY 19/20 Pavement Rehab Las Tunas Rd, City of Temple City
- FY 19/20 Pavement Rehab, City of Cudahy

- FY 17/18, 19/20, 20/21 Pavement Rehab, City of West Covina
- FY 19/20 Pavement Rehab, City of Maywood
- CDBG Various Restroom Improvements, City of Cudahy
- CDBG Sr. Center Facility Improvements, City of West Covina
- Traffic Signal Improvements (HSIP Cycle 6), City of South El Monte
- Brewster Ave Water and Sewer Improvements, City of Lynwood
- Agnes Ave Water and Sewer Improvements, City of Lynwood
- Primrose Park Improvements, City of Temple City
- Field Inspector and Design Support, City of Grand Terrace Pico Park Ball Field

KEITH A. WYATT, Sr. Project/Construction Manager



Education

- BA, UC Irvine, CA

Registrations/Certifications

- Union Carpenter Apprenticeship School
- 10-Hr, 30-Hr. OSHA
- SWPPP Certified
- FEMA Training: IS-3, IS-100.PWb, IS-200.b, IS-325, IS-552, IS-556, IS-700.a, IS-800.a, IS-803, IS-806, IS-809, IS-907
- ICC: Building, Electrical, Mechanical, Plumbing
- OSHA 30 Hour Trained

Highlights

Mr. Wyatt has approximately 25 years of experience in the construction field in building and engineering/public works projects. He has worked in the capacity of superintended, project manager and construction manager for consulting firms, as well as construction companies. In these capacities, he has been involved in a wide variety of private and public works construction projects in Type A (General Engineering) and Type B (Building). The projects include, but not limited to, construction of new buildings, seismic upgrades, ADA upgrades, TI improvements, site development, roads, parking facilities, utilities, etc. The type of buildings includes community centers, schools, hospitals, warehouses, distribution centers, and various other projects. He managed projects which involved Local Agencies; CA Department of General Services (DGS); CA Department of State Hospitals (DSH); CA Division of the State Architect (DGS); CA Office of Statewide Health Planning and Development (OSHPD). He has managed projects under Design-Bid-Build, Design-Build, Construction Manager/GC at Risk, Multi-Prime delivery methods. He has extensive experience in all phases of projects, including planning/development, entitlement and permitting bidding, construction, close-out, full-life cycle, project workflow, operations/systems development, scheduling, estimating, cost and budget control, contract negotiations, change order management, bid preparation, safety. He has worked for Construction Management Consultants and General Contractors in various capacities (Director of Construction, Project Manager, Construction Manager, Owner Representative, Construction Superintendent).

IVAN DAZA, EIT, Associate Engineer, Project Manager



Education

- B.S Civil Engineering, Cal State Long Beach

Registrations/Certifications

- Cal OSHA 10-hour

Highlights

Mr. Daza has approx. 3 years of experience and provides office engineering support to various Cities under Transtech's Municipal Services Contracts in support of managing Capital Improvements Projects. His experience includes CIP management support, coordination with City Departments, Utility Companies, Caltrans, other Regulatory Agencies, Developers, Consultants, Contractors, and overall

management and coordination support for a variety of projects from design through plan review and approvals and construction. He also serves as Office Engineer on construction projects and assists Resident Engineers and Construction Managers with contract administration, document control, contract compliance. Mr. Daza also worked as a construction estimator for a construction company. Part of his responsibilities included reviewing bid documents, plans and specifications, preparing plan take-off quantities, and preparing bid estimates.

JORGE PAZ, EIT, Associate Engineer, Project Manager



Education

- B.S Civil Engineering, Cal Poly Pomona

Highlights

Mr. Cervantes has approximately 1 year of experience in Public Works Engineering, and Transportation and Traffic Engineering. He works in the Public Works Department/City Engineering at Transtech's client Cities assisting City Engineers and Public Works Directors. He also serves as Office Engineer on construction projects and assists Resident Engineers and Construction Managers with contract administration, document control, contract compliance. He also assists at the public works permit counter and in permit issuance.

ROBERT GARCIA, Sr. Public Works Inspector



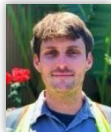
Education

- 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

Highlights

Mr. Garcia has approximately 30 years of experience, of which 20 years has been working as the City Public Works 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. Mr. Garcia provided public works inspection services to the following Transtech client Cities: City of Hesperia, Public Works Inspector; City of Commerce, Public Works Inspector.

JAMES PAGANI, DSA Certified Accessibility Specialist, CHST, CM/Inspector



Education

- BA, Goucher College

Registrations/Certifications

- BCSP Constr. Health and Safety Technician
- CPR/First Aid/AED Certified
- CalOES SAP Evaluator
- DSA Certified Accessibility Specialist
- FEMA Training: IS-3, IS-100.PWb, IS-200.b, IS-325, IS-552, IS-556, IS-700.a, IS-800.a, IS-803, IS-806, IS-809, IS-907
- ICC: Building, Electrical, Mechanical, Plumbing
- OSHA 30 Hour Trained

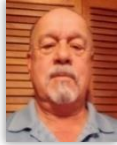
Highlights

Mr. Pagani has approximately 15 years of experience in public works construction management and inspection. Mr. Pagani has thorough knowledge and understanding of construction both on the jobsite and in the office, experience working with the various trades, designers, and managers of many different types of projects.

Examples of his project experience as Public Works Inspector/Construction Manager includes:

- City of Rialto, Public Works Encroachment Permit Inspections
- City of South El Monte, Public Works Encroachment Permit Inspections
- Primrose Park Improvements, City of Temple City
- FY 20/21 Pavement Rehab, City of West Covina

CLEMENTE ELIZALDE, Sr. Traffic Signal Inspector



Education

- San Bernardino Valley College, with a Major in Radio/Television, Communications and Electronics
- Chaffey College, with a major In Industrial Electricity, Motor starters and Operational amplifiers

Registrations/Certifications

- Certified International Municipal Signal Association "IMSA" level III Technician

Highlights

Mr. Elizalde has over 30 years of experience in Traffic Signal Systems inspection, maintenance and installation.

City of San Bernardino, 1985 to 2018, Traffic Signal Maintenance Department, various positions:

- Street Lighting Electrician
- Traffic Signal Technician II
- Traffic Signals Technician III
- Lead-Person for Traffic Signals, Street Lighting and Signs.
- Street Signal/Lighting and Signs Supervisor

ANDY CARLTON, Construction Inspector



Education

- Computer Science, California State University, Fullerton

Highlights

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.

ZACHARY HIRSH, Construction Inspector



Education

- BA, Goucher College

Registrations/Certifications

- OSHA 30 Hour Trained

Highlights

Mr. Hirsh's works at several of Transtech's client cities. His experience includes pedestrian safety, traffic

safety, and conformance with City standard specifications. His primary responsibilities include daily correspondence with Contractors to ensure conformity to CIP or permits, responding to Engineer's inquiries, and document processing of the Contractor's daily logs. Following are various examples of Client Cities (under Transtech's Municipal Engineering Contracts) representative of his experience.

Performed Permit Inspections at following Transtech Contract Cities:

Culver City; Irwindale; Rosemead; Temple City; El Monte; South El Monte; Maywood; Commerce; Placentia; West Covina

FURKAN CETINKALE, Associate Engineer, Project Management/Inspection/Office Engineering Support



Education

- Industrial Engineering
- MS, Cal Poly Pomona, Engineering Management

Registrations/Certifications

- 10-Hr OSHA

Highlights

Mr. Cetinkale has approximately 7 years of experience in construction management. He has extensive experience in all phases of projects, including planning/development, entitlement and permitting, bidding, construction, close-out, full-life cycle, project workflow, operations/systems development, scheduling, cost and budget control, contract negotiations, change order management, bid preparation, safety.

BRIAN CERVANTES, Associate Engineer, Project Management/Inspection/Office Engineering Support



Education

- B.S Civil Engineering, Cal Poly Pomona

Highlights

Mr. Cervantes has approximately 1 year of experience in Public Works Engineering, and Transportation and Traffic Engineering. He works in the Public Works Department/City Engineering at Transtech's client Cities assisting City Engineers and Public Works Directors. He also serves as Office Engineer on construction projects and assists Resident Engineers and Construction Managers with contract administration, document control, contract compliance. He also assists at the public works permit counter and in permit issuance.

