

**CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN
THE CITY OF PALOS VERDES ESTATES
AND
HR GREEN CALIFORNIA, INC.**

This AGREEMENT is entered into this 13th day of July, 2015, by and between the CITY OF PALOS VERDES ESTATES, a general law city a municipal corporation (“CITY”) and HR GREEN CALIFORNIA, INC., a California Corporation (“CONSULTANT”).

RECITALS

- A. The CITY does not have the personnel able and/or available to perform the services required under this agreement.
- B. Therefore, the CITY desires to contract out for consulting services for Building & Safety, Engineering, and Public Works and an option for City Forestry Services.
- C. The CONSULTANT warrants to the CITY that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The CITY desires to contract with the CONSULTANT to perform the services as described in Exhibit A, (SCOPE OF SERVICES) of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the CITY and the CONSULTANT agree as follows:

1. CONSIDERATION AND COMPENSATION

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A (with the exception of City Forestry Services), and the work described in the proposals submitted by CONSULTANT dated May 4, 2015.
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.
- C. As additional consideration, CITY agrees to pay CONSULTANT based upon the hourly rates and a specified variable fee scale outlined both in Exhibit A and the hourly rates presented on Exhibit B. Building and Safety fees are structured on a percentage of collected fees basis for such services and follow an established graduated maximum scale also outlined in Exhibit B. The amount payable to CONSULTANT and the hourly rates contained in Exhibit B shall be established on an annual basis by the City Council in its adopted budget for such fiscal year or unless otherwise specified by written amendment to this Agreement. Furthermore,

should the fees that CITY imposes for CONSULTANT'S services change, CITY and CONSULTANT shall meet and confer to consider modifications and/or adjustments to the hourly rates specified in Exhibit B.

- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. The City shall pay the CONSULTANT all uncontested amounts set forth in the CONSULTANT'S bill within 30 days after it is received.

2. SCOPE OF SERVICES.

- A. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICES attached hereto as Exhibit A and incorporated herein by this reference, and the work described in the proposals submitted by CONSULTANT dated May 4, 2015.
- B. Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.
- C. CONSULTANT will provide to the CITY personnel who maintain the appropriate certification under the Americans with Disabilities Act and California state accessibility requirements.
- D. CONSULTANT agrees and acknowledges that all materials, data, deliverables, and other items, of whatever form or character and regardless of where stored or maintained, produced or received by CONSULTANT while performing work under this Agreement shall be the sole and exclusive property of the CITY, and CONSULTANT shall not use or retain same, nor release same to any third party, unless expressly authorized to do so 1) under this Agreement, or 2) in writing by the City Manager.

3. PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period. The CITY shall compensate CONSULTANT for services rendered pursuant to this Agreement at the rates specified in Attached Exhibit B.

4. TIME OF PERFORMANCE. The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the SCOPE OF SERVICES attached hereto as Exhibit A, unless extended in writing by the CITY.

5. FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services per attached Exhibit A to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

6. KEY PERSONNEL. CONSULTANT's key person assigned as Contract Manager under this Agreement is George Wentz. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City. Further, CONSULTANT understands and acknowledges that a high turn-over of staff or "revolving door" of persons assigned to CITY positions will be detrimental to CONSULTANT'S ability to maintain working relationships with CITY staff and the general public. Therefore, CONSULTANT shall, to the extent reasonably possible, maintain staff continuity in all positions assigned pursuant to this AGREEMENT.

7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on July 13, 2020 unless earlier termination occurs under Section 11 of this Agreement, or extended in writing in advance by both parties. During the term of the contract, an annual contract review shall be conducted in April to determine service levels, performance standards and compliance with contract terms and conditions. Pursuant to Exhibit "A", prior to the expiration of the initial five (5) year term, the City may exercise its option to extend the term this Agreement for an additional three (3) year term.

8. CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

9. TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

10. PERMITS AND LICENSES. CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

11. TERMINATION.

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause provided that CONSULTANT shall be given no less than 60 days notice. Notice of termination shall be in writing.
- B. CONSULTANT may terminate this Agreement. Notice will be in writing at least 60 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, all finished or unfinished documents, data, drawings, maps, and other materials

prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

- C. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

12. INDEMNIFICATION.

- A. CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The CONSULTANT shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.
- B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

13. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

14. INDEPENDENT CONTRACTOR. CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

15. AUDIT OF RECORDS.

- A. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
- B. CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

16. CORRECTIVE MEASURES. CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the CITY to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

17. INSURANCE REQUIREMENTS.

- A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
 - 1. Workers Compensation Insurance as required by law. The CONSULTANT shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONTRACTOR for CITY.
 - 2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. The CONSULTANT shall maintain added umbrella/excess General Liability insurance coverage in an amount of not less than three million dollars (\$3,000,000) per occurrence.
 - 3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than two million dollars (\$2,000,000) combined single limit for each occurrence; and
 - 4. Professional errors and omissions insurance in the amount of no less than five million dollars (\$5,000,000), and \$6,000,000 in the aggregate. The policy must "pay

on behalf of” the insured and must include a provision establishing the insurer’s duty to defend.

- B. Endorsements. Each general liability and automobile liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by CITY, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
 - 1. “The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations.”
 - 2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
 - 3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - 4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.
 - 5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
 - 6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days’ written notice has been received by the CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work 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.
- D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY’s option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before

commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.

- F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.

19. FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE. The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

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

21. NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

22. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
<u>City of Palos Verdes Estates</u> <u>340 Palos Verdes Drive West</u> <u>Palos Verdes Estates, CA 90274</u>	<u>HR Green California, Inc.</u> <u>1100 Town & Country Rd</u> <u>Suite 1025</u> <u>Orange, CA 92868</u>
<u>ATTN: City Manager</u>	<u>ATTN: George Wentz</u>

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

23. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

24. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

25. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

26. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.

27. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

28. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's administrator, or designee, may execute any such amendment on behalf of CITY.

29. ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

30. FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

31. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.

32. ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

33. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency in a manner consistent with the professional standards of care for the profession.

34. DISCLOSURE REQUIRED. (CITY and CONSULTANT initials required at one of the following paragraphs)

By their respective initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is a "consultant" for the purposes of the California Political Reform Act because CONSULTANT'S duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18701(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were CONSULTANT employed by the CITY. CONSULTANT hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to CONSULTANT a memorandum detailing the extent of CONSULTANT'S disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials MD
Consultant Initials PC GAW

OR

By their initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is not a "consultant" for the purpose of the California Political Reform Act because CONSULTANT'S duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18701(a) (2) (A) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials _____

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF PALOS VERDES ESTATES

CONSULTANT




ANTON DAHLERBRUCH,
CITY MANAGER

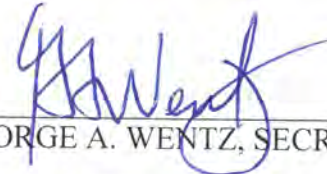


RICHARD L. WHITE, VICE PRESIDENT

ATTEST:




VICKIE KRONEBERGER,
CITY CLERK



GEORGE A. WENTZ, SECRETARY
36-4730232
Taxpayer ID No.

APPROVED AS TO FORM:



CHRISTI HUGIN, CITY ATTORNEY

EXHIBIT A

SCOPE OF SERVICES

The requested scope of services includes comprehensive Building and Safety (building, plan check and inspection), Engineering (traffic and civil) and Public Works (inspection, storm water, plan review and capital project administration) Services as described below. Such services would be provided for an initial five-year term with an option for a three-year extension at the City's discretion upon successful completion of the initial term.

Additionally, services may alternatively be provided by one or more consultants on an as-needed, supplemental or case-by-case basis, if and as determined by the Planning and Building Director or the City Manager.

The City provides two Building and Public Works Counter Technicians that perform different work from the existing consultant. They accept and issue plans, issue permits, manage records and perform research, and provide customer service. City Hall operates on a 5/40 work week schedule.

The City will provide the consultant with limited City office space to accomplish all tasks listed in the following Scope of Work. If the consultant believes that more space is required, the consultant may acquire additional office space at their own expense.

BUILDING AND SAFETY SERVICES

The Building and Safety operations encompass general building, plan check and inspection services. During FY 13/14, the City issued a total of 2,064 building permits. Most of the building permits pertain to additions or remodeling of residential units. There were only 10 new homes constructed in FY 13/14. The City envisions these functions being performed by the consultant.

The scope of services for Building and Safety Services proposals shall include the following:

A. Building Official:

The consultant will provided a qualified individual who will perform the following Building Official services:

- Enforce the building, electrical, plumbing and mechanical codes and arrange reviews by other agencies as appropriate and coordinate enforcement activities with other agencies/city division for related property maintenance or code violations.
- Develop and implement proper forms in accordance with State laws and best management practices.
- Provide Building and Safety services and supervise contract personnel.
- Interface with City staff as necessary for achieving responsibilities and compliance with this scope of work.

- Inspections shall be performed on the next working day if requested prior to 4:00 p.m. or by the same working day as the inspection if work load allows.
- If inspection requests exceed the ability of one inspector to handle within an acceptable timeframe, the consultant shall provide for additional inspectors.
- Consultant shall provide telephone line and equipment for fulfilling all inspection responsibilities.
- An inspector fluent in English and Spanish is highly desirable but not mandatory.

C. Records:

Maintain records and files concerning construction permits and building code administration at City Hall or at such other locations as approved by the Planning and Building Director and the City Manager.

D. Reporting:

Keep daily logs of building permit and inspection activities and submit an itemized monthly report of all service activities to the Planning and Building Director. Reports to other agencies shall also be submitted as required by law, including development activity reports as required for compliance with the Los Angeles County Congestion Management (CMP) Program.

- Monthly Building and Safety reports and logs shall include number of permits, permit valuations, permit revenue, etc. and in comparison to prior month and same month in the prior year.
- Reports shall be maintained electronically in software that can be used for special reports and analysis, and be accessed by City staff.

ENGINEERING AND PUBLIC WORKS SERVICES

Engineering/Public Works operations encompass general engineering, traffic engineering, environmental services and capital projects. During FY 13/14, a total of 338 public works related permits were issued by the City. The City envisions these functions being performed by the consultant.

The scope of services for Engineering/Public Works Services shall include the following:

A. General Administration:

- When directed, analyze the City's capital improvement and engineering needs and prepare and administer long and short-range programs as authorized by the City.
- When directed, attend staff level meetings with City staff, public officials, community leaders, developers, contractors and the general public.

- Conduct surveys and research, evaluate projects and project proposals, prepare and issue RFPs, develop budget and engineering estimates, make recommendations, prepare and present reports.
- In the performance of the services described above; be available for scheduled meetings at City offices and for telephone or written (generally by e-mail) responses to questions from City staff or from the public or other agencies, utilities, etc., upon referral from City staff.
- Maintain daily logs of permit and inspection activities and submit a report to the City and other agencies as required.
- Calculate and collect all necessary fees for permits, inspections, deposit accounts and other services provided by the City.
- Conduct and maintain training for consultant's personnel and City staff as needed. Consultant to maintain certifications and licenses as necessary for services described herein.

E. Development Review:

- Review proposed subdivision maps, parcel maps, boundary adjustments and legal descriptions for conformance with local and state ordinances and laws.
- Review proposed grading, drainage, and improvement plans for private and public development projects.
- Recommend conditions of approval for proposed development projects.
- Review and approve of land division final maps and improvement plans. The City expects average response times of within ten working days of initial submittal for a first plan check, and within one week of re-submittal for subsequent plan checks.
- Establish performance and labor and material bond amounts when required and require the posting of such securities and other development fees within the proper time sequence of such development review.
- Provide field inspections of work performed by private contractors for public and private construction projects, and at the proper time recommend notices of completion and acceptance of the work.
- Provide necessary related functions as is the normal practice of a City Engineer in reviewing private developments.

- As directed by the City, investigate traffic engineering related matters and prepare reports with alternatives and recommendations for consideration by the City.
 - Provide traffic engineering review of proposed development projects including reviews of precise plans of design, conditional use permits, tentative tract maps, and similar projects, making recommendations on traffic impact mitigations and on overall circulation patterns, parking designs/layout, signing, striping, marking and minor changes to existing facilities.
 - Inspect traffic control devices and projects as they are being installed or constructed. Recommend bond amounts required for traffic engineering improvements and recommend release of bonds for completed traffic engineering facilities.
 - Provide input and assistance to City staff in developing the optimum capabilities and efficiency of the traffic engineering program.
 - Provide special traffic engineering studies which may be needed to augment both field observations and the review of existing traffic accident, traffic speed and traffic volume data.
 - Advise the City of grants potentially available to the community for alleviating identified traffic related problems and advise the City of potential funding trades and exchanges with other agencies.
 - Administer funding applications/expenditures.
 - Review the condition of traffic infrastructure including roadways, sidewalks, curb/gutter, markings, signage, etc. and implement a proactive maintenance plan.
 - Prepare and issue bids and RFPs, and administer contracts.
 - Perform the statutory functions of the Traffic Engineer pertaining to the review and approval of plans, projects and proposals. The City expects average response times of within ten working days of initial submittal for plan review.

H. Other Requirements:

- Consultant shall provide and maintain technical training for its staff and City staff as appropriate to coordinate and improve the functions of the Department and the consultant.
- Consultant shall maintain necessary certifications and professional licenses for services provided.
- Provide all clerical and administrative support, and equipment, resources and tools for services herein described.

**SCHEDULE #1
COST CALCULATOR MULTIPLIER**

These values shall be used to determine project valuation

Valuation for:	Current Cost per square foot
Type V Wood Frame Residential	\$ 140.00
Addition & Remodel of Residential	\$ 140.00
New Commercial Construction	\$ 145.00
Garages (Attached & Detached)	\$ 70.00
Storage Area	\$ 70.00
Car Ports & Breezeways	\$ 46.00
Covered Patios & Trellis	\$ 46.00
Balconies	\$ 46.00
Wood Decks	\$ 16.00
Re-Roof or Repairs	\$ 2.75
Pools & Spas	\$ 40.00
Retaining Walls (per square foot)	\$ 16.00
Block Walls (per linear foot)	\$ 46.00
Windows/Doors/Skylights	are valued at \$500.00 per opening
Commercial Tenant Improvements	Contract Value

A Gazebo or Garden shed does not require a permit if it does not exceed 120 sq. ft. of covered area (roof), is detached, and the floor height does not to exceed 30" above grade.

Strong Motion Fees

Strong motion fees are assessed with the building permit fees as mandated by the Department of Conservation for Strong Motion Instrumentation and Seismic Hazard Mapping (\$10.00 fee per \$100,000.00 permit valuation - \$7.00 for Strong Motion Instrumentation and \$3.00 for Seismic Hazard Mapping).
Formula for Strong Motion is as follows: Valuation x 0.0001 = fee amount.

SB 1473

The California Building Standards law requires collection of a fee, assessed at the rate of \$4 per \$100,000 of valuation, which is transmitted to the State Building Standards Commission. The funds are to be used by the Commission to approve, codify, update and publish green building standards.