LEONARDO MARTINEZ, Associate Engineer, Project Management/Inspection/Office Engineering Support



Education

- B.S Civil Engineering, Cal Poly Pomona
- Associate of Science in Engineering, Cerritos College

Highlights

Mr. Martinez has approximately 3 years of experience He works at various Cities under Transtech's Municipal Services Contracts in support of Transtech's City Engineers, Project Managers and Construction Managers. His experience includes CIP management support, Inspection support, coordination with City Departments, Utility Companies, Caltrans, other Regulatory Agencies, Developers, Consultants, Contractors, and overall management and coordination support for a variety projects from design thru plan review and approvals and construction.

MELISSA DEMIRCI, RSP, Municipal Services Contract Management



Education

- BS in Civil Engineering

Registrations/Certifications

- Road Safety Professional

Highlights

Mrs. Demirci has over 12 years of experience in Municipal Services in City & Traffic Engineering as well

as Building Services. She serves as Project Manager as one of Transtech's representative for Municipal Services at various Cities. She has her BS Degree in Civil Engineering from Cal Poly Pomona. She has experience in serving as a 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. 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. Her prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Environment Team while completing her civil engineering degree at Cal Poly Pomona.

ALI CAYIR, PE, Sr. Engineer, Sr. Level QC/QA, Management Oversight



Education

- BS Engineering, MBA

Registrations/Certifications

- Registered Civil Engineer
- Licensed Contractor A, B

Highlights

Mr. Cayir has over 35 years of experience. He served as Principal Program and Project Manager for a wide variety of projects. He has participated in a wide variety of multi-disciplinary development teams responsible for projects that include:

- Public Facilities (Vertical Construction); Public Works and Infrastructure; Parks; Transportation and Parking Related Facilities; Parking Structures; Commercial and Retail Developments; Industrial Development; Residential and Mixed Use Development

Mr. Cayir has extensive experience in the management and administration of federally and state funded projects in compliance with Caltrans Local Assistance Procedures Manual (LAPM), and served as Resident Engineer on several Federally Funded Projects. Mr. Cayir also served as contract City 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.

CRAIG MELICHER, PE, Engineer, Sr. Level QC/QA, Management Oversight



Education

- BS in Civil Engineering
- Various Construction Management Classes at UCLA, including:
 - Legal Aspects of Construction Management
 - Primavera based Construction Scheduling Software

Registrations/Certifications

- State of California Registered Civil Engineer

Highlights

Mr. Melicher has approximately 35 years of experience. Mr. Melicher has served in various capacities, such as Building Official, City Engineer, and CIP Manager for various Cities. 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. Melicher also served as Principal Program Manager for a wide variety of projects. Depending on the specific project, Mr. Melicher's services included everything from initial concept to project close-out. As each project faced its own unique challenges, Mr. Melicher was able to employ his extensive public agency background to insure the most expedition and cost effective solution

to each respective challenge, especially where, as Program Manager, Mr. Melicher was specifically responsible for acting on behalf of and insuring the best interests of the project's client. His experience includes serving as Owner's Representative and Construction Manager for large and complex construction projects, such as public works/infrastructure, community center, city hall, library, parking structure, movie theaters, retail centers, etc. Mr. Melicher also provided his expertise in the construction field serving as an expert witness for construction claims and defects. He has a strong background on the legal aspects of project and construction management and is particularly well versed in California statutes regulating all types of publicly funded construction.

SUBCONSULTANTS:

Our team also includes **specialty subconsultants to supplement our in-house staff and assist us in all aspects of projects and services:**

- SURVEY SUPPORT: VANLENCO, Inc.; www.vanlenco.com
- LANDSCAPE ARCHITECTURE SUPPORT: WITHERS & SANDGREN, Ltd.; www.witherssangren.com
- GEOTECHNICAL ENGINEERING SUPPORT: GEO-ADVANTEC, Inc. www.geoadvantec.com
- FUNDING / LABOR COMPLIANCE SUPPORT: AVANT GARDE, Inc. (DBE/WBE Firm); www.agi.com.co
- RIGHT-OF-WAY AND UTILITY CONSULTING SUPPORT, EPIC Land Solutions, Inc.; www.epicland.com
- ARCHITECTURAL, STRUCTURAL, MEP CONSULTING SUPPORT: IDS GROUP, Inc.; www.idsgi.com
- ENVIRONMENTAL CONSULTING SUPPORT: IMPACT SCIENCES, Inc. (DBE/WBE Firm); www.impactsciences.com
- HAZ-MAT TESTING CONSULTING SUPPORT: PROPERTY HEALTH, Inc.; www.mypropertyhealth.com

Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner. Our staff and resources include **approximately 200**, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel.

iv. Firm Profile

COMPANY PROFILE:

Established in 1989, Transtech (a California Corporation) is a **multi-disciplinary engineering consulting firm**. Transtech has been **in business for over 33 years** and is **providing municipal services to approximately 70 public agencies**.

Transtech is a **multi-disciplinary municipal engineering consulting firm**. Our service capabilities include:

- Building & Safety Services, Building Official Building Inspection, Plan Check
- Civil Engineering,
- 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 Eng
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Eng
- Emergency, Support Services

Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and

respond to requests in a timely, efficient, and cost-effective manner. Our staff and resources include **approximately 200**, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel.

Transtech is providing similar municipal services to approximately 70 public agencies.

City of Temple City

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Insp, Permit Tech

City of Commerce

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Tech

City of Big Bear Lake

- ✓ **Building & Safety Services:** Building Plan Review
- ✓ **Engineering Services:** Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Design, CIP and Construction Management, PW PC/Insp, Fed Proj Management

City of Maywood

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Inspection, Permit Technician

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 Monterey Park

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, plan check and as-needed inspection

City of Montebello

- ✓ **Project and Construction Management:** Project and Construction Management, Inspection
- ✓ **Building & Safety Services:** Building Official, plan check and as-needed inspection

City of Alhambra

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Insp, Permit Tech

City of South El Monte

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection, As-Needed Permit Technician

City of West Covina

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW PC, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician

City of Rosemead

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Insp, Permit Tech

City of Pico Rivera

- ✓ **City Engineering and CIP Management Services:** City Engineer and CIP Management.

City of Bell

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

City of Cudahy

- ✓ **CIP Management and Engineering Services:** Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Plan Review.

City of Hawaiian Gardens

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

City of Downey

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

Bear Valley Community Services District

- ✓ **District Engineering Services/CIP Management:** Engineering Support, Traffic Engineering, CIP Management

City of South Pasadena

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

City of Seal Beach

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

City of Azusa

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

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 Placentia

- ✓ **On-call PM/CM and Development/PW Plan Check:** On-call services

City of Rialto

- ✓ **City Traffic Engineering and PW Inspection Services:** City Traffic Engineering, PW Inspection services

City of Culver City

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

City of Santa Ana

- ✓ **On-call Services:** Building and Safety Plan Check, Inspection, Eng and Tech Support Services

City of Chino Hills

- ✓ **On-call Services:** Engineering

City of Pasadena

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

City of Rancho Palos Verdes

- ✓ **CIP Project Management:** CIP/Fed Proj Management
- ✓ **Building & Safety Services:** Plan Review, Inspection.

City of Lawndale

- ✓ **PW Staffing and Project Management Services:** PW Staffing and Project Management Services

County of Riverside

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

San Bernardino County Housing Authority

- ✓ **On-call Services:** As-Needed Support

City of San Bernardino

- ✓ **On-call Services:** Traffic Engineering, Constr. Management

City of El Monte

- ✓ **On-call Services:** Engineering Support, Traffic Engineering, Construction Management, Development/Public Works Plan Check, Map and Plan Check

County of Los Angeles

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

City of Norwalk

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

City of Hermosa Beach

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

City of Banning

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

Riverside County Economic Development Agency

- ✓ **On-call Services:** Eng, Building Evaluations, & Surveying

City of Lancaster

- ✓ **On-call Services:** Plan Check, Inspection, Traffic Eng, Staff Augmentation, and Tech Support Services

City of Palm Desert

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

City of Irwindale

- ✓ **On-call Services:** Constr. Management and Insp Services

City of Lynwood

- ✓ **On-call Services:** Engineering, CIP and Construction Management.