PLUMBING PERMIT FEES

Attachment 2 of 7

	Current
Permit Issuance	\$30.75
Fixture or Trap (includes toilets, bidets, sinks, showers & bathtubs)	\$16.25
New Water Main	\$16.25
Water heater	\$16.25
Water Treatment Equipment (includes softener/filtration)	\$16.25
Vacuum Breakers/Backflow Preventor (includes sprinklers)	\$16.25
Storm water/floor drains inside building	\$16.25
Gas system up to five (5) outlets	\$16.50
	Each outlet over five (5) \$3.60
Fire Sprinklers up to five (5) heads	\$16.50
	Each sprinkler over five (5) \$3.60
(Fee is for plan check and same fee to be assessed for permits)	
Interceptors & Clarifiers	\$30.75
Sewage Disposal abandonment	\$36.00
Swimming Pool/Spa/Hot tub	\$45.00
Building Sewer replacement & repair	\$54.75
Sewer Saddle	Per Sanitation I
Solar water heating system	\$54.75
Re-pipe of water system	\$109.00

Plan Review:

Other: Actual cost to the City including overhead

After-the-fact work is triple fees: Two (2) times applicable fees for the investigation of the work done and once the after-the-fact is deemed permissible by the City inspector then the additional one (1) time permit fee is assessed.

GRADING PERMIT FEES

Attachment 4 of 7

		Current
Permit Issuance		\$30.75
1 - 50 Cubic Yards		\$137.50
51 - 100 Cubic Yards		\$216.75
101 - 1,000 Cubic Yards, First 100		\$216.75
	Each additional 100	\$54.70
1, 001 - 10, 000 Cubic Yards, First 1,000		\$707.00
	Each additional 1,000	\$54.70
Over 10,000 Cubic Yards, First 10,000		\$1,196.00
	Each additional 10,000	\$72.50
Plan Review:		100% of permit

After-the-fact work is triple fees: Two (2) times applicable fees for the investigation of the work done and once the after-the-fact is deemed permissible by the City inspector then the additional one (1) time permit fee is assessed.

PLANNING FEES

Attachment 6 of 7

	Current
Site Plan Review or revisions	\$118.00
Satellite Dish over 18 inches in diameter	\$153.00
Direct Satellite Dish - exempt from fees per Ordinance	
Neighborhood Compatibility Review	\$1,585.00
Neighborhood Compatibility revision	\$790.00
Neighborhood Compatibility revision sought after orig. construction permit final	\$1,585.00
Neighborhood Compatibility Review Extension by Staff	\$145.00
Neighborhood Compatibility Review Extension	\$300.00
Grading Application	\$990.00
Miscellaneous Application	\$300.00
Conceptual Project Review	\$255.00
Coastal Zone Waiver	\$102.00
Coastal Development Permit	\$1,480.00
Coastal Development Permit in conjunction with another application (CUP, Neighborhood Compatibility, Variance)	\$740.00
Sports Court Application	\$990.00
Sign Plan Application	\$990.00
Sign Plan Review by Staff	\$110.00
Lighting Permit Application	\$990.00
Minor Lot Line Adjustment	\$990.00
Conditional Use Permit	\$1,480.00
Variance Application	\$1,480.00
Wireless Telecomm. Facilities	\$1,360.00
Landscape Plan Review	\$690.00
Environmental Initial Study	\$1,495.00
EIR (Deposit of actual projected costs to City plus 20% for administration)	\$3,065.00
Other Environmental Reviews - Actual cost to the City including administration	

Prior to action by Planning Commission or City Council on an application, a revised application may be subject to one-half original application fees.

Mailing Matrix Preparation \$ 350.00

Appeal Fees

- | | |
|--|-----------|
| 1. Major Appeals - Appeals of Neighborhood Compatibility, Grading, Coastal ment, Conditional Use, Variance, Wireless Telecomm or any combination of these apps. | \$ 600.00 |
| 2. Minor Appeals - Appeals of all other Planning Apps. | \$ 300.00 |

After-the-fact applications is subject to triple (3 times) the applicable fees indicated.

City of Palos Verdes Estates
 Building & Safety, Engineering, and Public Works Services



Cost Proposal

Reimbursement on an Actual Service Basis

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>	<u>PREVAILING WAGE HOURLY RATE</u>
Principal-in-Charge/Program Manager	\$195	
<u>Building & Safety</u>		
Senior Building and Safety Official -	\$135	
Deputy Building Official/Senior Building Inspector -	\$105	
Senior Plan Check Engineer -	\$135	
Plan Check Engineer -	\$130	
Senior Building Inspector -	\$105	
Building Inspector (Combination)-	\$ 95	
Senior Building Plan Checker -	\$110	
Building Plan Checker -	\$ 95	
Code Enforcement Officer –	\$ 70	
Permit Technician -	\$ 75	
Administrative Assistant -	\$ 55	
<u>Public Works / Engineering</u>		
City Engineer	\$155	
Senior Professional Engineer	\$145	
Traffic Engineer	\$130	
Professional Engineer	\$140	
Associate/Assistant Engineer	\$100	
Environmental Associate	\$100	
Designer	\$110	
CADD Drafter	\$ 85	
Survey Crew (2-person)	\$230	
Civil Plan Check Expert	\$165	
Plan Checker	\$135	
Public Works Technician	\$100	
Management Analyst	\$115	
Construction Manager	\$140	
Senior Public Works Inspector	\$120	\$165
Public Works Inspector	\$ 95	\$135
Administrative Assistant -	\$ 55	
<u>City Forestry</u>		
City Arborist	\$175	

Cost Proposal



Staffing		Estimated Annual # of Billable Hours	Proposed Hourly Rate	Estimated Annual Billable Amount
Principal In Charge	George	Monthly As Needed		No Charge*
Building and Safety	Estimated hours. Actual cost based on agreed to percentages shown below			
Senior Building Official	Reggie M.	1456	\$135	\$196,560
Deputy Building Official	Rick B.	528	\$105	\$55,440
Building Inspector	TBD	500	\$95	\$47,500
Sr. Plan Checker	BJ A.	416	\$110	\$45,760
Sr. Plan Check Engineer	Structural	190	\$135	\$25,650
Permit Technician	Adam T.		\$75	\$0
Total Estimate Building and Safety		3090		\$370,910
Public Works/Engineering				
City Engineer	Ken R.	1152	\$155	\$178,560
Traffic Engineer	Rob O.	480	\$130	\$62,400
Associate Engineer	TBD	1200	\$100	\$120,000
Assistant Engineer	TBD	1104	\$100	\$110,400
Civil Plan Checker-Professional	Tina	384	\$135	\$51,840
Environmental Associate	Bob	80	\$100	\$8,000
Public Works Inspector	Scott/Leighton	600	\$95	\$57,000
Total Estimate Public Works/Engineering		5000		\$588,200
Total Estimate of Building and Safety and Public Works/Engineering		8090		\$959,110

Note: Cost of services will not exceed any agreed upon CAPPED amounts

BUILDING & SAFETY COMPENSATION BASED ON PERCENTAGE OF FEES COLLECTED (Cumulative Compensation. Based on percentage within each tier)		
FEE RELATED REVENUE	HR GREEN COMPENSATION	
< \$200,000	70%	Up to \$ 140,000
\$200,000 - \$400,000	55%	Up to \$ 110,000
> \$400,000	50%	
Minimum annual compensation of \$ 330,000		

PUBLIC WORKS/ENGINEERING COMPENSATION BASED ON AGREED TO HOURLY RATES		
HR GREEN COMPENSATION	PER EXHIBIT B	Agreed to hourly rates

CAPITAL IMPROVEMENT PROGRAM BILLING	
PROJECT CONSTRUCTION COST ESTIMATE	HR GREEN COMPENSATION
< \$500,000	8 - 12%
> \$500,000	6 - 10%

* Unless services are specifically requested by the City.





Proposal:

Building & Safety, Engineering, and Public Works Services



May 4, 2015

May 4, 2015

Sheri Repp-Loadman
Planning & Building Director
City of Palos Verdes Estates
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274



Subject: Proposal: Building & Safety, Engineering, and Public Works Services
Delivering "Best in Class" Services: Quality, Responsiveness, Reliability, Stewardship

Dear Sheri,

To assist you with delivering comprehensive building and safety, engineering, and public works services, **HR Green** in conjunction with **AndersonPenna Partners** (city engineering, traffic engineering, and public works inspection), **West Coast Arborists** (city forestry), and **Sikand Engineering** (surveying) is poised to assign highly experienced staff with a successful track record of providing **highly responsive, well-planned, and quality** services in the **most cost-effective manner possible** to agencies of similar size. Our staff members offer a successful municipal consulting track record, particularly with Southern California agencies, including the provision of staff augmentation services and **Alternative Service Delivery (ASD)** options. We will deliver value-added services that will yield innovative, yet practical, solutions and promote cost-effective and timely project delivery to your residents.

This procurement offers tremendous opportunities to re-visit service delivery methods that identify **better ways of doing things** to enhance quality, responsiveness, community buy-in, and collaboration that meet your performance benchmarks/timelines and maximize your net revenue while streamlining the approval process. **The following are some key questions that should be asked:**

- Can our organization and operations be more effective?
- Are there opportunities to increase revenues and enhance services to our community?
- Can we operate more efficiently and spend less while maintaining the highest quality services?
- How to maximize use of "green" technology solutions (e.g., **GovClarity**, electronic plan check, permit tracking)?
- Can services be enhanced while not increasing costs?
- Are we as customer-oriented and responsive as possible?
- Can we improve communication and transparency?
- Can we enhance coordination of enforcement activities for related property maintenance or code violations?

Established in 1913, the firm has more than 350 employees working out of 15 office locations nationwide, including a Southern California office in Orange. **We are committed to establishing a client office in close proximity to City Hall.** In 2014 the firm experienced more than \$50 million in business volume.

HR Green Services

- | | | |
|---------------------------------|---------------------------|----------------------------------|
| ▪ City Engineering | ▪ Master Planning | ▪ Environmental |
| ▪ Civil Engineering | ▪ Civil Plan Check | ▪ Grant Funding |
| ▪ CIP Program Management | ▪ Staff Augmentation | ▪ Building Plan Check |
| ▪ Map Check | ▪ Traffic Engineering | ▪ Water Quality Compliance |
| ▪ Departmental Management | ▪ Public Works Inspection | ▪ Construction Management |
| ▪ Hydrologic/Hydraulic Analysis | ▪ Code Compliance | ▪ Building Safety Administration |
| ▪ Permit Processing | ▪ Permit Counter Support | ▪ Building Inspection |

Phone: 855.900.4742 Fax: 714.333.1886

1100 Town & Country Road, Suite 1025, Orange, CA 92868

E-Mail: gwentz@hrgreen.com



Delivering Unparalleled Consulting Solutions to Government Agencies

- 100+ years of professional consulting service to public agencies / 350+ staff
- Manage the only 100% contracted city in California
- Consistently ranked as a Top 300 design firm and Top 100 construction management firm in U.S. by *Engineering News Record*
- Multi-faceted consulting to 75+ public agencies in California
- Exclusively serve public agencies = No conflict of interest

Recognized Leader in Understanding What Communities Need to Work Efficiently

- All proposed staff have served as public agency employees and/or on-site extension of staff
- Proven track record to expedite services and deliver cost-savings
- Extensive experience serving coastal cities
- Expertise in transitioning services of full service building safety, engineering, and public works departments

Continuity Ensures Delivering Streamlined Projects and Satisfied Clients

- 30+ years managing all facets of city departments and operations
- Excellent working relationships with agency staff and other consultants to seamlessly become part of the City culture and service delivery process
- Team structured to provide redundancies and depth of core services
- Experience working with City of Palos Verdes Estates, County of Los Angeles, and other cities on Palos Verdes Peninsula
- No learning curve = Smooth transition and ability to blend seamlessly with City staff

Technical Proficiency/Innovative Solutions to Deliver Quality & Streamline Processes

- Best practice tracking, reporting tools, and technology
- Extensive understanding in the use of **GovClarity**, a civic data integration and mapping platform; permitting and documenting software applications; tree inventory and management programs; and electronic plan check

For other agencies we are experts in maximizing the robust capabilities of **GovClarity** to track all departmental activities and generate reports to prioritize strategic plans and action items. Moreover, we have established relationships with **GovClarity** staff to build a customized system for Palos Verdes Estates in short order.

- Expertise in applying codes and alternative means and methods in a positive manner

As Vice-President, I, George A. Wentz, PE, have authority to bind HR Green to all commitments made in our proposal. HR Green California, Inc. is a California corporation and part of The Green Companies.

As a result of our in-depth public sector experience and knowledge of the region, our staff can hit the ground running with no ramp up needed. Our mission is to provide high quality, responsive, cost effective, and customer-oriented public services.

Sincerely,



George A. Wentz, PE
Vice-President





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Executive Summary

Technical Proposal

Background and Methodology

The City of Palos Verdes Estates is a residential community with a small-town atmosphere, tree-lined streets, and stunning ocean views, taking great pride in delivering high-quality and responsive services with a personal touch. The City's mission is to provide exemplary service with a commitment to integrity, efficiency, professionalism and cooperation. A premium will be placed on the consultant to provide effective communication, efficient use of resources and budget management, utilization of technology (e.g., GovClarity, web-based inspection and project tracking, electronic plan check) and teamwork to meet and beat service delivery performance benchmarks. Since there are nearly 850 acres of City parkland, dating back to 1999 Palos Verdes Estates has made City Forestry a top priority by revising the Tree Management Policy, renovating and/or constructing 12+ parks, and enhancing fire clearance services. HR Green is committed to deliver the highest quality services, at the least cost, with optimal efficiency of staff, on- and off-site, and proven best practices (e.g., full-cost recovery model, electronic plan check, GIS, project and program reporting/tracking) to meet your building and safety, engineering, and public works workload.

Transition Period

HR Green will assign a transition management team with transition expertise for 20+ agencies. **This transition will be provided at no cost to the City.** Our team will meet with the City to confirm our understanding of your needs, expectations, and performance benchmarks; assess alternative service delivery options and cost-benefit analyses for any desired process improvements; meet with the community in a workshop setting to introduce our team and set goals and expectations moving forward; collect and review all project data to assess status at transition date, determine remaining work to be completed, and optimal way to complete this work in a seamless manner. Moreover, since the current consultant may have collected fees for permits already issued, there will need to be an evaluation of their status. There are two possible approaches: 1) The current consultant can be used during the transition period to complete the inspections of permits already issued or 2) HR Green can complete the inspection of permits already issued. Based on our experience, it is most cost effective and efficient to use the second approach. The City will be assured that it will not double pay for any services for which fees have already been collected. This gives the City the needed time to transition services to HR Green, in the right manner, and provides the best services possible to the community. We will review the approach taken with the City to ensure we are conducting services in a manner consistent with the City's ordinances, policies, and past practices.

Organization and Staffing

Our key staff members **average 25+ years of relevant public sector experience** as public agency employees and/or on-site extension of staff. Key staff members have **served cities on the Palos Verdes Peninsula and along the Southern California coastline.** Consequently, they understand the unique characteristics of your community. Apart from registered engineers, our team also possesses registered architects, ICC-certified plans examiners and inspectors, CASp-certified accessibility and QSD/QSP-certified water quality experts. Our staffing plan will be customized to assign personnel that fit your culture, technical requirements, and your workload, both in an on-site and on-call capacity.





Executive Summary

References

The **HR Green** team has served more than 75 California cities and counties. Our references will attest to our long-established and consistent level of high-quality, cost-effective, and responsive service, providing timely reviews, proactive communication, established processes, and technical expertise to achieve your objectives. Where applicable, we have included client quotes. Most recently, we helped the **City of Jurupa Valley** transition from the County and are providing comprehensive Building and Safety, Engineering, and Public Works services for a population of nearly 100,000. Of the 28 cities in Riverside County Jurupa Valley ranks the **second most cost-effective** per capita in delivering services in the region. Over the past three years we have achieved a **100% success rate for on-time plan reviews and inspections**; realized a **35% decrease in permit processing costs and inspection fees** to applicants (while enhancing services); garnered more than \$4 million in grant funding; and achieved **full cost recovery** for departmental services, including monies to fund the City's administrative costs.

Cost Proposal

Our cost proposal offers various options tied to highly competitive hourly rates and a graduated scale percentage of fees collected. We use Deltek Vision as our project planning Enterprise Resource Planning tool. This system allows us to manage the complete project lifecycle in real time. Invoices for Palos Verdes Estates will be customized to your requirements. However, per your request we have included sample copies of our current invoicing and revenue collection models, along with expected compensation for engineering services based on your CIP Program and permit activity.

Supplemental Information

HR Green has been in business since 1913 and maintains a very healthy and robust financial condition. Three years of our audited Financial Statements and our most recent fiscal year's audited Statement are submitted in a separate envelope labeled "Financial Statements" envelope. Included in the **Notes** section to the audited financial statements (in a separate envelope) is a list of all debt of the company. Due to our strong financial position, none of these would impact our ability to perform on your contract. HR Green currently has an available Line of Credit of \$6,500,000. There were no borrowings on this Line of Credit at the end of fiscal year 2014. We would need no additional sources and do not anticipate that we would need to borrow from this Line of Credit, as we can fund the startup of the services through the fees received from normal operations of the business. HR Green can obtain a performance (surety) bond in the amount of our proposal to insure the successful performance under the terms and conditions of the contract. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of California. Within this section we have included the City's Exhibit F – RFP Disclosure Certification.

George A. Wentz, PE
Vice-President





Background and Methodology

City Needs and Objectives

The City of Palos Verdes Estates is a small and affluent city, the oldest of four cities on the Palos Verdes Peninsula. The City has two designated commercial areas and limited multi-family zones. More than 70% of single-family neighborhoods were constructed between the 1950s and 1970s. Consequently, building permit activity is related primarily to home remodels and additions.

The City has historically taken great pride in its beautifully designed and landscaped parks as well as undeveloped bluff tops and coastline that are protected by parkland regulations and covenants.

The City's biennial Fiscal Year (FY) 2014 - 16 operating budget is balanced, and addresses identified enhancements in staff development, training, equipment, safety, technology (e.g., GovClarity), capital outlay, and large scale capital projects. Organizationally, the City maintains a hybrid balance of small professional in-house staff and contract services, which includes Building and Safety, Public Works, and Engineering consultant services.

The most common permits requested in the City include:

- Neighborhood Compatibility
- Grading
- Miscellaneous Application (nonstandard improvements)
- Minor Modification (subsequent to a Neighborhood Compatibility approval)

The City encourages that permittees follow a three-step process for project processing and approval:

1. Confer with the Art Jury which reviews architectural plans for design quality and is the "historian" for building records
2. Coordinate with the Planning Department which reviews proposals for compliance with the General Plan, Zoning Code, and the Local Coastal Program
3. Process plans through the Building & Safety Department, which will provide a 10-day plan check for most projects (rechecks are targeted for 5 business days). Smaller projects may be approved at the public counter. Following plan approval, inspections can be scheduled the next day, if desired.

The current budget includes \$5.9 million in capital improvements. Long term priorities include:

- Advancing training, organizational continuity, and best practices
- Focusing on infrastructure and capital improvements
- Investing in technology priorities

Engineering efforts are focused on:

- Maintaining the City Right-of-Way
 - Streets, sidewalks, storm drains, curb and gutter
- Delivering Capital Improvement Program
- Public Services
 - Sewer, waste hauling, and utility coordination
- Traffic Engineering
 - Signs, markings, speed limits, traffic calming, pedestrian facilities, and parking
- Assisting Residents
 - Encroachment permits for driveways, walkways, and other Improvements
 - Review home modifications and provide engineering guidance

Your Needs and Expectations

- ✓ Cost-effective and demand responsive service delivery
- ✓ Customer-oriented and qualified on-site staff
- ✓ Stellar and seamless communication
- ✓ Timely reviews and inspections
- ✓ Implement a comprehensive strategy for accommodating short and long-term growth and infrastructure
- ✓ Service with a "personal touch"
- ✓ Implementation of GovClarity, permitting/project tracking systems, and other electronic/web-based tools
- ✓ High productivity
- ✓ Accurate and complete record keeping to deliver timely response, budget, compliance and quality





Background and Methodology

Methodologies

Staffing Plan

Our staffing plan will focused on the following key issues:

Issue: Fit into Specific Municipal Culture

Solution: Every city has its own culture, reporting structure, expectations, and goals. On-site consultant staff must exhibit utmost professionalism and well-refined interpersonal skillsets to be a team player and seamlessly integrate within your organization while being nimble to responding to changing priorities and emergency situations. Moreover, in order to provide for a uniform appearance of HR Green's on-site staff and a seamless representation that they are functioning as City staff, our personnel will maintain staffing at City Hall during business hours. We also make a commitment to 24/7 access of our staff in the event of responding to emergencies and changing or unforeseen conditions.

Issue: Follow City Protocols/Processes

Solution: Our staff will be knowledgeable with applicable codes, ordinances, design standards, and regulatory requirements. They will be responsible for meeting the performance expectations set forth by the City. Citizens and inter/intra-agency personnel interfacing with HR Green staff must feel they are having the same "transactional business" experience as they would with a City employee.

Issue: Flexibility/Adaptability to Respond to Whatever Needs Arise

Solution: Within the municipal arena, particularly where there is a lean organization, there are consistent time sensitive deadlines, emergency issues requiring immediate response, diverse tasks, and potentially changing priorities. Our on-site staff must possess a diverse technical skillset; be nimble, quick, and flexible to embrace change; and possess the ability to effectively transition between such assorted tasks as reviewing plans, analyzing codes and situations to consider appropriateness of alternative materials and methods, writing a staff report, inspecting new construction or improvements, and/or handling inquiries at the counter. A successful element of HR Green's Alternative Service Delivery philosophy is find **multi-faceted staff** who can wear many hats, transition between various roles, and easily transition between different tasks in order to:

- maximize utilization
- minimize staff levels
- reduce costs, paper, and storage, and move towards a paperless office environment
- maintain consistency of service

Issue: Maintaining Clear & Open Lines of Communication

Solution: Maintaining clear and open lines of communication among City staff, permit applicants, developers, engineers, architects, regulatory agencies, and other stakeholders are key to successful program delivery. This includes excellent interpersonal, listening, and problem-solving skills; detailed documentation; insightful progress and staff reports; electronic plan check tools and tracking logs; mastery of your automated permitting system; and building consensus to expedite reviews and approvals in a spirit of constructive dialogue and harmony.





Background and Methodology

Overall Management Approach

All proposed personnel must fit your culture, meet your performance expectations, and be team players. All of our proposed on-site staff members have worked as public agency employees or as on-site extension of city staff, consistently exhibiting these traits and seamlessly blending with agency staff. We will implement a plan that is **responsive to your needs**, will **remain dynamic to changing conditions**, and **match the right mix of staff to the clearly defined assignments**. For any assignments we will follow the following approach:

City Staffing Needs Assessment

- ✓ Meet with City to determine City's needs, staffing levels, technical requirements, duties/responsibilities, performance expectations, and budget parameters

Identification, Vetting, and Selection of Proposed Staff

- ✓ Identify candidates that possess the attributes that mirror City requirements

City Interview (if desired)

- ✓ Establish shortlist of candidates and present to City
- ✓ Prepare candidates with requisite background information
- ✓ Attend interview [HR Green manager with candidate(s)]

Staff Mobilization

- ✓ Train and orient approved candidate(s) before initiating assignment
- ✓ Provide necessary materials and equipment before assignment
- ✓ Establish performance benchmarks and communication chain of command

Measuring Performance

- ✓ Hold regularly scheduled meetings with City staff to assess agreed-upon performance parameters
- ✓ Implement regularly scheduled alternative communication protocols with City staff (e-mail, phone calls, etc.)
- ✓ Utilize integrated data and project management/tracking systems to track performance metrics
- ✓ Provide a monthly progress and performance report to City staff and City Council
- ✓ Meet regularly with assigned HR Green staff to identify and address their needs/concerns, share City feedback, review performance, and set goals
- ✓ Proactively identify and implement measures for corrective action, if necessary

Completion of Task Assignments

- ✓ Monitor that all documentation is complete per City requirements
- ✓ Debrief City and consultant staff and document feedback

"Green" / Paperless Solutions

HR Green will implement the most appropriate proven best practice tools and technologies to reduce paper, save time and money, enhance collaboration; and streamline communication and service delivery. Some of these items include, but will not be limited to:

- ✓ Electronic plan check
- ✓ Maximize usage of GovClarity as City's mapping and integration platform and decision-making tool (e.g., add information/shape file layers, manipulate data, and generate reports) to track data and identify trends in code, permit, and maintenance activity; infrastructure assets; actions; and results
- ✓ City's permitting software
- ✓ Smartphone and tablet-based inspection report applications
- ✓ Tracking logs and monthly progress reports



Background and Methodology

The Power of Technology

HR Green is a leader in leveraging the power of technology to streamline government transactional business and empower City management and City Council to make sound decisions and priorities. Our staff is **proficient in using various software and database systems, including, but not limited to**

- GovClarity
- SunGard HTE
- GovOutreach Code Enforcement
- GovOutreach Maintenance Management
- Accela
- CRW
- GovOutreach CRM
- E-Plan

Leveraging GovClarity... We Are Your Experts

We know that Palos Verdes Estates would like to maximize usage of GovClarity as your civic data integration and mapping platform, including unifying and populating more data, accelerating decision-making, and improving productivity and efficiency across departments.

Over the past four years HR Green has relied heavily on GovClarity to transition all departmental services from the County to the City of Jurupa Valley. We have worked closely with GovClarity staff and mobilized HR Green staff to input the following information and manage the following data in GovClarity:

- Building Permits
- Maintenance Call-Outs
- Encroachment Permits
- Traffic Signal Inventory
- Code Inspections
- CIP Projects
- Public Works Inspections
- Catch Basin Inventory
- Building Inspections
- Utilities

GovClarity Example

Stormwater Inlet Maintenance – Compliance with NPDES Permit

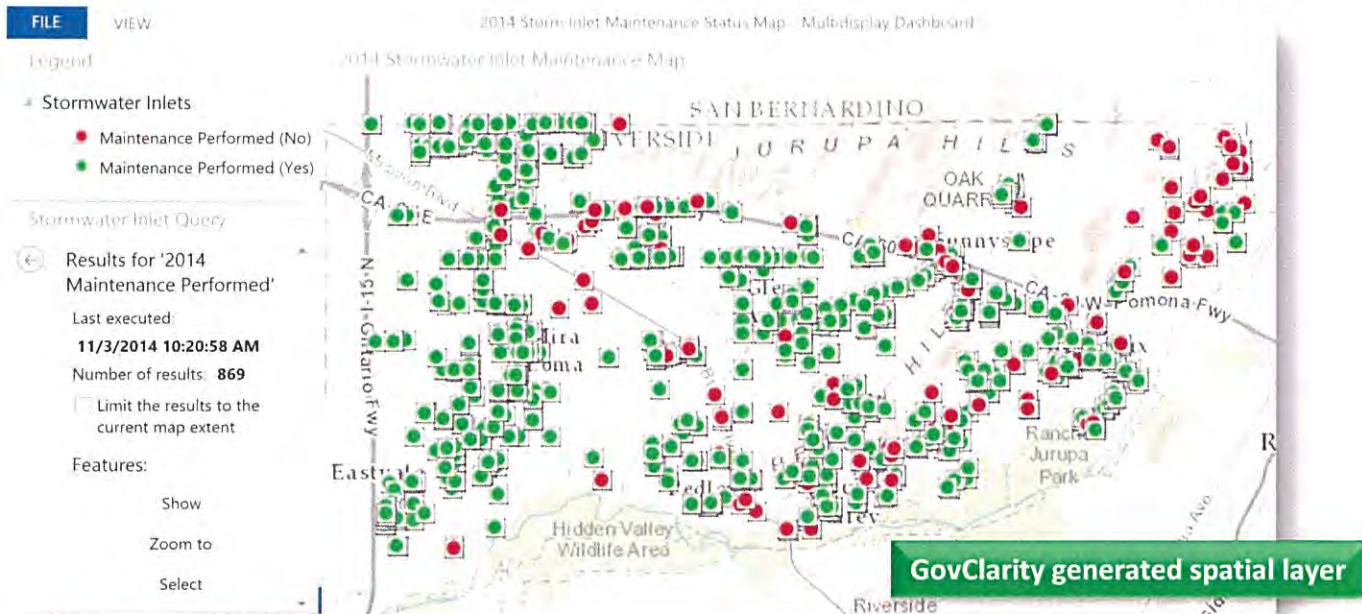
- NPDES permit requirement mandated City to clean at least 80% of its 1,039 stormwater inlets by October 15, 2014
- Developed a comprehensive solution allowing for the efficient collection of inlet maintenance field data, data, tracking project progress, and analyzing data trends for improved long-term asset management
- Engineering and GIS specialists identified stormwater inlet data needed (locations and critical asset attributes) to construct GIS database
- Configured City's GIS database to work with app, allowing field personnel to collect data using a smart phone or tablet
- Developed map to help field staff prioritize location and collection of data quicker and more efficiently and consistently
- Staff was able to collect data even without WIFI or internet connection in the field
- All field data synced daily between smart collector devices and GIS database
- GIS shows each inlet's maintenance history, how much total material had been removed, and what type of material removed was most abundant

Key Achievements

- Within four weeks field crews (two 2-person crews) cleaned 869 inlets – 84% of those slated for maintenance, thereby exceeding the NPDES requirement
- Established a GIS stormwater inlet database with critical interface applications for future maintenance management and sound decision-making associated with the City's stormwater system
- Removed 27 tons and 3,876 cubic feet of debris from the catch basins



Background and Methodology



Building & Safety

HR Green provides a “one stop/single source” solution to process, review, inspect, and approve new construction and improvements. Our expertise is ideally suited to deliver the highest quality services, at the least cost, with optimal efficiency of staff to meet your permit activity workload. We specialize in providing “green” electronic review and tracking solutions, as well as mobilizing on-site engineers, architects, CABO-certified building officials, ICC-certified plan reviewers and inspectors, CASp-certified accessibility specialists, and permit counter staff to process your projects, realize significant cost savings, enhance financial sustainability, provide additional flexibility, deliver professional service, and maintain accountability.