City of Yorba Linda

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

City of Anaheim

- ✓ **Engineering Services:** Engineering Services

City of Lake Forest

- ✓ **CIP Project Management:** CIP/Fed Proj Management

REFERENCES:**CITY OF ONTARIO** (Year started and completed: 2019 – Ongoing Service)

Contact: Dan Beers, PW Dep. Design & Construction, Principal Project Manager; T: 909-395-2806; E: dbeers@ontario.gov

Services Provided: CIP Management (C Block, DB Project, Grand Park DB Project, City Hall Annex DB Project)

CITY OF SAN BERNARDINO (Year started and completed: 2022 – Ongoing Service)

Contact: Daniel Hernandez, PW Dep. Design & Construction, Principal Project Manager; T: 909-395-2806; E: dbeers@ontario.gov

Services Provided: CIP Management (C Block, DB Project, Grand Park DB Project, City Hall Annex DB Project)

CITY OF WEST COVINA(Year started and completed: 2018 – Ongoing Service)

Contact: David Carmany, City Manager; T: 626-939-8401; E: dcarmany@westcovina.org

Services Provided: Building & Safety Services (Building Official, Plan Check, Inspection); City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF COMMERCE (Year started and completed: 2010 – Ongoing Service)

Contact: Vilko Domic, Assistant City Engineer; T: 323-722-4805; E: vdomic@ci.commerce.ca.us

Services Provided: Building & Safety Services (Building Official, Plan Check, Inspection); City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF MONTEREY PARK (Year started and completed: 2012 – Ongoing Service)

Contact: Ron Bow, City Manager; T: 626-307-1255; E: rbow@montereypark.ca.gov

Services Provided: Building & Safety Services (Building Official, Plan Check, Inspection); City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF TEMPLE CITY (Year started and completed: 2014 – Ongoing Service)

Contact: Bryan Cook, City Manager; T: 626-285-2171; E: bcook@templecity.us

Services Provided: Building & Safety Services (Building Official, Plan Check, Inspection); City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF ALHAMBRA (Year started and completed: 1993 – Ongoing Service)

Contact: Andrew Ho, Community Development Director; T: 626-570-5041; E: andrewho@cityofalhabra.org

Services Provided: Building & Safety Services (Building Official, Plan Check, Inspection); City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

v. Scope of Services

Transtech is a multi-disciplinary firm with approximately 200 staff and is capable of providing all of the services included in the Scope of work, which is provided as Attachment A to City's RFP.

The scope of work includes the following:

The Consultant will be responsible for providing Project Management and Project Control (PM/PC) services to support the management of key phases of projects in the City's Capital Program and administer various Programming and Program activities under the direction of City. The professional disciplines furnished by Consultant will vary according to the specific requirements of each particular project as requested by City.

- Task 1: Overall Program Management
- Task 2: Programming and Project Controls
- Task 3: Project Development and Management
- Task 4: On-Call Services
- Task 4: Optional Tasks (Construction Management)

TASK 1: OVERALL PROGRAM MANAGEMENT

Under the direction of the City Engineer, or designee, the PM/PC will provide support for services and activities related to managing the overall program. The PM/PC Program Manager will report to and take direction in this regard from the City Engineer or designee, who is the responsible person in charge and accountable overall for the work products provided and the services performed under this scope of services. Overall Program Management includes, but is not limited to:

- Fully developing and delivering all tasks within this RFP and additional tasks as negotiated.
- Providing and performing program administrative services and activities to support Programming and Project Controls and Capital Project Delivery including, but not limited to:
 - a) Assist in development and preparation of information and specialized graphics for project information, presentations, and reports for various publications and communication tools.
 - b) Assist in development, coordination, preparation for, and scheduling of meetings and events, and preparation of meeting materials.
 - c) Provide support to Project Managers with various project administrative tasks such as project correspondence, staff reports, copying, filing, mailing, meeting notes/minutes, etc.
- Assist in drafting and compiling agenda packet items (i.e., staff reports) for program, project, and programming items for inclusion in the agenda packets for City Council and other meetings as required.
- Provide support to Accounts Payable and Accounts Receivable functions for Projects. This support includes, but is not limited to:
 - a) Invoice review including processing and recommending for payment for project-related expenditures.
 - b) Preparing and recommending reimbursement documents for submission for all project related expenditures.

TASK 2: PROGRAMMING AND PROJECT CONTROLS

Task 2A: Programming

Under the direction of the City Engineer or designee, provide technical support to technical and administrative Engineering staff with matters relating to the programming, allocation and monitoring of funding from various local, state and federal sources for which the City has programmed on its various capital projects, including but not limited to Community Facilities District, General Fund, Measure A, Gas Tax, SB1 Gas Tax, Development Impact Fees (Transportation, Drainage, etc.). Technical programming support services include, but are not limited to:

- Guidance in developing strategic programming approaches including preparation and updating overall CIP funding.
- Developing policies and procedures for programming, monitoring and oversight processes.
- Perform financial analyses including preparation of cashflows and fund management.
- Developing processes that support effective fund program administration, financial resources management, and funding oversight.
- Assist with federal and state funding requirements such as Caltrans local assistance process, reporting and monitoring contract requirements such as Disadvantage Business Enterprise participation related to federal funding or Local Business Contract Equity Program for local funds, and reviews of funding eligibility requirements.
- **Key Task Item:** Assist in the development of a comprehensive 5-Year Capital Improvement Program in coordination with City staff identifying on-going capital projects and future prioritized capital projects, in a manner allowing for City Council review and discussion through the Fiscal Year 2023/2024 budget process (March to June 2023). Coordinate presentations with City Manager, Public Works Director, and individual Council Members through the budget process to review and discuss capital projects for programming in the 5-Year CIP. Assist in the development of a final 5-Year CIP for presentation to Planning Commission and City Council.

Task 2B: Project Controls

Under the direction of the City Engineer or designee, provide and perform defined services and activities related to program and project controls for current projects in the City's CIP. The PM/PC shall assist in developing, implementing, and monitoring project controls, including processes and procedures for project strategy, organization and administration, control and change management systems, plans and techniques for mitigating, eliminating, and managing project risks and schedule management. This work includes, but is not limited to:

- Accurate input and recording of Funding, Budgets, Commitments, and Incurred Cost detail into a Project Controls System (PCS) or such other similar system used by the City or provided by the Consultant.
- Assist with reconciling and validating cost information with Financials and baseline budgets and forecasts as well as against approved funding.
- Assist in the preparation and maintenance of accurate funding plans and as needed, provide cash flow data for projects in the Capital Program.
- Assist with recording funding agreement information in the PCS and assist with preparation of funding breakdowns.
- Assist Project Managers with project reporting, including the preparation of funding and expenditure summaries, project-related staff reports and supporting documentation for City Council and other related meetings.
- Work closely with Project Managers and staff to maintain project management information for each project, including cost, expenditure, scope, schedule, funding plans, and cash flow analysis.
- Assist in the preparation of project-related financial and funding reports including, but not limited to mid-year and annual budgets.
- Assist in the management of cost and schedule controls for project portfolio for the City's capital programs and projects. Implement Change Management and Document Control Management Systems and Processes to track changes and requests to the PCS, cost and schedule baseline information and documentation.

TASK 3: PROJECT DEVELOPMENT AND MANAGEMENT

Under the direction of the City Engineer or designee, provide and perform the necessary services and activities related to Project Delivery Management for capital projects in the Capital Program, from project inception to project closeout. The Consultant shall coordinate with City staff to compile an active list of current capital projects from which to develop an inventory and master list for Project Delivery Management. The PM/PC will provide continuous program management, oversight, and coordination for the predesign project development, environmental clearance, design, right-of-way, and pre-construction activities to satisfy the project scopes, objectives, deliverables, schedules, and budgets. The PM/PC shall develop, implement, and monitor project controls including process and procedures for project strategy, organization, and administration; control and change management systems; plans and techniques for mitigating, eliminating, and managing project risk; environmental, health and safety; quality assurance and controls; and schedule management. Overall needs for this task include, but are not limited to:

- Preparing and maintaining project management plans.
- Interacting and coordinating with program stakeholders to ensure adherence to project scope and objective.
- Detailed schedule development and control.
- Cost estimating and value engineering.
- Cost control including cash flow projections, estimates to complete, actual cost spent, and change management.
- Quality planning, assurance, and control of all project deliverables.
- Communications planning, distributions, and reporting.
- Document control, including use of commercially accepted software platforms.
- Contract administration and management of consultants for pre-design, environmental, design, right-of-way, pre-construction activities, and design support services during construction.
- Right-of-way coordination and support, including assisting with facilitating coordination, interactions, negotiations, and transactions with various property owners and utility owners, and helping develop, review, and process various right-of-way and utility agreements.
- Ensuring compliance with all funding terms and conditions.
- Coordination with other public and private entities.