Implementation

HR Green will maintain accountability through the use of formalized processes and streamlined electronic plan check procedures should the City desire to use these tools. The plan check process we will follow will be managed through our “**GreenTReX**” plan review and processing program, a formalized and integrated process whereby **T**echnician, **R**eview, and **E**xpert management/quality control functions are consistently implemented on each and every project comply with all applicable codes, ordinances, and standards. Our inspection team keeps daily logs and photographic documentation to track corrections and plan review changes. We recognize that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

Streamlined Communication

HR Green utilizes proactive, hands-on management; face-to-face meetings; and proven electronic review systems and tracking tools to streamline service delivery, enhance communication, and promote transparency. For example, we also use digital commenting, where reviews and comments are accessible in real time electronically to all stakeholders as well as detailed tracking systems to give you immediate access to project status. These tools maximize collaboration, enhance expedited requests, save money and time, reduce waste and storage space, build consensus, and promote project transparency.

Our inspectors and code compliance officers utilize a “customer-centric” approach, providing prompt, diplomatic, and courteous service. They work in a spirit of collaboration with property owners to achieve a high level of compliance that mitigates confrontation, decreases compliance costs, and promotes public goodwill.





Background and Methodology

Public Works/Engineering

HR Green provides a “one stop/single source” solution to process, review, inspect, and approve new construction and improvements. Our expertise is ideally suited to deliver the highest quality services, at the least cost, with optimal efficiency.

Need Identification

By actively listening and maintaining sensitivity to unique issues, priorities, and organizational culture, HR Green will work in partnership with you and other consultants/contractors/stakeholders to assess your diverse needs, special initiatives, goals, and expectations.

Strategic Planning / Program Start-Up

HR Green will establish a clear plan of action to institute priorities, identify stakeholders/processing agencies, set communication protocols, and align services and staffing levels/expertise with mutually-defined needs and objectives. Our staff will determine project funding sources and cash flow requirements for planning, design, construction, and maintenance; establish processes for achieving agency approval and a strategy for public acceptance; and refine procedures for design management, bid advertising, construction contract award, construction management, operations and maintenance. HR Green will develop a clear and concise scope, schedule, and budget; assign expertise that mirrors your needs; and implement best practices to maintain project momentum.

Design

Our goal is to provide **value-added services** that yield innovative, yet practical, solutions to promote cost-effective and timely delivery, while protecting and enhancing the value of your infrastructure. Specific management and technical activities to be performed include the following:

- **Kick-Off Meeting** to discuss major features and details of the specific project assignment, identify jurisdictional agency approval and/or permit requirements, establish clear lines of communication, gather background data, and discuss any special requirements, constraints, and/or opportunities available to expedite the project in a cost-effective and timely manner.
- **Research and Review** of all available relevant information, data, and reports.
- **Initial Evaluation / Agency Coordination** to identify alternative solutions for key elements of the project and evaluate their feasibility based on factors including cost-effectiveness, constructability, utility impacts, safety, implementation requirements and overall project schedule, and other constraints.
- **Client / Agency Review** for review and concurrence prior to coordination with other permitting agencies for plan check review and comments.
- **Project Finalization, Approvals, and Permit Processing**, including compiling input, concerns, and comments from permitting agencies for resolution and finalization of the plans.
- **Construction Support** during the bidding/construction phases.





Background and Methodology

Some **key issues** we regularly address on infrastructure projects are highlighted below:

Street and Bridge Improvements

- Minimize Community Impacts
- Maintain Ingress / Egress
- Efficient Traffic Control
- Structure Type Selection (Bridge, MSE Retaining Walls, etc.)
- Aesthetics
- On-Street Parking Alternatives
- Optimize Pavement Rehabilitation Methods
- Streamline Right-of-Way & Permitting
- Effective Structural Design in Tight Constraints (e.g., Drilled Shafts vs. Pile Caps)
- ADA Compliant Sidewalks/Curb Ramps

Storm Drainage Improvements

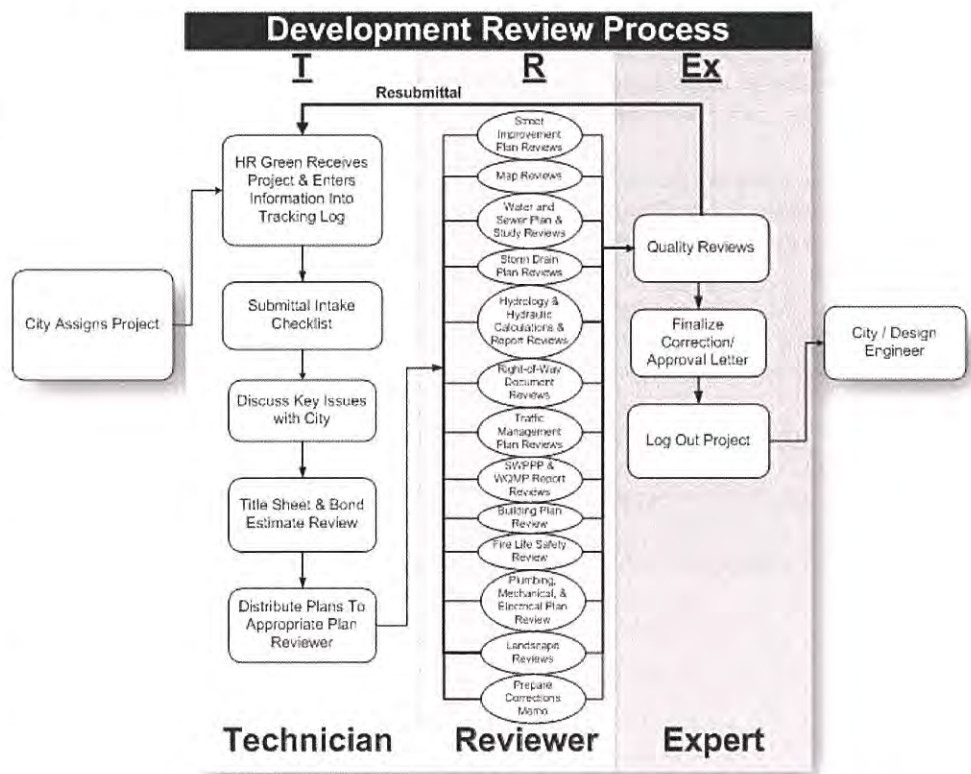
- Avoid Utility Conflicts/Maintain Adequate Clearance
- Minimize Community Impacts
- Maintain Ingress / Egress
- Adequate Capacity to Accommodate 100-Year Storm Event
- Comply with Regulatory/Water Quality Requirements
- Streamline Right-of-Way & Permitting
- Sustainability/Low Impact Design/Hydrmodification

We are committed to a stringent Quality Assurance, Quality Control and Constructability Review protocol for all deliverables submitted to a client. Our QA/QC and Constructability Review program will consist of four primary components for your project. We call this internal program the “four check” program for quality and success.

- Check 1 – Scope of Services and Contract Review
- Check 2 – Concepts and Criteria Review
- Check 3 – Submittal Reviews
- Check 4 – Constructability Reviews

Development Review

Our team of professionals and seasoned specialists bring the expertise, continuity, and proven best practices to deliver quality plan checks and responsive service. Our team of civil plan and map checkers will maintain accountability through the use of formalized processes and streamlined electronic plan check procedures should the City desire to use these tools. The plan check process we will follow will be managed through our "GreenTREx" plan review and processing program, a formalized and integrated process whereby **T**echnician, **R**evision, and **Ex**pert management/quality control functions are consistently implemented on each and every project. The quality of our staff provides you with a proven extension to your staff that binds the varying interests of your operations, the citizens you serve, and legal and regulatory considerations into a dynamic, flexible working system. The success of this system is based on thousands of hours of practical, real-world experience by our dedicated personnel, the use of electronic plan check, and their unique ability to interact quickly and efficiently with your staff.





Background and Methodology

NPDES Compliance and Field Inspection

HR Green can provide programmatic solutions to your stormwater quality needs. This includes developing and implementing stormwater programs in compliance with NPDES requirements; training City staff; responding to RWQCB directives and citizen concerns; representing cities on numerous Permittee Committees; coordinating inventory of City municipal, residential, industrial, and commercial facilities; reviews City Ordinances, General Plan, and Standard Conditions of Project Approval for compliance with NPDES; preparing annual reports per mandated regulations; preparing and/or reviewing SWPPPs and water quality management plans; and coordinating outreach and inspection efforts associated with commercial/Industrial facilities.

For field inspection a premium will be placed on close communication; community education/outreach; accurate and detailed findings; accessibility to inspection forms and photographs; and Final Reports. For CIP projects our inspectors will monitor sites to ensure temporary BMPs are installed and maintained while permanent BMPs are constructed per standards and specifications. For industrial and commercial facilities each business will be notified by letter giving them the date, time, and reason for the inspection. The letter will state that the inspector will be a representative of the City.

Prior to the inspection, our coordinators and inspectors will familiarize themselves with the facility by reviewing the database that exists in the City's files and will set up a checklist to correspond with the listed BMPs at the facility. They will also complete the first section of the inspection forms with the business' general information. During the site visits, our inspectors will meet with the business manager or responsible party and introduce the City's stormwater program as well as distribute the necessary educational materials. Our inspectors will then verify the site information with what is provided in the City's database, perform a thorough examination of the facility and all outdoor activities which could potentially generate urban runoff pollution, evaluate the NAICS codes to verify that it correctly reflects the business' principal activity, evaluate onsite BMPs and staff training, and review the site's SWPPP and storm water monitoring program. At the completion of the walk-through, the inspectors will recommend corrective actions and provide a photocopy or fax of the inspection report for the business' records. Each inspection will take from one-half to two hours with an average of one hour per inspection portal to portal. After the inspections are completed our coordinator/analyst will meet with our inspectors on a weekly basis and update the City's database with the new inspection information. A Final Report will also be prepared summarizing all the commercial and industrial inspection results, violations, education efforts, and BMP assessments.

Grant Writing/Administration

We understand the intricacies of the state and federal funding processes and the importance the funding has to your budget. Our staff has significant experience with the complex requirements associated with outside funding sources, including ATP, CDBG, CalRecycle, State Gas Tax, and other available state and federal grants/funding sources, at the planning, design, and construction level. For instance, within the past 10 years our staff has managed the processing of over \$100 million in federally funded roadway projects in Southern California, many of which have required Caltrans audits.

We have the capability to apply for and obtain additional grant funds for future projects. Our staff has assisted many other jurisdictions in the successful acquisition, administration, and reimbursement of special funds. Our team's extensive experience with Caltrans Local Assistance staff in administering current funds, closeout of projects, encroachment permits, and special studies will enable us to assist the City in an effective manner immediately after contract start up.



Background and Methodology

Construction Management

Our staff will prepare a Construction Management Plan (CMP) for each project. The CMP is a project-specific plan that serves as a guideline for the execution of all construction-related activities. The purpose of the plan is to facilitate smooth coordination and communication among all parties involved, including the designers and the City staff, and to establish protocols for effective execution of the project requirements. We propose to divide the CMP into two sections - the Management Plan and the Administrative Procedures. The draft CMP will be prepared immediately after our mobilization and updated continually as a project matures. A partial list of the activities and procedures covered in the CMP includes:

Section One -- Management Plan

- Project Description
- Key Project Success Factors
- Directory of Participants
- Organization Chart
- Responsibility Assignment Matrix
- Emergency Response Plan
- Safety Plan
- QA/Inspection Plan
- Disputes/Claims Management Plan

Section Two -- Administrative Procedures

- Records Management
- RFI Management
- Submittal Management
- Meeting Management
- Scheduling
- Change Orders
- Pay Applications
- Monthly Reports
- Correspondence
- Punch Lists
- Closeout

Construction Management Task Approach

The following is our typical approach to providing Construction Management Services. Suggested tasks include:

- **Task 1:** Constructability / Biddability / Value Engineering Review
- **Task 2:** Construction Scheduling
- **Task 3:** Project Inspection & Quality Assurance/ Quality Control (QA/QC)
- **Task 4:** Contract Administration & Project Documentation
- **Task 5:** Claims Management
- **Task 6:** Contract Close-out

Public Works and CIP Inspection

Our inspectors have experience on the Palos Verdes Peninsula, know the topography and environmental characteristics, and can provide inspection services for a single project that may be complex or unique due to its type of construction or size, or we can provide staff to handle all inspection services for all of the City's projects, including encroachment permit, street maintenance, landscape, traffic signal, drainage, and similar projects. Our staff will be dedicated to providing the highest level of customer service and ensuring that all work is in conformance with City requirements and all other applicable design standards, water quality requirements, and codes with detailed daily reports and photographic documentation provided. Our inspection can be adjusted on fast track projects to provide a high level of coordination specifically suited to gain compliance with all applicable codes on a shortened timetable. The need to track and assess design changes in the field has created a need for inspectors on these projects to be especially aware of changing conditions. Fast-track projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes. Our Inspection Team also provides on-call inspection services to cover staff vacation time, peak workloads, specialized inspection activities and others as needed. These activities may include:

- Next-day inspections
- Same-day response to uniquely important or urgent inspection requests
- Inspections of a clearly urgent nature (emergencies, serious life-safety concerns, etc.)