- Oversight for procurement of all permits and licenses, as needed, including assisting with coordination with the various environmental regulatory and permitting agencies to process approval of environmental documents, permits, and other environmental approvals.
- When required, work with project teams, Caltrans, and other agencies to determine environmental mitigation requirements; identify necessary mitigation, negotiate, and execute mitigation agreements, and implement long-term mitigation maintenance and monitoring plans.
- Local Business Equity and DBE compliance and monitoring, and both interim and final reporting for the program manager and contracted teams.
- Provide support and advice on innovative project delivery, efficient program implementation, and leveraging various programming/funding/partnership opportunities.
- Provide technical resources to perform engineering and other technical services, including quality assurance reviews of technical deliverables, engineering analysis and report writing, and preparation of public materials.
- Coordinate and oversee design support during construction, including coordination between the design consultant and the project resident engineer, in order to address design-related issues which arise during construction.
- Project Control/Financial Management:
 - a) Coordinate with Project Controls team to implement and maintain cost, scope, and schedule project information in PCS.
 - b) Assist in the preparation and review of documentation in support of entering and processing various financial transactions through agency financial systems.
 - c) Assist in the preparation of review of capital cost estimates for various project phases; prepare draft and final PFPs in support of project funding/programming.
 - d) Assist with preparation of funding documents, allocation requests, grant applications, and inter-agency agreements.
- Contract Management:
 - a. Assist in contract management including developing baseline estimates and independent cost estimates; support development of project-related professional services contracts and amendments; and monitor executed agreements for contract compliance including review and approval of invoices, progress reports, contract equity utilizations, and staff change requests, etc.
 - b) Provide assistance to other City staff who may be managing construction management professional services and construction contracts to verify compliance to contract scope, budget, and schedule.

TASK 4: ON-CALL SERVICES

The Consultant shall provide on-call services as required and then as authorized by the City Engineer or designee. Work authorized for on-call services will be issued through specific task orders. On-call services may include, but are not limited to, performing the tasks identified in this scope of services for projects not actively being managed by Consultant. In addition, on-call services may include, but are not limited to, the following:

- Project management assistance and support services, including assistance with issues related to Caltrans, RCTC, FHWA, and other transportation and regulatory agencies.
- QC/QA services.
- Technical engineering support, including preparation of various plans and specifications for individual capital projects as may be assigned.
- Technical administrative support, including coordination with Caltrans Local Assistance for programming and related services for federally funded capital projects.
- Drafting staff reports, presentations, and other public materials.
- Outreach activities, such as planning and presenting at workshops, surveys, preparation of outreach materials including websites, direct mailers, and stakeholder interviews, including special events support.
- Funding and grant application assistance, including technical grant writing support, preparation of materials, collaboration with outside agencies and local jurisdictions, development of scope, schedule, and budget, and development of strategy and recommendations.

- Conceptual engineering, including advancing projects through conceptual engineering for various types of projects.
- Develop and review costs estimates, including identification of risks and contingencies.
- Assist with development of strategic programming for all phases of project development and delivery.
- Assist with the development of agreements, including contracts and partnering agreements.
- Develop presentations, maps, GIS services, and other graphics to support reports, presentations, or events.
- Draft, compile, and review City technical documents and publications.

TASK 5: OPTIONAL TASKS

The Consultant shall provide Optional tasks as required and then as authorized by the City Engineer or designee through specific task orders. Optional Tasks may include, but are not limited to:

CONSTRUCTION MANAGEMENT

Under the direction of the City Engineer or designee, construction management services will be provided for assigned capital projects. These services include, but are not limited to:

- Oversee construction management/construction contract administration services.
- Interacting, coordinating, and communicating with program and project stakeholders to ensure adherence to project scope and objective as well as report on any challenges, issues, and/or recommendations in a timely manner.
- Assist with preparation of the bid package, and the bidding, advertisement, and award of construction contracts, including follow-up and responses.
- Assist with the management of professional service contracts for design services during construction and construction management.
- Assist with authorizing, review, and approval of project related expenditures/invoicing.
- Continual project monitoring and reporting.
- Continual schedule monitoring, control, and reporting.
- DBE compliance, monitoring and both interim and final reporting for the program manager and general contractor teams.
- Cost control management and reporting including cash flow projections, estimates to complete, actual cost spent, change management, and claims review.
- Review, processing, and tracking of all contractor requested change orders, and analysis of change orders including for reasonable costs.
- Manage City scope objectives into ongoing construction contracts by Contract Change Order (CCO).
- Ensure compliance with all funding terms and conditions.
- Quality assurance and control.
- Communications planning, distributions, and reporting.
- Document control, including use of commercially accepted software platforms.
- Management and closeout of ROW acquisition activities and contract obligations during construction.
- Management and closeout of utility relocation activities during construction.
- Attend project progress meetings and other project and construction program related meetings, perform minute keeping at scheduled meetings.
- Tracking of all material submittals and responses.
- Tracking of all RFPs & responses.
- Provide technical assistance to resolve project issues.
- Provide assistance and/or draft materials and make presentations at public relations and outreach events.
- Monitor that state and/or federal funding requirements are being met and adhered to prepare Local Assistance Procedures Manual forms for start-up and closeout for projects that require them.
- Review of contractor's security and safety plan, including coordination with or hiring of a jobsite safety accountability supervisor for Covid-19 related efforts.
- Project closeout including overseeing the delivery of as-built drawings, equipment warranty information (as

applicable), the results of equipment performance testing, training as needed, DBE final expenditure and utilization report per Caltrans final reporting requirements, and review of final applications for payment.

The City may alter the scope prior to executing a professional services agreement with the selected firm.

vi. Cost Proposal *(per RFP, submitted separately)*

vii. Other Information

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

COMMUNITY BENEFIT ENHANCEMENT (CBE):

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 includes 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 a consultant (which is what we are best at) but to also be an active partner with our clients and further enhance the City's reputation as an ideal community to live, invest, work, and play.

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.

OUR TEAM IS WELL QUALIFIED TO PERFORM THE SERVICES REQUESTED:

- ✓ Successfully providing **similar services to many agencies for over 33 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**.
- ✓ We understand the importance of an **effective public relations and information program**, and have managed large projects, which involved multiple agencies and jurisdictions.
- ✓ **Understanding of public agencies procedures, and policies**, and extensive experience in preparing staff reports, and **presentations to City Council, Boards and public**.
- ✓ Our services are founded on the principals of **Total Quality Management for Total Customer Care and Satisfaction**.
- ✓ Commitment of **principal level management** and involvement throughout the contract duration.

viii. Licensing

Transtech will comply with the requirements specified by the City, which are as follows:

- The selected firm will be required to be licensed in accordance with Title 5 of the City of Beaumont Municipal Code, entitled "Business Licenses and Regulations" as well as be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.

Appendix – Insurance

Following is a copy of Transtech's current Insurance Certificate:

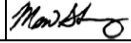
If selected by the City for this project, we will appreciate the opportunity of having our Attorney discuss the final contract language to ensure our insurance is in compliance with current laws and regulations and meets the City's requirements with the City's Attorney. Following items may be discussed:

- For insurability purposes, any duty to defend which is not expressly deleted or defined as a reimbursement to the extent of the adjudicated negligence will present insurability issues.
- Insurance may not cover payment for any of the City's' defense related cost prior to a final determination of liability or to pay any amount that exceeds Contractor's finally determined percentage of liability based upon the comparative fault of Contractor. Consultant should reimburse all reasonable attorneys' fees as part of City's total damages tied directly to Consultant's determined percentage of fault.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/27/2022
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.				
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).				
PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3897 Mt. Diablo Blvd Suite 230 Lafayette CA 94549		CONTACT NAME: Marie Swaney PHONE (A/C, No, Ext): 626-696-1890 FAX (A/C, No): E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com		
INSURED Transtech Engineers, Inc. 909-595-8599 13367 Benson Ave Chino CA 91710-3009		License#: 6003745 TRANENG-09 INSURER(S) AFFORDING COVERAGE INSURER A : Travelers Casualty and Surety Co of America NAIC # 31194 INSURER B : Travelers Property Casualty Company of America 25674 INSURER C : The Travelers Indemnity Company of Connecticut 25682 INSURER D : Sentinel Insurance Company 11000 INSURER E : INSURER F :		

COVERAGES		CERTIFICATE NUMBER: 60570467		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSUR LTR	TYPE OF INSURANCE	ADOL (SUBR) INSD (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	6805H737478	12/31/2022	12/31/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NoOwnedAutos <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	BA3R067451	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ n	Y	CUP4F17434A	12/31/2022	12/31/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	57WEGAA508A	9/1/2022	9/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability		107328311	12/31/2022	12/31/2023	Per Claim Aggregate Limit \$2,000,000 \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies. Umbrella Liability policy is follow-form to its underlying Policies: General Liability/Auto Liability/Employers Liability. Professional Liability is E&O Liability.
 Reference Number - IS00000139
 City of Manhattan Beach and its elected and appointed officials, officers, employees, agents and volunteers are named as an additional insured as respects general liability and auto liability as required per written contract or agreement. General Liability is Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached endorsement(s).

CERTIFICATE HOLDER PROVIDED FOR INFORMATION PURPOSES	CANCELLATION 30 Day Notice will be sent to holder SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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- For insurability purposes, one of the most important contract terms is to ensure the word "negligent" is evident in the indemnity clause. Absent a negligence trigger for claims, a client or owner could present claims with no allegations of negligence, and the professional liability may have coverage implications. Inserting "negligent" acts, errors, or omissions can help make the entire indemnity subject to an appropriate standard of care.
- Many contracts use phrases such as: "arising out of or in connection with". This can allow the certificate holder to assert claims that vaguely involve our scope of services. By replacing such phrases with "but only to the extent actually caused by", the claimant must establish that the negligence was the proximate cause of the damage, otherwise known as direct causation, would be insurable.
- For insurability purposes, we suggest limiting the obligation to only those parties with whom we have the contract, or who are in direct contractual privity to the project owner.



Submitted To

City of BEAUMONT

550 E. 6th Street

Beaumont, CA 92223

Attn: Grace Wichert

Procurement and Contracts Specialist



Cost Proposal

**CAPITAL
PROJECT
MANAGEMENT**

&

**RELATED
SERVICES**



TRANSTECH

Est. 1989

www.transtech.org

855.595.2495 (toll-free)

Submitted By
TRANSTECH Engineers, Inc.

Contact Person for this Proposal:

Okan Demirci, PE, QSD, QSP

Principal Project Manager

E: okan.demirci@transtech.org

C: 714-319-6137

April 20, 2023

City of BEAUMONT: 550 E. 6th Street, Beaumont, CA 92223
Attn: Grace Wichert, Procurement and Contracts Specialist

About TRANSTECH
Video Highlight:
[CLICK HERE](#)



TRANSTECH

Est. 1989

www.transtech.org
855.595.2495 (toll-free)

Proposal, CAPITAL PROJECT MANAGEMENT & RELATED SERVICES

As required, Cost Proposal is submitted separately.

Thank you for the opportunity to submit this proposal. Should you have any questions, or require additional information, please contact the undersigned.

Sincerely

Okan Demirci, PE, QSD/P, Principal Project Manager

E: Okan.demirci@transtech.org; C: 714-319-6137

Ahmad Ansari, PE, Contract Principal

E: Ahmad.ansari@transtech.org; C: 949-702-5616

vi. Cost Proposal *(per RFP, submitted separately)*

Following is Transtech’s Fee Rates for all staff classifications:

TRANSTECH ENGINEERS, INC.
SCHEDULE OF HOURLY RATES
 Effective through June 30, 2023
 Rates are average ranges, negotiable and can be adjusted to establish a fee for each assignment based on the specific project’s scope, when such projects are identified by the City.

ENGINEERING	
Field Technician	\$80 - \$90
Engineering Technician	\$90 - \$100
Assistant CAD Drafter	\$100 - \$115
Senior CAD Drafter	\$115 - \$130
Associate Designer	\$130 - \$145
Senior Designer	\$145 - \$160
Design Project Manager	\$180 - \$190
Assistant Engineer	\$110 - \$120
Associate Civil Engineer	\$135 - \$145
Senior Civil Engineer	\$190 - \$210
Traffic Analyst Technician	\$95 - \$105
Associate Traffic Analyst	\$140 - \$150
Senior Traffic Analyst	\$150 - \$160
Professional Transportation Planner	\$160 - \$175
Traffic Engineer Technician	\$90 - \$100
Associate Traffic Engineer	\$135 - \$145
Traffic Engineer	\$160 - \$175
Senior Traffic Engineer	\$175 - \$195
Project Manager	\$175 - \$195
Senior Project Manager	\$195 - \$215
Deputy City Engineer	\$160 - \$180
City Engineer	\$180 - \$195
Principal Engineer	\$195 - \$215
BUILDING & SAFETY	
Permit Technician	\$70 - \$80
Plan Check Technician/Analyst	\$100 - \$120
Building Inspector	\$120 - \$125
Senior Inspector	\$125 - \$135
Plans Examiner/Checker	\$135 - \$150
Plan Check Engineer	\$150 - \$160
Deputy Building Official	\$150 - \$160
Building Official	\$160 - \$170

CONSTRUCTION MANAGEMENT	
Labor Compliance Analyst	\$140 - \$145
Funds Coordinator	\$145 - \$155
Office Engineer	\$140 - \$150
Construction Inspector	\$135 - \$145
Senior Construction Inspector	\$145 - \$155
Construction Manager	\$155 - \$175
Resident Engineer	\$175 - \$190
PUBLIC WORKS INSPECTION	
Public Works Inspector	\$135 - \$145
Senior Public Works Inspector	\$145 - \$155
Supervising PW Inspector	\$155 - \$165
SURVEY AND MAPPING	
Survey Analyst	\$140 - \$145
Senior Survey Analyst	\$145 - \$150
2-Man Survey Crew	\$330 - \$340
Survey & Mapping Specialist	\$175 - \$185
Licensed Land Surveyor	\$200 - \$210
FUNDING & GRANT WRITING	
Funds Analyst	\$140 - \$145
Senior Funds Analyst	\$145 - \$155
Grant Writer	\$160 - \$170
Funds & Grant Project Manager	\$180 - \$190
PLANNING	
Community Development Technician	\$75 - \$85
Planning Technician	\$85 - \$95
Assistant Planner	\$95 - \$115
Associate Planner	\$115 - \$135
Senior Planner	\$135 - \$160
Planning Manager	\$160 - \$180
ADMINISTRATIVE STAFF	
Administrative/Clerical	\$65 - \$75
Project Accountant	\$75 - \$85

The above fees are 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.





Website:
www.beaumontca.gov

Address:
550 E. 6th Street
Beaumont, CA 92223

Phone:
951.769.8520

Request for Proposal for Capital Project Management & Related Services

Proposals Due By:
Thursday, April 20, 2023
2:00 PM, PST

CONTACT:

Grace Wichert
Procurement and Contracts Specialist
GWichert@beaumontca.gov

RFP AVAILABLE:
www.publicpurchase.com or
<https://www.beaumontca.gov/949/Bids-and-RFPs>

Introduction

The City of Beaumont ("City") is requesting proposals from qualified professional firms to provide Capital Project Program Management & Related Services. The selected firm or team (hereinafter the "Consultant") will be responsible for providing Project Management and Project Control (PM/PC) services to support the management of key phases of projects in the City's Capital Improvement Program (CIP) and administer various Programming and Programs activities under the direction of the City of Beaumont. The professional disciplines furnished by Consultant will vary according to the specific requirements of each particular project as requested by the City. Therefore, Consultant must have the capability to provide the full range of services associated with project development, project delivery management, and project control.