Background and Methodology

City Arborist

HR Green staff members have a long working relationship with West Coast Arborists (WCA) which will provide turnkey tree and landscape inventory, management, and maintenance services, as needed. The City of Palos Verdes Estates is populated with beautiful, mature tree specimen that the City and residents would like to preserve in place. WCA will assist by providing consulting arboriculture services and evaluating existing trees. Arborist Services shall include the following:

- Conduct an initial Scope Refinement Meeting exclusive to Arborist services. Discuss the basis for evaluating City-owned and private trees for the purpose of pruning or removal.
- Conduct an on-site review of existing tree(s) as well of an off-site review of trees planned for maintenance, removal or relocation and evaluate their condition. Findings will be submitted in a written report format with photographs and maintenance recommendations.
- Manage and administer contract for City's landscape maintenance, fire safety/weed abatement, tree trimming contracts and serve as the City Arborist/Forester
- Inventory and inspect the City's urban forest, including weekly field visits to the City; attendance, presentations and the preparation of staff reports to the City's Parklands Committee and City Council; coordination with the City's landscaping maintenance contractor and Streets & Parks Foreman; reviewing irrigation systems; performing tree inspections; landscape design services; and addressing landscape issues that arise within the City
- Attend meetings as needed

Since there are nearly 850 acres of City parkland, dating back to 1999 Palos Verdes Estates has made City Forestry a top priority by revising the Tree Management Policy, renovating and/or constructing 12+ parks, and enhancing fire clearance services. Moving forward, the City may want to update its tree management policy and effectively use asset management systems to inventory and manage its urban forest. WCA can assist as follows:

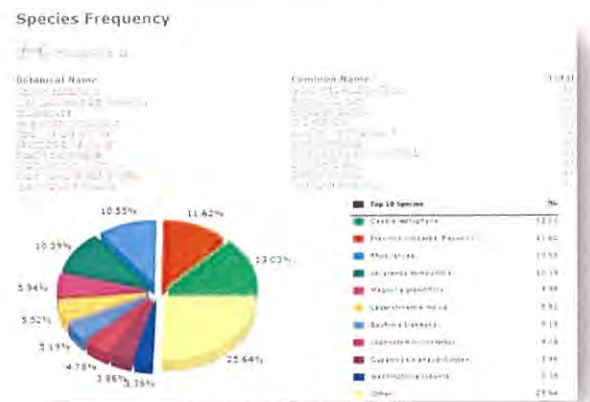


Tree Management

WCA has developed a modern, complete, and comprehensive computer program called **ArborAccess™**. This internet driven program was developed based on the needs of their customers and is accessible. A successful urban forest management program will depend on the thorough and timely management of information to assist you with your tree inventory, ordering and tracking work, resident requests, maintenance scheduling, and budget projections. The information management possibilities for data integration are endless. **ArborAccess™** has enabled WCA to reduce maintenance costs, increase services, and provide municipalities with essential, decision-making information on past, present, and future urban forest health and environmental issues.

Tree Inventory

WCA has implemented technology across the organization and has combined it with the full range of tree care services. Today, most tree inventories are collected utilizing Global Positioning System (GPS) coordinates which can be linked directly to a Geographical Information System (GIS) program, such as ArcView, for geo-coding purposes. An assessment of the trees' attributes, tree site characteristics, and the trees' condition is typically collected as part of the tree maintenance program.





Background and Methodology

Project Controls

HR Green will control costs; provide accurate and timely invoices; and monitor schedule, review and response times. Below are some of the best practice tools and techniques we use to complete projects within your proposed time frames.

Cost Control

We will track the costs on each project through the use of our enterprise system, Deltek, that gives us web-based, real-time access to manage budgets and baselines; provide multiple forecasts for projected costs and revenue; and graphically analyze and report for accurate revenue forecasts, cost management and project success.

An in-house budget tracking spreadsheet will be updated on a weekly basis to monitor project expenditures and ensure that the required work is completed within the project budget. For each task, we will utilize several tools to quickly monitor and control the labor and costs being applied to the project to maintain accountability among staff and team members, as well as keep the project aligned with the budget and schedule to allow us to make prompt changes in the allocation of resources or direction of effort in order to keep the project on track. The following tools and approaches will be utilized:

- Advanced accounting system utilizing electronic timecards provides up-to-date job cost information daily
- 24/7 web access to an array of accounting reports that will track labor, expenses, subconsultants, and all job costs
- Monthly status reports of effort expended (including subconsultants) will be generated showing real time costs to date (since invoicing usually has some lag from the actual project progress)
- Track/monitor project costs vs. actual work completed to identify areas that may be exceeding initial project budget
- Make corrective actions as necessary to the project plan to compensate for areas drifting beyond budget to bring the project back on track as soon as possible.

Development / Updating of Policies & Procedures

We have provided/enforced the latest adopted building codes and updated ordinances design standards, and procedures, including developing technical review checklists customized to applicable design standards and codes for improvements, special provisions and cost estimates. The checklists incorporate lessons learned from past projects into future projects and are an effective tool for maintaining consistency and conformance during the submittal review process.

Monthly Progress Meetings and Reports

Proper preparation prior to these meetings will make these sessions highly productive. HR Green will institute the following:

- **Conducting Meetings:** HR Green will ensure that meeting agendas are adhered to throughout each meeting. An "open discussion" item will be provided at the end of each meeting agenda. This is to ensure that ALL required information is exchanged, while keeping the meeting on track. Supporting documentation will include assigning a resource responsible for each line item on the project schedule to maintain accountability, meeting minutes, and a detailed action item list showing the action, person responsible, and due date.
- **Meeting Follow-up:** We will write comprehensive minutes of each meeting. Action items and project schedule will be updated based on the meeting discussions. These items will be sent to all team members within one week after each meeting. We will review and approve the minutes to ensure an accurate account of the discussions.

Quality Control Measures

- ✓ Quality Control Management Plan
- ✓ Regularly Update Schedules
- ✓ Internal Resource Allocation Meetings
- ✓ Action Item Lists
- ✓ Progress Meetings and Reporting
- ✓ Meeting Follow-Up
- ✓ Budget Tracking



Background and Methodology

- **Status Reports:** These reports will track key accomplishments, projects of note and status, graphs tracking performance against agreed upon metrics, and planned activities and progress is for the coming month.

Document Control

Our staff will develop and maintain an accurate document control system compatible with existing City records. Records/documents are a vital component of keeping a project on track. Records must be orderly and easily accessible. We utilizing the City’s existing system complimented by HR Green’s systems to control all aspects of your projects. Any action items that result from the meetings can be sent directly to the appropriate person and added to their “Action List”. All open action items will then be used to create the next meeting agenda.

Tracking of Review Comments

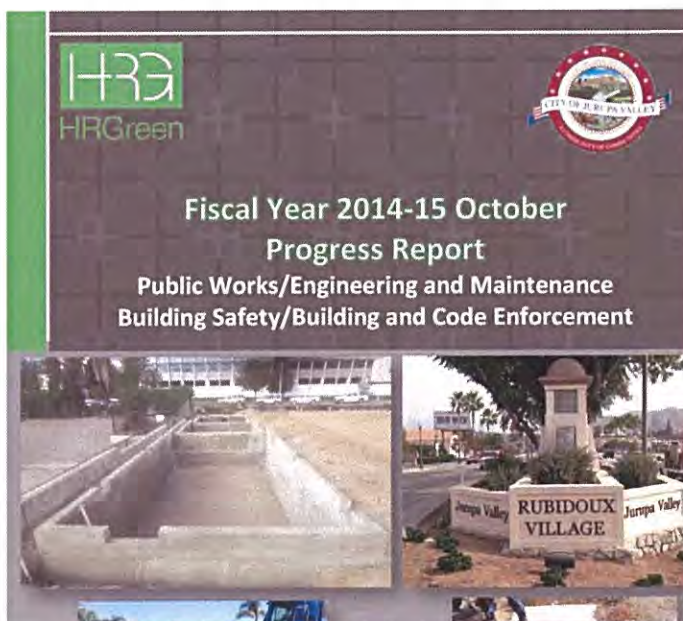
We will track review comments to verify that each comment has been addressed by the design team. This is critical on larger, multi-disciplined projects where there may be overlap between design disciplines. Comments from each review cycle are summarized electronically by our staff. Design responses are added and included with the next submittal to verify that all comments have been addressed. This approach has been effective in resolving comments at early stages, avoiding repeat comments by reviewers, and coordinating responses among disciplines.

Plan Review Tracking Log

A key to maintain close communication is the ability to give the stakeholders status updates on where their projects are in the review process. One tool our QA/QC expert, **Tina York, PE**, has developed and used successfully for various cities is a tracking log. This can be customized according to your needs.

Report Writing

Our engineers and managers will prepare staff reports for department heads, city council, and various committees/commissions, as requested. This will include project progress reports and monthly/regularly scheduled meetings with the designated City representative. In addition, we will provide monthly invoicing with detail in the format desired by the City. Below are sample pages from a recent monthly progress report we provided to the Jurupa Valley City Council.



Fiscal Year 2014-15 October Progress Report

Public Works/Engineering and Maintenance
 Building Safety/Building and Code Enforcement

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Background and Methodology

Public Works Department *Engineering Division*

Key Accomplishments

- Continued construction of FY 13-14 Citywide Pavement Rehabilitation project
- Award bid to Manhole Adjusting Inc. for FY 14-15 Citywide Pavement Rehabilitation project
- Continue to implement encroachment permit tracking utilizing GIS
- Worked with City Attorney to prepare memo to City Council for approval of required appraisals for all right of way acquisitions for Limonite Avenue Widening (Etiwanda to Bain)
- Developer completed donated gateway monument with "wagon wheel" for Limonite Avenue Median Hardscape project
- Updated Federal TIP with RCTC and SCAG for projects within City
- Continuing discussion with the County for design concepts for a future project at Rubidoux/SR 60
- Completed installation and review of second phase of striping installations for annual street striping and marking program. Began preparation on several additional infill locations per citizen requests and staff requests.
- Reviewed and completed the new speed a Forwarded revised updated sheets for con
- Discussed final revisions of the consultant-began preparation of the staff report.
- Worked with the RCSO on the installation The system will allow City staff to generate them from the Sheriff's Department.
- Summarized traffic accident data from the locations/incidents.
- Continued field inspections to verify traffic database, identify signs needing replacement development of the City's Street Sign Retri national standard deadline starting Januar
- Met with JCSD Construction Manager and Avenue between I-15 and Etiwanda Avenue Jurupa Road Trunk Sewer project along An and construction staging. Continued worki coordinate the repaving of Bellegrave betv
- Awarded the bid and prepared the staff re year City budget amendment. Bid package countdown timers and push buttons at 47
- Worked with Capital Projects on revisions Camino Real between the RCFC&WCD stru November and go to Council in December.
- Finalized plans to address traffic issues at Elementary schools. Installed new signing Elementary School. Completed curb painti week of November. Scheduled the Granite November.
- Met with RCTD staff regarding temporary
- Began work on ATP grant administration: t only funding
- Received bids and will award contract in N mid-year City budget amendment. Bid pac

City of Jurupa Valley; Fiscal Year 2014-15 October F

GovClarity generated spatial layer

Public Works Department *Engineering Division*

- countdown timers and push buttons at 49 intersections.
- Finalized plans and specifications for roadway modifications on Camino Real between the Riverside County Flood Control & Water Conservation District structure and Whitney Drive
- Handled 191 encroachment and water quality/M54 permit inspections this month
- Handled 54 industrial/commercial inspections this month

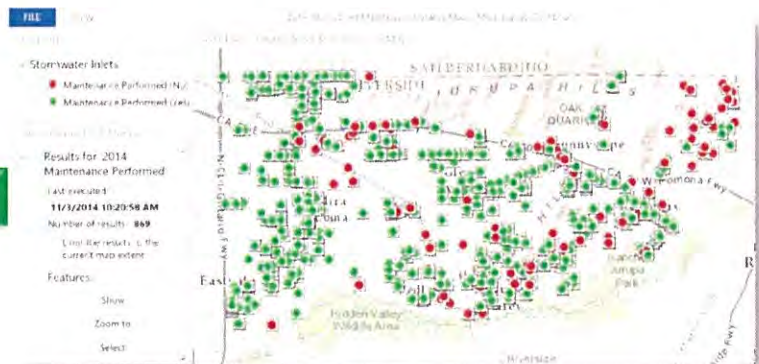
Project in the Spotlight

Stormwater Inlet Maintenance

- NPDES permit requirement mandated City to clean at least 80% of its 1,039 stormwater inlets by October 15
- Developed a comprehensive solution allowing for the efficient collection of inlet maintenance field data, data, tracking project progress, and analyzing data trends for improved long-term asset management
- Engineering and GIS specialists identified stormwater inlet data needed (locations and critical asset attributes) to construct GIS database
- Configured City's GIS database to work with app, allowing field personnel to collect data using a smart phone or tablet
- Developed map to help field staff prioritize location and collection of data quicker and more efficiently and consistently
- Staff was able to collect data even without WIFI or internet connection in the field
- All field data synced daily between smart collector devices and GIS database
- GIS shows each inlet's maintenance history, how much total material had been removed, and what type of material removed was most abundant

Key Achievements

- Within four weeks field crews (two 2-person crews) cleaned 869 inlets – 84% of those slated for maintenance, thereby exceeding the NPDES requirement
- Established a GIS stormwater inlet database with critical interface applications for future maintenance management and sound decision-making associated with the City's stormwater system
- Removed 27 tons and 3,876 cubic feet of debris from the catch basins



City of Jurupa Valley; Fiscal Year 2014-15 October Progress Report

Background and Methodology



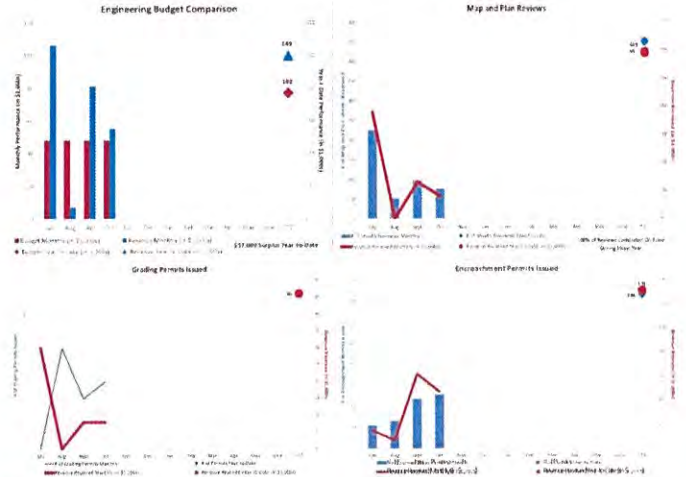
Public Works Department *Engineering Division*

Planned Activities

- Initiate construction for RCTD's Market Street/Agua Mansa Traffic Signal and Pavement Rehabilitation Project
- Continue construction of FY 13-14 City-wide pavement rehabilitation project (approximately 2,000,000 SF of ARAM and slurry seal) with estimated completion November 2014
- Prepare CalRecycle grant for rubberized asphalt paving program
- Process ATP grant funding documentation for Pyrite Avenue and Troth Street
- Award FY 14-15 Pavement Rehabilitation project in November
- Solicit professional services for design of City's two ATP grant projects (Troth and Pyrite)
- Negotiate MOU with Riverside County for TRIP bond financing to fund local street maintenance
- Complete contracting for the traffic-signal upgrade project
- Continue deployment of the City's radar speed trailer near schools and requested local streets
- Implement new traffic plans for schools developed in October
- Implement new pavement striping plans for Stone Avenue and sections of Agate Street
- Continue working with Capital Projects to complete the plans and specifications for Camino Real pavement work and begin the environmental process for the Troth and Pyrite ATP projects
- Continue development of list for the phased replacement of traffic regulatory, warning and object marker signs to comply with the FHWA requirements for sign retroreflectivity
- Issue bid package for Camino Real pavement work
- Develop flowcharts for various processes (street vacations, map reviews, etc.)
- Process encroachment applications within two days of submittal
- Upgrade encroachment permits special provisions list to show only applicable provisions
- Research electronic submittal process
- Work with other departments for Development Processing Manual

Public Works Department *Engineering Division*
Performance Overview

On pages 9 and 10 please find charts and graphs that display key performance indicators for the Public Works Department, Engineering Division.