City of Beaumont

Founded at the turn of the 20th century, Beaumont is proud of its rich history and rural charm. The town served as a welcome "stopping-off point" for early travelers making their way from the Mohave desert to Los Angeles, and later for L.A. residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas, clean, crisp air, and the abundance of cherry and apple orchards. The City is located in the western portion of Riverside County and is bounded on the west by Calimesa and unincorporated areas, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundaries is approximately 26 square miles.

Beaumont provides the very best of rustic, rural beauty and charm, combined with the planned growth, abundant recreational opportunities, and rich community life offered by the finest Southern California cities. The progressive city of over 55,000 people, sits at 2,612 feet in elevation between Riverside and Palm Springs in the Inland Empire. The city contains 16 city parks, including a 20-acre sports park and an extensive trails system. The Beaumont School District, with 10 schools, has an outstanding reputation, and ranks highly in the Pass Area. The city is rounded out with various local service clubs, a new state of the art community recreation center, a library, two four-star golf courses, and multiple churches.

The City interacts with numerous other government agencies, including but not limited to the California Department of Parks and Recreation, the California Department of Transportation, the County of Riverside, and the Santa Ana Regional Water Quality Control Board.

The City Government

The Beaumont City Council is comprised of five Council members, each sharing equal voting powers on all items coming before the Council. Council members are elected to at-large positions for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one year but no more than two consecutive years.

The City Council provides legislative and policy direction to the City Manager, who implements their decisions to direct the activities of the City. The City Council responds to issues and concerns of the community by allocating resources, developing policies, and formulating strategies that support the vitality and economic viability of the City. All their decisions must be made at public meetings.

The City Council appoints the City Manager and City Attorney and members of all advisory boards, commissions, and committees. The City Council also serves as the Board of Directors for the Beaumont Financing Authority, Beaumont Utility Authority, Beaumont Conservation Authority, and Beaumont Successor Agency.

Purpose

The purpose of this solicitation is to find a firm who can best serve as a Program Manager for the City's Capital Improvement Program (CIP). A need exists for the Public Works Department to retain a consultant who specializes in these and other related services while the City retains staff that can assume responsibility for these functions.

The City's Fiscal Year 2022/2023 Budget adopted a one-year CIP with a list of 56 capital projects with an estimated cost of \$50,775,000.00. Additionally, there are 50 active projects previously funded and in various phases of delivery. The City Council may direct staff to program additional capital projects throughout the year.

All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service, to the City. The City will, based on qualifications presented in response to this RFP, select the firms best able to provide consulting services for upcoming private and City initiated projects.

Scope of Services

The Scope of Services for Capital Project Program Management & Related Services is attached as Exhibit A.

Term

The initial term of the agreement shall be five (5) years, as approved by City Council and consistent with City policies. The Consultant Team shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement (Exhibit B).

Proposal Requirements

Proposals shall clearly address all the information requested and describe methodology to be used to accomplish each of the project tasks. Please note: this RFP cannot identify each specific, individual task required to successfully and completely, implement this project. The City relies on the professionalism and competence of the selected firm to be knowledgeable of the general areas identified in the scope of work and to include in its

proposal all required tasks and subtasks, personnel commitments, man-hours, direct and indirect costs, etc. The City will not approve addenda to the selected firm's agreement which do not involve a substantial change from the general scope of work identified in this RFP.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

- i. **Cover Letter:** Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.
- ii. **Understanding of the City's needs:** Without a verbatim recitation of the information contained within this RFP, convey an understanding of the intent of the RFP and of the City's expectations upon implementation of the scope of services. Identify and discuss "key" or "critical" aspects of the potential services delivered as identified in this RFP, based on prior experiences. Identify methodologies for managing delivery of the services, modes of communication, how the work tasks will be controlled, how the work assignments will be tracked and how project status will be reported. Provide a detailed Scope of Work identifying how all of the services will be provided and deliverables completed. The detailed technical scope of work outline must be identical to the outline of tasks and sub-tasks identified in the Cost Proposal. This is to ensure that the final agreed contract has a scope of work and payment schedule which correlate to one another.
- iii. **Qualifications:** Proposal must concisely demonstrate the qualifications of the project manager to be assigned to manage and provide services including: name and qualifications, total number of projects (assigned as a "Project Manager") successfully completed, and what phases of the project were included, total number of projects the Project Manager is currently engaged in which involve professional services as described for this RFP, how many years the Project Manager has been currently employed with the Consultant's firm. Identify how many years the Project Manager has been previously employed with other firms and identify the number and name of the other firms, how the Project Manager can or will have sufficient time and resources devoted to the firm's proposal, given current and future time commitments, if selected.
- iv. **Firm Profile:** Provide a thorough organization structure/chart of staff resources

that will be used and available to provide the requested services. Specify how the consultant and its subconsultant(s) will address tasks and sub-tasks to meet the City's needs for the services identified within the time frame required. Proposal must describe the firm's ability to assign additional resources as demand for services may increase dependent upon the City's needs. Identify the lead time required to respond to a request for service, prepare a cost proposal, and/or to implement additional staff resources. Include a firm organization chart and staff resumes.

- v. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Services should be presented in a logical format that can be easily attached to the Professional Services Agreement.
- vi. Cost proposal: Provide a full, detailed cost of services in a separate sealed envelope.
Costing should include:
 - Fixed prices, including out-of-pocket expenses, for all costs associated within the scope of this proposal.
 - Detailed hourly rates.
 - Additional billable costs for non-specified tasks.
 - If an "on-call" type of service is requested, provide a fully detailed hourly rate schedule with list of reimbursable expenses involved.
- vii. Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- viii. The selected firm will be required to be licensed in accordance with Title 5 of the City of Beaumont Municipal Code, entitled "Business Licenses and Regulations" as well as be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.

Submittal

Three (3) bound copies and one (1) color digital pdf copy (flash drive) of the proposal must be submitted no later than 2:00 PM, Thursday, April 20, 2023. The cost proposal shall be submitted in a separate sealed envelope. Postmarks and faxes are not acceptable. Proposal must be titled "RFP for Capital Project Management and Related Services".



Proposals shall be submitted to:

City of Beaumont
c/o Grace Wichert
550 E. 6th Street
Beaumont, CA 92223

No postmarked proposals will be accepted. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of forty (40), 8 ½ x 11 pages, using minimum 12-point font size. Electronic submittals of the proposal will not be accepted.

***DUE DATE FOR QUESTIONS IS April 6, 2023, AT 2:00 PM PST.**

All questions shall be submitted through PublicPurchase.com. Answers will be posted on the same website to allow all users to review the City's responses to all questions within one (1) week of the question due date.

Timetable for reviewing and evaluating Proposals:

RFP Release	Thursday, March 23, 2023
RFC Due	Thursday, April 6, 2023 @ 2:00 PM PST
Proposal Due Date	Thursday, April 20, 2023 @ 2:00 PM PST
Consultant Interviews (if required)	Week of May 1, 2023
Tentative Award	May 16, 2023

Confidentiality

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

Amendments to Request for Proposals

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

Non-Commitment to City

The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

Conflict of Interest

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

By submitting a proposal, proposer represents and warrants that, for the term of the resulting contract, no member, officer or employee of the City of Beaumont, during their tenure or for one year thereafter, shall have any direct interest in any such contract or any direct or material benefit arising therefrom, as defined in California Government Code Sections 1090 *et seq.* and 87100 *et seq.* Prohibited interests include interests of immediate family members, domestic partners, and their respective employers or prospective employers.

The proposer further warrants and represents that it presently has no interest and agrees that it will not acquire any interest that would present a conflict of interest under California Government Code Sections 1090 *et seq.* or 87100 *et seq.* during the performance of services under any contract resulting from this RFP and that it will not knowingly employ any person having such an interest. Violation of this provision may result in the contract being deemed void and unenforceable.

Proposers must provide a list of any potential conflicts of interest in working for the City of Beaumont. Identify any other clients that would pose a potential conflict of interest as well as a brief description of work you provide to these clients. This list must include all potential conflicts of interest within the year prior to the release of this RFP as well as current and future commitments to other projects.

After award, the successful proposer shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest in connection with work performed under the agreement resulting from this and other the City of Beaumont solicitations. An organizational conflict of interest occurs when, due to other activities, relationships, or contracts, a firm or person is unable, or potentially unable, to render impartial assistance or advice to the City of Beaumont; a firm or person's objectivity in performing the contract work is or might be impaired; or a firm or person has an unfair competitive advantage in proposing for award of a contract as a result of information gained in performance of this or some other project.

Proposer shall not engage the services of any subconsultant or vendor on any work related to this RFP if the subconsultant or vendor, or any employee of the subconsultant or vendor, has an actual or apparent organizational conflict of interest related to work or services contemplated under this RFP.

The successful proposer selected through this RFP will represent the City of Beaumont in managing and reviewing invoices of other City of Beaumont consultants, subconsultants, contractors, subcontractors, and vendors. The City of Beaumont must avoid situations where the successful proposer is placed in a position of actual

or apparent conflict of interest. However, the City of Beaumont recognizes that there are a limited number of firms, many of which are small and/or local businesses, with the expertise required both for participation on this contract and for participation on the City of Beaumont's projects and programs, and the City of Beaumont does not want to unfairly limit the ability of the City of Beaumont to select the most appropriate consultant firms for future work.

Accordingly, subject to a review on a case-by-case basis by the City Manager or designee, the selected prime consultant and the members of its team will be eligible to submit bids for future contracting opportunities. While, as detailed above, the successful proposer shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest, the main purpose of the City Manager's review will be to confirm that neither the selected prime consultant nor any member of the consultant team could be placed in a position where, in performing the scope of the contract resulting from this RFP, that individual or firm would be responsible for reviewing its own work for a specific project. If the selected consultant or any member of the consultant team is awarded a subsequent contract and is then in position to review its own work on that subsequent contract, such consultant shall be responsible for adjusting the team members' responsibilities or finding a replacement firm to both ensure continuity of such services and avoid actual and apparent conflicts of interest, at the consultant's own cost.

If, at any time during the term of the contract resulting from this RFP, the consultant becomes aware of an organizational conflict of interest in connection with the work performed under such contract, the consultant shall immediately provide the City of Beaumont with written notice of the facts and circumstances giving rise to this organizational conflict of interest. The consultant shall immediately notify the City of Beaumont of any organizational conflict of interest, whether actual or apparent, in connection with any political campaign activities engaged by or involving its firm that is, or may be, related to and/or otherwise impact the City of Beaumont, its governing body, its projects and programs and/or its delivery of such project and programs. The consultant's written notice will also propose alternatives for addressing or eliminating the organizational conflict of interest.

Proposal Evaluation/Selection

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City's needs/objectives and the ability to meet those needs/objectives. If your firm has prior experience working with the City **DO NOT** assume this prior work is known to the evaluation committee. All firms are evaluated solely on the information contained in their proposal, information obtained from references, and presentations if requested. All proposals must be prepared as if the evaluation committee has no knowledge of the firm, their qualifications, or past projects.

City staff will use the following criteria to evaluate the proposals:



Criteria	Points
Understanding of Scope of Services	30
Project Manager Qualifications	20
Firm Qualifications	30
Firm's Resources	20
Total	100

Firms should take note that the City will consider multiple criteria in selecting the most qualified firm. Consistent with Federal, State and local laws for the acquisition of professional services, price is **NOT** an evaluation criteria. Cost proposals are not considered during proposal evaluations.

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final determination. Participation in any phase of this RFP process, including the interview phase if conducted, is at the sole expense of the firms replying to this RFP. The City shall NOT be responsible for any costs incurred by any firm in response to, or participation in, this RFP.

Upon selection of the most qualified firm, the associated cost proposal will be used as a basis for contract negotiations. A contract shall be negotiated on the basis of the submitted Cost Proposal, and in consideration of reasonable and mutually agreed project costs and time requirements. Should successful negotiations not occur with the highest ranked firm, the City may, at its sole discretion, choose to enter into negotiations with the second highest ranked firm, and so on.

CONTACT WITH ANY CITY EMPLOYEE OTHER THAN THE CONTACT NAMED IS STRICTLY PROHIBITED AND WILL BE CAUSE FOR DISQUALIFICATION OF THE PROPOSAL.



Exhibit "A"

Scope of Services



The City is requesting proposals from qualified consultants that shall provide professional services to support the following tasks:

The Consultant will be responsible for providing Project Management and Project Control (PM/PC) services to support the management of key phases of projects in the City's Capital Program and administer various Programming and Program activities under the direction of City. The professional disciplines furnished by Consultant will vary according to the specific requirements of each particular project as requested by City.

- Task 1: Overall Program Management
- Task 2: Programming and Project Controls
- Task 3: Project Development and Management
- Task 4: On-Call Services

Optional Tasks:

- Construction Management

TASK 1: OVERALL PROGRAM MANAGEMENT

Under the direction of the City Engineer, or designee, the PM/PC will provide support for services and activities related to managing the overall program. The PM/PC Program Manager will report to and take direction in this regard from the City Engineer or designee, who is the responsible person in charge and accountable overall for the work products provided and the services performed under this scope of services. Overall Program Management includes, but is not limited to:

- Fully developing and delivering all tasks within this RFP and additional tasks as negotiated.
- Providing and performing program administrative services and activities to support Programming and Project Controls and Capital Project Delivery including, but not limited to:
 - a) Assist in development and preparation of information and specialized graphics for project information, presentations, and reports for various publications and communication tools.
 - b) Assist in development, coordination, preparation for, and scheduling of meetings and events, and preparation of meeting materials.
 - c) Provide support to Project Managers with various project administrative tasks such as project correspondence, staff reports, copying, filing, mailing, meeting notes/minutes, etc.
- Assist in drafting and compiling agenda packet items (i.e., staff reports) for program, project, and programming items for inclusion in the agenda packets for City Council and other meetings as required.



- Provide support to Accounts Payable and Accounts Receivable functions for Projects. This support includes, but is not limited to:
 - a) Invoice review including processing and recommending for payment for project-related expenditures.
 - b) Preparing and recommending reimbursement documents for submission for all project related expenditures.

TASK 2: PROGRAMMING AND PROJECT CONTROLS

Task 2A: Programming

Under the direction of the City Engineer or designee, provide technical support to technical and administrative Engineering staff with matters relating to the programming, allocation and monitoring of funding from various local, state and federal sources for which the City has programmed on its various capital projects, including but not limited to Community Facilities District, General Fund, Measure A, Gas Tax, SB1 Gas Tax, Development Impact Fees (Transportation, Drainage, etc.). Technical programming support services include, but are not limited to:

- Guidance in developing strategic programming approaches including preparation and updating overall CIP funding.
- Developing policies and procedures for programming, monitoring and oversight processes.
- Perform financial analyses including preparation of cashflows and fund management.
- Developing processes that support effective fund program administration, financial resources management, and funding oversight.
- Assist with federal and state funding requirements such as Caltrans local assistance process, reporting and monitoring contract requirements such as Disadvantage Business Enterprise participation related to federal funding or Local Business Contract Equity Program for local funds, and reviews of funding eligibility requirements.
- **Key Task Item:** Assist in the development of a comprehensive 5-Year Capital Improvement Program in coordination with City staff identifying on-going capital projects and future prioritized capital projects, in a manner allowing for City Council review and discussion through the Fiscal Year 2023/2024 budget process (March to June 2023). Coordinate presentations with City Manager, Public Works Director, and individual Council Members through the budget process to review and discuss capital projects for programming in the 5-Year CIP. Assist in the development of a final 5-Year CIP for presentation to Planning Commission and City Council.