Public Works Department *Engineering Division*

City of Jurupa Valley - Fiscal Year 2014-15 Oc



City of Jurupa Valley - Fiscal Year 2014-15 October Progress Report

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Background and Methodology



Public Works Department Engineering Division

STATUS SUMMARY BY PROJECT

FY 2014-2015 CIP

PROJECT ID	PROJECT NAME/DESCRIPTION	BUDGET	STATUS
12-04	Limonite Avenue Widening, Etiwanda Ave. to Bain St.	RCTD consultant. Additional \$675,000 approved by City Council 2/20 for R/W, OPC R/W consultant	\$1,315,000 PS&E 99% complete. R/W acquisition and utility relocation planning ongoing. Environmental document (IS/MND) approved.
12-06 A	Van Buren Blvd. Pavement Rehabilitation Phase 1A, Limonite to 56th	\$1,013,000	Phase 1A-PS&E 95% complete, NEPA Environmental documentation review pending Caltrans LOCODE
12-08	Limonite Avenue Pavement Rehabilitation, Wineville Ave to west of Etiwanda Ave	Phased project due to JCSD sewer construction plans and budget limitation	\$631,000 Phase 1 (Wineville-Day Creek Channel) Pavement reconstruction completed on north side. Slurry seal work on south side on-hold pending developer's relocation of traffic signal. Estimated full completion: late November
12-09	Rutile St and Galena St Pavement Rehab, Woodbridge to Van Buren & Rutile 1200' Westerly	Combine with 13/14 Pavement Rehabilitation	\$213,000 Work combined with FY13/14 Pavement Rehabilitation Project (see Project 13-A.4 for status)
12-12	Annual FY2012/13 Road Safety/Traffic Improvement Program, (See Project 12-12a, 12-12b & 12-12c)	Project 12a & 12c completed	\$40,000 12b-Van Buren Southbound Right Turn at Rutile; project transfer to Van Buren Phase 2. (See Van Buren Phase 2)
13-A.4	Annual 2013-14 Pavement Rehabilitation Project, Streets/Neighborhoods TBD	Amend original budget (\$1mil) on 2/20/14 added \$1mil. Addendum 4/2014 added Rutile/Galena paving (add \$213k)	\$2,213,000 Construction in progress with estimated completion in November, 2014
13-B	Localized Roadway Flooding Elimination Study, Various Streets	AECOM consultant	\$100,000 Final report received and filed.

Public Works Department Maintenance Division

Key Accomplishments

- Applied chemical herbicide in areas on the following streets: Sky Country tract right-of-way trail
- Replaced vandalized/missing lettering on Rubidoux Village entry monuments on Mission at Crestmore and Mission at Riverview
- Cleaned 836 catch basins ending in 28 tons of material removed from Storm Drain system, work done per MS4 requirement
- Removed 30 dead or diseased trees due to safety after recommendation from contracted City arborist
- Conducted grid trimming within City totaling 129 trees trimmed, concentrating in Maintenance Zones 2 and 3
- Coordinated with Riverside County Animal Control to remove animal carcasses (goats) from Beach north of 60th, and 60th west of Beach
- Coordinated with Burrtec Waste Haulers for large illegal dump removal from Hall Avenue, Wallace, Canal Street, Avalon Street, Sierra Avenue, Beach Street, and Steve Street
- Coordinated with RCSD to remove abandoned 5th wheel mobile home from 60th west of Beach
- Coordinated with RCSD to remove abandoned vehicle from Wallace Street at Hall Avenue
- Coordinated with RCSD to remove abandoned vehicle from Pyrite at State Route 60
- Coordinated with Riverside County Landscape and Lighting Maintenance District to replace voids in wrought iron fence along Limonite Avenue
- Reported six damaged/ malfunctioning street Light poles to Southern California Edison for repairs. All repairs were completed.
- Installed 2 drainage boxes and 120 LF of pipe on 56th and Fagan to divert nuisance water from damaged AC roadway to PCC curb and gutter
- Installed and repaired 20 LF of damaged guardrail, three posts and two end pieces
- Repainted 18,811 LF of roadway striping
- Repainted 2,269 LF of red curb
- Repainted 329 areas of 8' letters and turn arrows
- Installed 214 raised pavement markers
- Completed 4,980 LF of right-of-way clearing by removing weeds, shrubs and other vegetation
- Repaired and replaced 42 posts and 184 signs
- Cleaned 180 LF of gutter by removing mud and other debris
- Trimmed six trees obstructing signage or pedestrian pathways
- Filled 2,713 SF of potholes in roadway
- On 10/1 responded to call out from Sheriff's Department on Granite Hill at Pedley due to car bumper blocking roadway. Removed bumpers, secured road, and removed barrel with animal parts.
- On 10/11 responded to traffic accident on Felspar at 65th. Conducted traffic control until RCSD investigation was complete.
- On 10/11 responded to call out due to fatality accident on Limonite at I-15. Closed roadway as requested by Sheriff's Department.
- On 10/12 responded to damaged street light pole on Tarragona at Rouner. Conducted traffic control and called in Southern California Edison for repairs.
- On 10/13 responded to malfunctioning traffic signals on Mission at Lindsay and Mission at Ben Nevis. Reported malfunction to RCTD and Caltrans for repairs.
- On 10/15 responded to paint spill along Rubidoux at 29th. Conducted traffic control and utilized absorbent to remove substance from roadway.



Background and Methodology

Public Works Department Maintenance Division

- On 10/15 responded to debris in Limonite at Wineville. Conducted traffic control and utilized brooms and shovels to remove brick debris from roadway.
- On 10/15 responded to abandoned 5th wheel trailer on 56th at Beach. Inspected and removed illegal trailer from area until final plan of action could be determined.
- On 10/15 responded to illegal dump on Granite Hill at Pyrite. Conducted traffic control and brooms and shovels to remove 55 gallon drum from roadway.
- On 10/19 responded to fallen tree on Limonite at Peralta. Conducted traffic control and brooms and chainsaw to remove tree debris.
- On 10/28 responded to broken glass on Etiwanda at Pollux. Utilized brooms and chainsaw to remove glass debris.
- On 10/29 responded to damaged R1 sign on Nobel at Deforest. Removed damaged post and temporary R1 barricade.

Planned Activities

- Install new signage as requested by Traffic Engineer
- Replace and repair signs
- Chemical weed spray throughout City
- Roadway striping
- Sidewalk and curb repairs
- Asphalt repairs
- Guardrail repairs and installation
- Grid tree trimming and removal
- Union Pacific Bridge graffiti removal

Public Works Maintenance Locations Since July 1, 2014



GovClarity generated spatial layer

Public Works Department Maintenance Division

Drainage Facility Installation at 56th



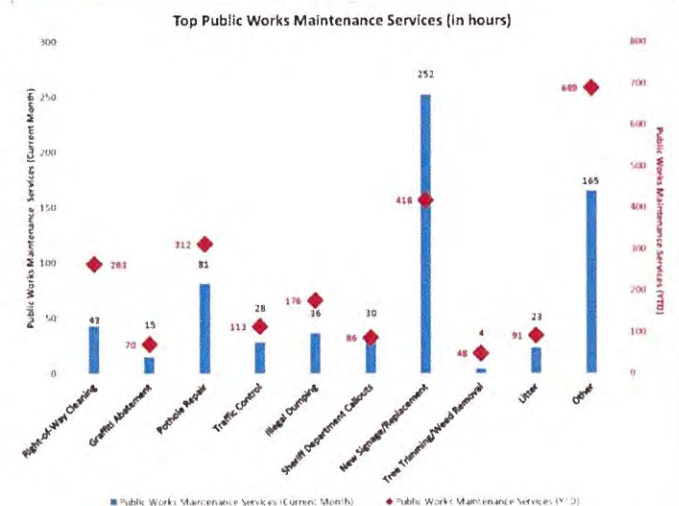
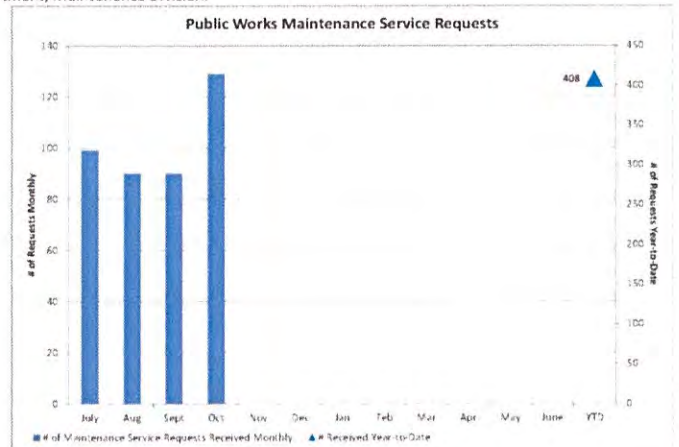
Install/Repair Damaged Guardrail



Public Works Department Maintenance Division

Performance Overview

On page 19 please find charts and graphs that display key performance indicators for the Public Works Department, Maintenance Division.



Background and Methodology



Building & Safety Department *Building Division*

Key Accomplishments

- Achieved 97% compliance with building plan review turnaround schedule goals this month
- 166 building plan checks reviewed this month (this does not include over-the-counter permits)
- 100% of building inspections completed on time this month / 1,171 building inspections
- 215 building permits issued this month
- 125 building permit applications finalized this month
- Provide status of each applicant deposit account balance within 24 hours of request

Planned Activities

- Upload building permit reports and plan review information to City website to allow applicants to review their status and general public to access standardized reports
- Continue to maintain compliance with turnaround schedules (10 working days for initial review, 5 working days for rechecks, and next working day for inspections)
- Implement e-Government awareness initiative to constituents and development community
- Encourage and expand the use of electronic plan checking
- Investigate opportunity for on-line bill pay for permits
- Investigate opportunity for a self-help kiosk for customers to use at the counter for information and permit applications
- Achieve 99% compliance for plan check turnaround times
- Continue to have 100% of cost of services covered by fees and deposits
- Hold additional code enforcement workshop as necessary

**Building Permit Locations
 Since July 1, 2014**

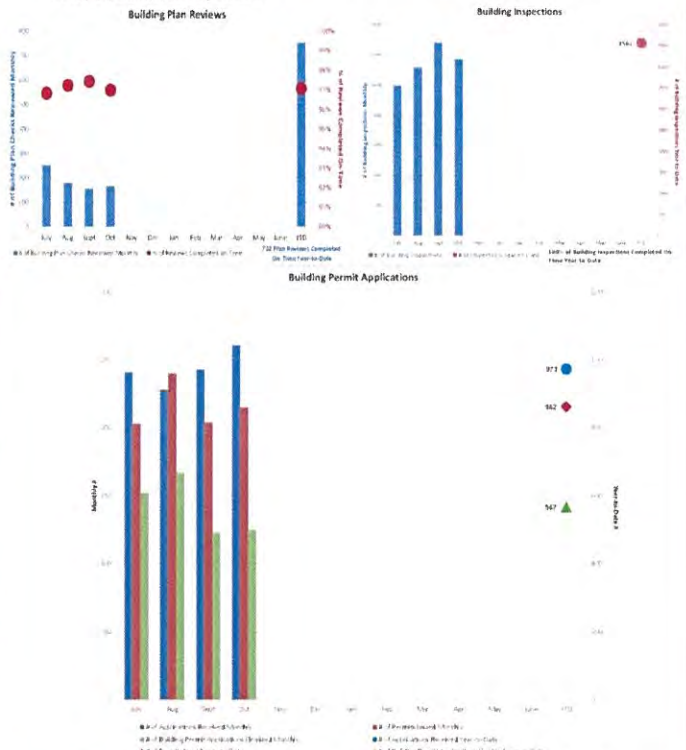


City of Jurupa Valley **GovClarity generated spatial layer**

Building & Safety Department *Building Division*

Performance Overview

On page 21 please find charts and graphs that display key performance indicators for the Building & Safety Department, Building Division.



Background and Methodology



Building & Safety Department Code Enforcement Division

Key Accomplishments

- 166 complaints received this month
- 186 investigations conducted this month
- Assisted the Sheriff's Department in identifying abandoned vehicles on City streets
- Conducted 7 inspections for construction without permits of medical marijuana dispensaries, in conjunction with the Building Department and the Sheriff's Department
- Continued to assist the Sheriff's Department and City Attorney in closing illegal marijuana dispensaries in the City. 6 dispensaries to date have closed, 6 waiting for appeal hearings. \$77,805.80 has been deposited in fees, for appeals and investigations.

Planned Activities

- Continue to identify and conduct construction without permit inspections, at marijuana dispensaries throughout the city
- Continue to assist the Building and Safety Department with abandoned construction projects and identify construction performed without inspections
- Continue to distribute performance surveys to applicants and report results to the City Council
- Continue to provide weekend coverage issuing notices of violation to vendors and identify construction without permits
- Continue to identify illegal tenant improvements in commercial businesses
- Continue to identify illegal marijuana dispensaries in the city

Fire-Damaged Residence

Before



After
(repaired)



Building & Safety Department Code Enforcement Division

Vendor on Vacant Lot

Before



After
(removed)



Illegal Medical Marijuana Dispensary

Before



After
(vacated)



Weeds/Overgrown Vegetation on Vacant Lot

Before



After
(weeds removed)





Background and Methodology

Building & Safety Department Code Enforcement Division

Code Inspection Locations Since July 1, 2014

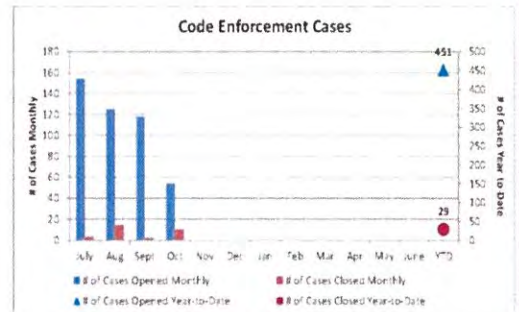
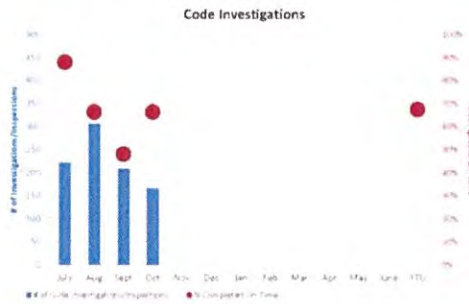


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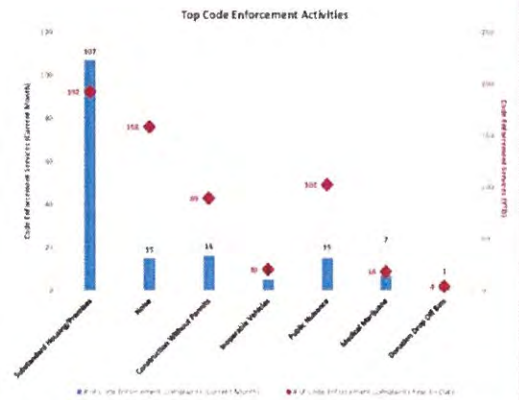
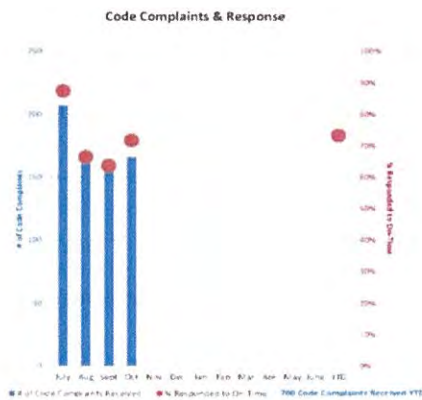
Building & Safety Department Code Enforcement Division

Performance Overview

On page 25 please find charts and graphs that display key performance indicators for the Building & Safety Department, Code Enforcement Division.