Task 2B: Project Controls

Under the direction of the City Engineer or designee, provide and perform defined services and activities related to program and project controls for current projects in the City's CIP. The PM/PC shall assist in developing, implementing, and monitoring project controls, including processes and procedures for project strategy, organization and administration, control and change management systems, plans and techniques for mitigating, eliminating, and managing project risks and schedule management. This work includes, but is not limited to:

- Accurate input and recording of Funding, Budgets, Commitments, and Incurred Cost detail into a Project Controls System (PCS) or such other similar system used by the City or provided by the Consultant.
- Assist with reconciling and validating cost information with Financials and baseline budgets and forecasts as well as against approved funding.
- Assist in the preparation and maintenance of accurate funding plans and as needed, provide cash flow data for projects in the Capital Program.
- Assist with recording funding agreement information in the PCS and assist with preparation of funding breakdowns.
- Assist Project Managers with project reporting, including the preparation of funding and expenditure summaries, project-related staff reports and supporting documentation for City Council and other related meetings.
- Work closely with Project Managers and staff to maintain project management information for each project, including cost, expenditure, scope, schedule, funding plans, and cash flow analysis.
- Assist in the preparation of project-related financial and funding reports including, but not limited to mid-year and annual budgets.
- Assist in the management of cost and schedule controls for project portfolio for the City's capital programs and projects. Implement Change Management and Document Control Management Systems and Processes to track changes and requests to the PCS, cost and schedule baseline information and documentation.

TASK 3: PROJECT DEVELOPMENT AND MANAGEMENT

Under the direction of the City Engineer or designee, provide and perform the necessary services and activities related to Project Delivery Management for capital projects in the Capital Program, from project inception to project closeout. The Consultant shall coordinate with City staff to compile an active list of current capital projects from which to develop an inventory and master list for Project Delivery Management. The PM/PC will provide continuous program management, oversight, and coordination for the predesign project development, environmental clearance, design, right-of-way, and pre-construction activities to satisfy the project scopes, objectives, deliverables,



schedules, and budgets. The PM/PC shall develop, implement, and monitor project controls including process and procedures for project strategy, organization, and administration; control and change management systems; plans and techniques for mitigating, eliminating, and managing project risk; environmental, health and safety; quality assurance and controls; and schedule management. Overall needs for this task include, but are not limited to:

- Preparing and maintaining project management plans.
- Interacting and coordinating with program stakeholders to ensure adherence to project scope and objective.
- Detailed schedule development and control.
- Cost estimating and value engineering.
- Cost control including cash flow projections, estimates to complete, actual cost spent, and change management.
- Quality planning, assurance, and control of all project deliverables.
- Communications planning, distributions, and reporting.
- Document control, including use of commercially accepted software platforms.
- Contract administration and management of consultants for pre-design, environmental, design, right-of-way, pre-construction activities, and design support services during construction.
- Right-of-way coordination and support, including assisting with facilitating coordination, interactions, negotiations, and transactions with various property owners and utility owners, and helping develop, review, and process various right-of-way and utility agreements.
- Ensuring compliance with all funding terms and conditions.
- Coordination with other public and private entities.
- Oversight for procurement of all permits and licenses, as needed, including assisting with coordination with the various environmental regulatory and permitting agencies to process approval of environmental documents, permits, and other environmental approvals.
- When required, work with project teams, Caltrans, and other agencies to determine environmental mitigation requirements; identify necessary mitigation, negotiate, and execute mitigation agreements, and implement long-term mitigation maintenance and monitoring plans.
- Local Business Equity and DBE compliance and monitoring, and both interim and final reporting for the program manager and contracted teams.
- Provide support and advice on innovative project delivery, efficient program implementation, and leveraging various programming/funding/partnership opportunities.
- Provide technical resources to perform engineering and other technical services, including quality assurance reviews of technical deliverables, engineering analysis and report writing, and preparation of public materials.



- Coordinate and oversee design support during construction, including coordination between the design consultant and the project resident engineer, in order to address design-related issues which arise during construction.
- Project Control/Financial Management:
 - a) Coordinate with Project Controls team to implement and maintain cost, scope, and schedule project information in PCS.
 - b) Assist in the preparation and review of documentation in support of entering and processing various financial transactions through agency financial systems.
 - c) Assist in the preparation of review of capital cost estimates for various project phases; prepare draft and final PFPs in support of project funding/programming.
 - d) Assist with preparation of funding documents, allocation requests, grant applications, and inter-agency agreements.
- Contract Management:
 - a) Assist in contract management including developing baseline estimates and independent cost estimates; support development of project-related professional services contracts and amendments; and monitor executed agreements for contract compliance including review and approval of invoices, progress reports, contract equity utilizations, and staff change requests, etc.
 - b) Provide assistance to other City staff who may be managing construction management professional services and construction contracts to verify compliance to contract scope, budget, and schedule.

TASK 4: ON-CALL SERVICES

The Consultant shall provide on-call services as required and then as authorized by the City Engineer or designee. Work authorized for on-call services will be issued through specific task orders. On-call services may include, but are not limited to, performing the tasks identified in this scope of services for projects not actively being managed by Consultant. In addition, on-call services may include, but are not limited to, the following:

- Project management assistance and support services, including assistance with issues related to Caltrans, RCTC, FHWA, and other transportation and regulatory agencies.
- QC/QA services.
- Technical engineering support, including preparation of various plans and specifications for individual capital projects as may be assigned.
- Technical administrative support, including coordination with Caltrans Local Assistance for programming and related services for federally funded capital projects.
- Drafting staff reports, presentations, and other public materials.



- Outreach activities, such as planning and presenting at workshops, surveys, preparation of outreach materials including websites, direct mailers, and stakeholder interviews, including special events support.
- Funding and grant application assistance, including technical grant writing support, preparation of materials, collaboration with outside agencies and local jurisdictions, development of scope, schedule, and budget, and development of strategy and recommendations.
- Conceptual engineering, including advancing projects through conceptual engineering for various types of projects.
- Develop and review costs estimates, including identification of risks and contingencies.
- Assist with development of strategic programming for all phases of project development and delivery.
- Assist with the development of agreements, including contracts and partnering agreements.
- Develop presentations, maps, GIS services, and other graphics to support reports, presentations, or events.
- Draft, compile, and review City technical documents and publications.

TASK 5: OPTIONAL TASKS

The Consultant shall provide Optional tasks as required and then as authorized by the City Engineer or designee through specific task orders. Optional Tasks may include, but are not limited to:

CONSTRUCTION MANAGEMENT

Under the direction of the City Engineer or designee, construction management services will be provided for assigned capital projects. These services include, but are not limited to:

- Oversee construction management/construction contract administration services.
- Interacting, coordinating, and communicating with program and project stakeholders to ensure adherence to project scope and objective as well as report on any challenges, issues, and/or recommendations in a timely manner.
- Assist with preparation of the bid package, and the bidding, advertisement, and award of construction contracts, including follow-up and responses.
- Assist with the management of professional service contracts for design services during construction and construction management.
- Assist with authorizing, review, and approval of project related expenditures/invoicing.
- Continual project monitoring and reporting.
- Continual schedule monitoring, control, and reporting.



- DBE compliance, monitoring and both interim and final reporting for the program manager and general contractor teams.
- Cost control management and reporting including cash flow projections, estimates to complete, actual cost spent, change management, and claims review.
- Review, processing, and tracking of all contractor requested change orders, and analysis of change orders including for reasonable costs.
- Manage City scope objectives into ongoing construction contracts by Contract Change Order (CCO).
- Ensure compliance with all funding terms and conditions.
- Quality assurance and control.
- Communications planning, distributions, and reporting.
- Document control, including use of commercially accepted software platforms.
- Management and closeout of ROW acquisition activities and contract obligations during construction.
- Management and closeout of utility relocation activities during construction.
- Attend project progress meetings and other project and construction program related meetings, perform minute keeping at scheduled meetings.
- Tracking of all material submittals and responses.
- Tracking of all RFPs & responses.
- Provide technical assistance to resolve project issues.
- Provide assistance and/or draft materials and make presentations at public relations and outreach events.
- Monitor that state and/or federal funding requirements are being met and adhered to prepare Local Assistance Procedures Manual forms for start-up and closeout for projects that require them.
- Review of contractor's security and safety plan, including coordination with or hiring of a jobsite safety accountability supervisor for Covid-19 related efforts.
- Project closeout including overseeing the delivery of as-built drawings, equipment warranty information (as applicable), the results of equipment performance testing, training as needed, DBE final expenditure and utilization report per Caltrans final reporting requirements, and review of final applications for payment.

The City may alter the scope prior to executing a professional services agreement with the selected firm.

EXHIBIT "B"

CERTIFICATES OF INSURANCE AND ENDORSEMENTS