City of Jurupa Valley: Fiscal Year 2014-15 October





Transition Period

HR Green will assign a **transition management team** (Principal in-Charge, Quality Assurance/Quality Control Manager, and Key Building & Safety, Engineering and Public Works Task Leaders) with expertise in transitioning comprehensive departmental services from one service provider to another. This experience includes 20+ agencies (e.g., newly incorporated cities, change in consultant providers and related transitions, County to city transitions, modified service delivery options, inter-local agreements, strategic public-private partnerships).

Our team will meet with the City to:

- ✓ confirm our understanding of your needs, expectations, and performance benchmarks
- ✓ assess **alternative service delivery options** and **cost-benefit analyses** for any desired process improvements (*adjustments to current staff composition and levels? Incorporate new best practice tools, such as electronic plan check, web-based field inspection reporting, new reports/ metrics? Targeted workshops? Customer service input enhancements? Training?*)
- ✓ maximize **continuity** should the City so desire, we are open to hiring consultant personnel at the City interested in joining HR Green
- ✓ mobilize applicable staff on-site at City Hall/offices (*Note: Support staff will work from an office in close proximity to Palos Verdes Estates*)
- ✓ meet with the community in a workshop setting to introduce our team and set goals and expectations moving forward
- ✓ collect, transfer, review, and manage all project data to assess status at transition date, determine remaining work to be completed, and optimal way to complete this work in a seamless manner

This critical phase will be performed at no additional cost to the City.

Since the current consultant may have collected fees for permits already issued or initiated CIP projects already in process, there will need to be an evaluation of their status. There are **two possible approaches**:

1. The current consultant may be used during the transition period to complete the inspections of permits already issued and/or complete in-process CIP projects.
2. HR Green can complete the inspection of permits already issued and/or finish in-process CIP projects.

Based on our experience, it is **most cost effective** and **efficient** to use the second approach. What we want to make sure of is that the City not “double pay” for any services. We will meet with the previous consultant to evaluate each permit that has already been issued and for which fees have been collected. An extent of work that has been completed will be assigned to each permit. HR Green will complete all remaining work. The previous consultant will be required to refund the proportionate amount of fees collected to the City to cover the cost of all remaining work. The City will be assured that it will not double pay for any services for which fees have already been collected. This gives the City the needed time to transition services to HR Green, in the right manner, and provides the best services possible to the community.

We will implement the following process to review the status of Building and Safety, Engineering, and Public Works projects and code compliance cases:



Transition Period

Building and Safety, Engineering, and Public Works Project Status

- 1) Review status of various CIP projects
- 2) Review status of public works activities
- 3) Prepare a list of all projects in the planning, permit application, plan check, design, and construction process
- 4) Identify and evaluate the status of permits
- 5) Identify permits and/or projects under Inspection and their status/point of progress
- 6) Determine the financial status of permits
- 7) Meet with consultant to review status of open permits
- 8) Establish and assign each permit for completion based on their status
- 9) Review workload and staff assignments with the City point of contact
- 10) Develop a schedule of transition of all services delivered by current consultant staff
- 11) Review public counter procedures and services
- 12) Review office logistics and operations
- 13) Coordinate activities with other departments as necessary
- 14) Based on the established level of responsibility, evaluate the status of NPDES inspection/certification for each applicable business and project

Code Compliance Case Status

- 1) List of all code compliance cases as follows:
 - Case Name/Location
 - Violation Type
 - Enforcement Status

City Forestry Services (optional)

- 1) Review and analyze current program and tree management policy
- 2) Determine if additional inventory is required
- 3) Determine tree inventory/asset management software requirements

We will review the approach taken with the City to ensure we are conducting services in a manner consistent with the City's ordinances, policies, and past practices. Finally, we will meet with City representatives to present our findings and recommendations.

No other service provider can match our team's expertise and understanding of the transition process and how to do it right.



Transition Period

Transition Example

City of Jurupa Valley (*incorporated in 2011 as newest City in California*)

Challenges:

- ✓ Just two days before incorporation, the City lost nearly \$7M in general fund revenues (nearly 70% of general fund revenue) due to the passage of Senate Bill (SB) 89
- ✓ Disadvantaged community made up of 9 unique lifestyles who have been underserved from a level of public service and poor infrastructure
- ✓ Transition services of a 46 square mile area of disparate communities comprised of 95,000 citizens from the County to newly incorporated City

Methods/Solutions:

- ✓ Utilized methods listed on pages 25 and 26

Note: A detailed transition scope of work from our Jurupa Valley proposal can be provided, upon request

Benefits:

- ✓ Transitioned County to City services within 60 days
- ✓ 100% success rate for on-time plan reviews and inspections
- ✓ 35% decrease in permit processing costs and inspection fees to applicants (while enhancing services)
- ✓ Garnered more than \$4 million in grant funding
- ✓ Achieved full cost recovery for departmental services, including monies to fund the City's administrative costs
- ✓ Increased construction expenditures of capital projects by more than 200%

Transition Example

City of Rancho Santa Margarita

Challenges:

- ✓ Requirement to transition from County to newly incorporated City with 90 days
- ✓ Logistics for defining cost-effective City Hall location
- ✓ County had not transitioned services to a new City in many years

Methods/Solutions:

- ✓ Utilized methods listed on pages 25 and 26

Benefits:

- ✓ Completed transition within 90 days
- ✓ Maintained high-level of customer service while reducing cost



Organization and Staffing

The dynamics and challenges associated with successfully implementing City projects require enlisting the services of a seasoned team with flexibility, capacity, customer-orientation, continuity, and strong technical competence. Our staffing structure will maximize close communication, rapid response, and accountability of our team to your key City staff. We provide you with an accessible and dedicated **Principal-in-Charge/Contract Manager, George Wentz, PE**, key on-site personnel, core group of task leaders and support staff who have delivered respective disciplines listed in your scope of work for cities.

George Wentz, PE – Principal-in-Charge/Contract Manager

A **former resident of the Palos Verdes Peninsula**, George brings 40+ years of municipal management experience and has served as a Chief Building Official, City Manager, Public Works Director, and City Engineer for nearly 30 municipalities and counties in Southern California. He has managed transition services for seven agencies. He served as **Principal for Charles Abbott Associates serving the City of Palos Verdes Estates for 15 years**. He has also managed high-profile projects for **Rancho Palos Verdes**. George also specializes in assessing and utilizing appropriate **Alternative Service Delivery** and **Transition** options/strategies to save time and money, enhance operational efficiencies, and streamline communication.

He will ensure that all corporate resources are brought to bear for the successful delivery of services. George will assure that the staff and resources are available to serve the City as promised. He will also evaluate our services on a regular basis for quality assurance.

The **personal attributes** we will assess for staffing both on-site positions and on-call assignments include individuals' synergy, technical skills, character, innovation, teamwork, level of being proactive and exhibiting "anticipatory" thought, flexibility, communication skills, and a servant spirit. This thorough vetting process will save the City valuable time and greatly streamline the mobilization process.

We will implement a plan that is **responsive to your needs**, will **remain nimble to changing conditions**, and **match the right mix of staff to the clearly defined project**.

The organization chart on the following page shows our reporting structure and task leaders followed by resumes of designated key personnel and bio-sketches of support staff.

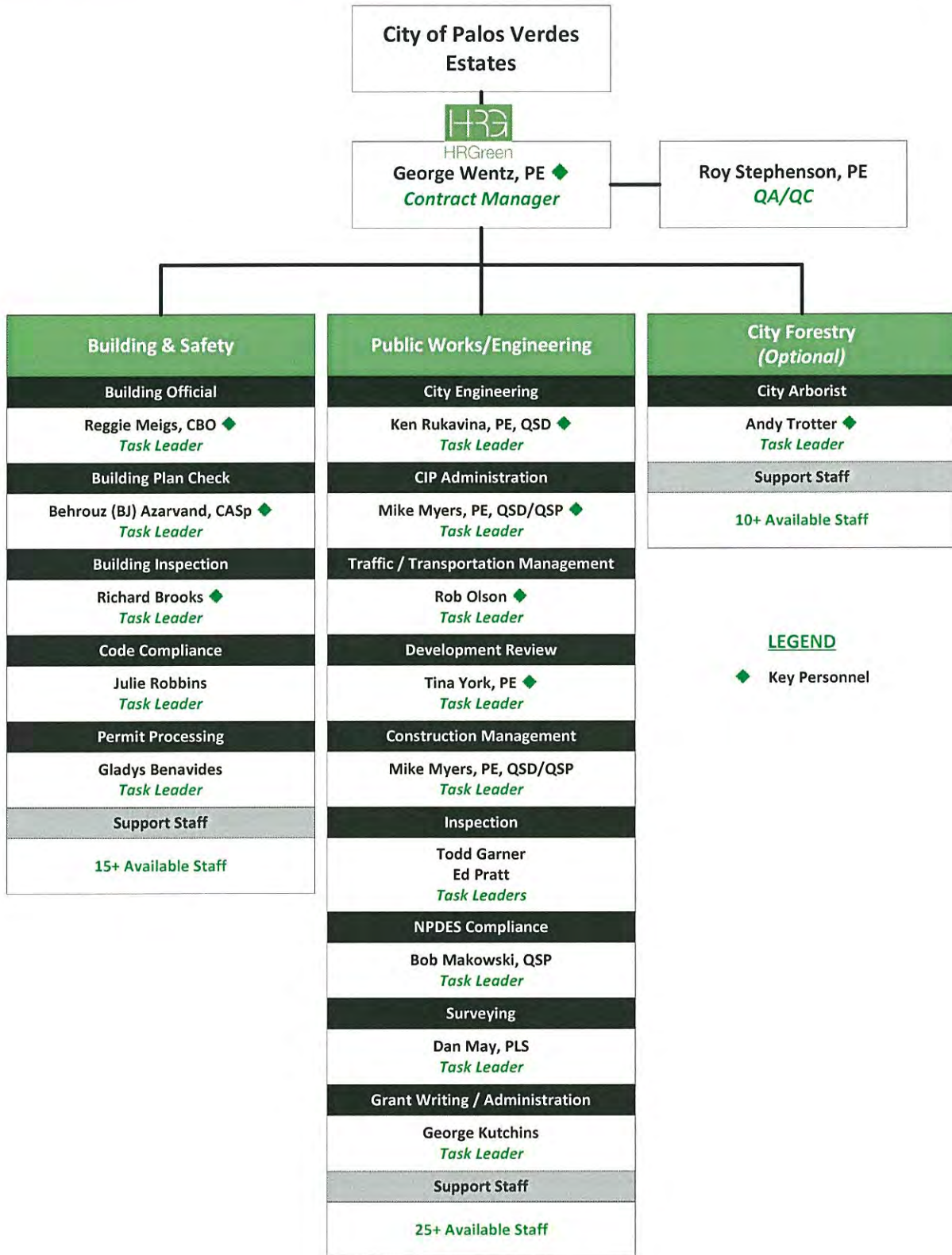
We will provide a staff and resource management plan that is appropriate to the nature of your permit activity, planned activities, and special projects/initiatives. Our proposed staff has successfully done this for other agencies. We will implement a plan that is responsive to your needs, will remain nimble to changing conditions, and match the right mix of staff.

George Wentz, PE

- ✓ Managed transition services for 7 agencies
- ✓ 40+ years municipal management
- ✓ Former Public Works Director, City of Rancho Palos Verdes
- ✓ Managed CIP and land development projects for cities on and Around Palos Verdes Peninsula
- ✓ Former resident of Palos Verdes Peninsula



Organization and Staffing





Organization and Staffing

George Wentz, PE

Principal-in-Charge/Contract Manager

Education / Registration

Master, Public Administration
Bachelor of Science, Civil Engineering
Registered Civil Engineer, CA #43273

- ✓ 40+ Years Municipal Services Management
- ✓ Principal, Building & Safety, Engineering, and Public Works to Palos Verdes Estates (15 Years)
- ✓ Transition Services, 7 Agencies
- ✓ Principal, 30+ Building & Safety, Public Works, and Engineering Contracts – Including All Peninsula Cities

George brings over 40 years of municipal management experience, overseeing the full range of municipal services. His responsibilities have included service as a City Manager, Assistant City Manager, City Engineer/Public Works Director and Building Official. George has served more than 30 cities and counties throughout California in delivering contract services.

George has directed and administered or delivered on-call support to full city contract services. His responsibilities have ranged from accountability for managing the full range of services to managing day-to-day operations and all related activities associated with the unique contract for particular city. As Principal-in-charge, he takes a leadership role to oversee services being delivered to each client. His managerial experience and high level of success is well documented and recognized by the cities he has served. He has worked in various size cities – from small population cities to large. George understands that each has a particular uniqueness that needs to be respected for each agency.

He is recognized in the field as having a unique talent in working well with City Managers, City Councils, boards, commissions, committees, ad-hoc groups, and staff to achieve desired agency results. He understands the importance of community relations and maintaining a servant's attitude and delivering what is promised. George understands working in high profile communities. He lived on the Palos Verdes Peninsula for over 14 years and has worked with all of the cities in various capacities – so he understands the uniqueness of each city. Moreover, he has served as a development manager, responsible for identifying specialty designers, contractors, and operators; preparing and maintaining documentation; incorporating applicable procedures and standards into design and construction documentation; coordinating closely with agency, developer, city departmental staff, approving agency, and community stakeholders; facilitating community outreach; and coordinating project management, estimating, constructability, and scheduling efforts. George has also spend time on master planning and implementation of high-profile, revenue-producing developments, golf courses, and mixed-use resort communities.

Management/Operations, City of Jurupa Valley, CA. Assistant City Manager responsible for oversight of all operations of the City except finance and legal services. This includes: Planning/Community Development, Engineering, Public Works, Building & Safety, Code Enforcement, Development Services, IT, E-government, Inspection, and Counter Services. Under George's leadership, HR Green, Inc. provides all City Engineering, Public Works, Building/Safety and Code Enforcement contract services to the City. HR Green, Inc. was responsible for transitioning all services away from Riverside County. Since the transition, permitting processing costs and inspection fees to applicants has been reduced by 35% (while enhancing services). In addition, we have maintained 100% success rate for on-time plan reviews and inspections; garnered more than \$4 million in grant funding; achieved full cost recovery for departmental services; and delivered 200% more in roadway construction projects.

Transition Services, Various Southern California Cities. George has transitioned services for 7 cities in southern California. In particular, he has started three newly incorporated cities, including **Cities of Jurupa Valley, Rancho Santa Margarita, and Menifee, CA.** These transitions have included all services. Those that were not transitioned would be new startups. He is considered an expert in the field of delivering contracted services and how to ensure that agencies optimize and balance in-house and contract support.

City of Palos Verdes Estates

Building & Safety, Engineering, and Public Works Services

Organization and Staffing



He has served in the following roles and/or completed the following projects:

- Building Official, City of Rancho Palos Verdes (oversaw building safety and inspection)
- Public Works Director/City Engineer, City of Rancho Palos Verdes (oversaw public works, engineering, inspection and CIP)
- City Manager, City of Menifee (all city services)
- Assistant City Manager, City of Jurupa Valley (services include Building and Safety, Engineering, Public Works, inspection and CIP)
- Principal – Various Building & Safety and/or Public Works/Engineering assignments for County of Orange, Cities of Palos Verdes Estates, Rolling Hills Estates, Rolling Hills, Torrance, Manhattan Beach, Hermosa Beach, Redondo Beach, Chino Hills, Corona, Laguna Hills, Mission Viejo, Laguna Niguel, Orange, and San Clemente
- Public Works Director/City Engineer, City of Rancho Santa Margarita (oversaw all engineering, public works and building safety and inspection)
- Interim City Manager, Rancho Santa Margarita (all city services)
- Public Works Director/City Engineer, City of Diamond Bar (all engineering and public works)



Organization and Staffing

Reggie Meigs, CBO

Building Official

Education / Certification

College Coursework, Civil/Electrical Engineering
CABO Registered Building Official CBO #1003
ICC Certified Professional Building Official #5215342-CB

Reggie has 40+ years of comprehensive building safety experience. He has overseen the provision of plan review, inspection, counter, permitting, and code compliance services to more than 35 cities and counties throughout California. He has been a CALBO instructor for courses in the computerization of building departments, Disabled Access and Occupancy Groups. Reggie has also been a member various professional code committees, including the State Fire Marshall's Committee for Residential Care Facilities.

- ✓ 40+ Years Municipal Building and Safety Experience
- ✓ Achieved 98% Track Record Completing Plan Reviews within Schedule, 100% Track Record Completing Next Working Day Building Inspections, and 90% Cost Recovery On Code Enforcement
- ✓ Served on Multiple CALBO Committees
- ✓ Proficient in using GovClarity, Accela, SunGard HTE, CRW, GovOutreach Code Enforcement and CRM Programs, and Various Database Systems

Building Plan Check and Inspection, County of Los Angeles, CA. District Engineering Associate and Senior Building Engineering Inspector/Office Manager. Trained 100+ building plan checkers and inspectors. Oversaw building inspection and plan check services for the Cities of Artesia, Cerritos. While at County served in administrative capacity (Building Engineering Associate or Administrative Manager) for areas of Malibu, Marina Del Rey, Lennox/Firestone area, City of Commerce, East Los Angeles, and Lomita.

Chief Building Official, City of Jurupa Valley, CA. Manages the City's Building and Safety Department overseeing plan review, permit counter assistance, inspection, and code enforcement. Building plan reviews are checked for compliance with building codes and access requirements, as well as any adopted codes to promote sustainability. Reviews include architectural, structural, mechanical, electrical, plumbing, green, and energy. Accessibility Code Enforcement includes managing complaints, investigating potential violations and enforcing the City's codes.

A/E Planning and Engineering, County of Orange, CA. Building and Safety Task Leader overseeing building plan review and inspection efforts for planned developments in the county. Currently, focusing services on the Ranch Plan, County's largest development.

Chief Building Official, City of Orange, CA. Managed the Building and Safety Division. Prepared budgets for several sections within the division, managed an in-house staff of 19 employees and oversaw contracts with two plan check firms. Also assisted in the development of a custom permit tracking program that saved the City \$20,000.

Chief Building Official, City of Riverside, CA. Managed the City's Building and Safety Division, supervising 21 full-time employees. Developed programs to track permits and inspections as part of the City's program of office automation, which drastically improved efficiency. One major project under his oversight involved overseeing the Building Safety plan review and inspection for the Riverside Municipal Airport expansion (hangers, office space, and other buildings).

Chief Building Official, City of Berkeley, CA. Responsible for the City's plan checking, inspections, housing code enforcement and counter administration and supervised a staff of 22 employees. Implemented a "One Stop Permit Center Process" which reduced plan check turnaround time from 8-12 weeks to 1-2 weeks without hiring additional staff.

Chief Building Official, City of San Ramon, CA. Helped expand services (code enforcement), added services at the front counter and incorporated local Fire District and Engineering Department representatives to create a true "One Stop Shop". Assisted the Building Division with streamlining the Building Permit computer system and helped implemented and design new software to assist the code enforcement section in maintaining their case files. Achieved 90% cost recovery on code enforcement.



Organization and Staffing

Behrouz (BJ) Azarvand, CASp

Building and Safety Plan Review Task Leader

Education / Certification

Bachelor of Architecture
ICC-Certified, Building Plans Examiner
CASp- Certified

- ✓ 30 Years Municipal Building and Safety Experience
- ✓ Building Official, Plan Check, Inspection, and Permit Counter Support
- ✓ Accessibility Expertise
- ✓ Proven Customer Service Track Record

Behrouz has 30 years of hands-on building and safety expertise, including serving as Building Official, plan reviewer, building inspector, and managing permit counter activities for Southern California cities. He has conducted numerous code and process-related training sessions and seminars. Moreover, he is very proficient in the electronic plan check process.

One key strength is his commitment to **customer service**. He is always very approachable, willing to meet with applicants in person and discuss projects over the phone to find solutions that will get their projects approved in the shortest time possible. This is accomplished by providing service with a smile; utilizing active listening skills; exhibiting a pleasant demeanor; explaining the interpretation of codes; expediting reviews; facilitating educational and public outreach workshops and materials for in-house staff and developers, engineers, architects, and other applicants; and serving as a facilitating bridge between Building and Safety, Public Works, and Planning Departments to efficiently shepherd projects through the approval process.

Building and Safety, City of Jurupa Valley, CA. Building Plans Examiner reviewing all manner of building plans for compliance with code and accessibility requirements as well as coordinating the City's electronic plan check process. Also, handles **over the counter** plan reviews.

Building and Safety / Planning, City of Irvine, CA. Building Plans Examiner for the review of tenant improvements, room additions, and **over-the-counter** plan reviews. Met applicants in person and discussed review comments over the phone. As Planner also processed conditional use permits and tentative maps, handled design review, zone changes, entitlement processing, and wrote staff reports. Served in a **key facilitation role** to coordinate projects between both the Planning and Building and Safety Departments to streamline the entitlement and approval process.

Building and Safety, City of Orange, CA. Plan Checker/Permit Technician responsible for planning, organizing and automating the permit counter operation. Streamlined the counter operation by utilizing the CRW permitting system to its full potential. Assisted public at the counter with permit application submittal, code questions and permit issuance. Trained the new Permit Technician to be familiar with the City's permitting process and system. Updated standard handout documents, including Title 24 Energy Code required forms and assisted public in completing the forms. Assisted architects, engineers, contractors and homeowners with their code questions and helped them to find solutions. Assisted plan checkers and inspectors with code interpretations and questions, especially with accessibility related challenges. **Conducted code training at Division staff meetings and Code Academy training workshops to City staff and external stakeholders/development community. Prepared and presented Powerpoint presentations/handouts and spoke on specific code topics at these educational outreach sessions.** Developed electronic plan check process which was effectively used on the complex four-story, underground and above-ground Chapman University Performing Arts Center. Reviewed many plans and calculations for major to minor residential, commercial and industrial projects including Public Works CIP projects. Performed electronic plan checks for a variety of major and minor commercial, industrial and residential buildings. Attended training sessions to be familiar with the latest code changes. Balanced the cash register and transferred funds to the Finance Department at end of every work day. Assisted the Director of the Community Development Department and Senior Plan Check Engineer with the Division fiscal budget. Assisted Planners and Code Enforcement Officers with their code questions and field issues. Worked with Public Works engineers on grading related issues for public and private developments.



Organization and Staffing

Building and Safety, City of Tustin, CA. For 13 years served as Building Official, Building Plan Check Supervisor, Building Plan Checker, and Building Inspector.

Building Official: Planned, managed and monitored the activities of the Building Division. Participated in selection of the new staff, conducting training for all Division staff members. Participated in the Emergency preparedness exercises in collaboration with the Orange County Emergency Management system. Developed policies and procedures for the Division. Issued notices and orders to demolish dangerous structures. Assisted the Community Development Director with Division budget. Issued Certificate of Use and Occupancies, and approved Unreasonable Hardship application for compliance with the accessibility regulations.

Plan Check Supervisor: Planned, organized, directed, and supervised the activities of the Plan Checker, Plan Check Consultants, Permit Technicians, and Permit Counter operation. Conducted biweekly staff meetings to review and discuss Division's operation issues. Conducted training and scheduled staff for on and offsite training. Monitored quality control on consultants' plan checking. Provided guidance to the staff, performed annual performance reviews, and set goals for staff. Coordinated plan review activities with other Community Development Divisions. Performed field inspections to assist building inspectors, as necessary. Prepared technical reports and correspondence. Maintained files and reports regarding plan check activities and findings.

Building Plan Checker/Senior Inspector: Assisted architects, engineers, contractors, designers with code questions. Reviewed major projects, such as underground reservoir, library, fire station, shopping center, and tilt-up buildings. Provided the public with counter plan checking services for minor construction, additions, and alterations; reviewed plans and checked calculations; and coordinated plan check process with other City staff members. Conducted on-site inspections of buildings during various stages of construction and remodeling to evaluate discrepancies, answered questions, and resolved issues pertaining to code interpretation and plan review. Calculated permit fees and issued appropriate permits. Prepared technical reports and correspondence and maintained files and reports regarding plan check activities and findings. Prepared annual Building Division activity report on plan checks and inspections. Performed field inspections to assist building inspectors, as required. Issued Certificate of use and occupancy upon completion of a permitted construction project. Issued stop work order for noncompliant work. Calculated permit fees in accordance with established fee schedules. Issued appropriate permits and receipts for payment. Participated in seminars and professional group meetings. Performed after-hours fire damage inspections. Conducted interviews to select new Plan Checker, Inspector, and Permit Technicians.



Organization and Staffing

Richard Brooks, Jr.

Building Inspector Task Leader

Education / Certification

Various College Coursework
Plumbing Inspector #28473
Mechanical Inspector #30129
Building Inspector #26997
Special Inspector for Structural Masonry # 23025

- ✓ 30+ Years Municipal Building and Safety Experience
- ✓ Building Official, Plan Check, and Inspection Expertise
- ✓ Developed Curriculum and Taught Building Safety Courses for CALBO

Richard has more than 30 years of building safety and engineering experience as a building official and building inspector for cities in southern California. He has taught regularly for the California Building Officials (CALBO) and has developed or helped develop a number of their training courses, including courses on Building Inspection, Plumbing Inspection and Building Department Administration.

Assistant Building Official, City of Jurupa Valley, CA. Assists in managing the City's Building and Safety Department overseeing plan review, permit counter assistance, inspection, and code enforcement. Provides building plan reviews for compliance with building codes and access requirements, as well as any adopted codes to promote sustainability. Also, provides building inspection on a daily basis.

Building Inspector, City of Costa Mesa, CA. Handled on-site field building inspection. Also, provided regular training to City's inspection staff in all disciplines, but primarily accessibility. Inspected tenant improvements and renovations at South Coast Plaza, Segerstrom Center for the Arts as well as all manner of residential improvements.

Assistant Building Official, City of Anaheim, CA. Assisted in managing staff and programs for the Building Division. Supervised, assigned and evaluated work of staff. Generated an inspection staffing justification system using existing City data in its current format and prepared a staffing recommendation report for the Planning Director. Developed improvements to existing plan review tracking system, resulting in more accurate reporting of plan review timeliness (an increase from 50% to 90% on time reviews).

Deputy Director/Building Official, City of Corona, CA. For 25 years assisted in managing staff and programs for the Community Development Department and Building Division. Supervised, assigned and evaluated work of staff during period of rapid development. Successfully implemented a custom on-line inspection request and tracking system. Successfully implemented an IVR System that integrated with City's custom on-line inspection system. Managed a CityGate audit of the City's Building Department that resulted in an "Outstanding" rating for the Department. Prepared nomination application, resulting in Building Department recognition by CALBO as "Building Department of the Year." Prepared many of the City's construction standards that are now used county wide. Managed the City's Unreinforced Masonry mitigation program. Designated as the Planning Section Head for the City's Emergency Operations Center.

Various Building and Engineering Assignments, Southern California. Served as Materials Testing Technician, Engineering Assistant, and Building Inspector for both public and private sector projects, including the United States Air Force.



Organization and Staffing

Ken Rukavina, PE, QSD City Engineering Task Leader

Education / Registration / Certification

Bachelor of Science, Civil Engineering
Bachelor of Science, Meteorology
Registered Civil Engineer, CA #42866
California Qualified SWPPP Developer (QSD) #01047

- ✓ 30+ Years Municipal Engineering Management
- ✓ Overseen Design and Construction of \$400 Million in Public Improvements
- ✓ City Engineer, 6 Southern California Cities
- ✓ Supervising Engineering, County of Los Angeles Department of Public Works

Ken has 30 years of experience in municipal public works and land development engineering. His public experience includes six years in municipal government at Los Angeles County Department of Public Works, serving as civil engineer and construction manager, and 24 years of experience as a consulting engineer serving local municipalities as Contract City Engineer, Project Engineer and Construction Manager. He is experienced in the management of multidiscipline projects and projects involving teams and joint ventures. He has managed the design and construction of roads; street widening, reconstruction and rehabilitation; sanitary sewer collection and outfall mains; water transmission, distribution, storage and pumping facilities; storm drains, flood control structures and storm water management; bridges, and retaining wall structures.

He has managed and/or overseen the design and construction of over \$400 million in public improvements in his capacities as city engineer, project manager, project engineer, construction manager, division manager, and office manager. Ken has implemented numerous federally funded projects from funding application, to request for authorization to proceed with construction, to final invoicing.

Ken brings unique perspective, vision, and value to both large and small-scale municipal projects. Due to his many years of city engineering experience, he understands the issues local public officials face on a daily basis along with the insight to see all sides of complex coordination challenges with utility companies, neighboring cities, transportation agencies, Caltrans, railroads, property owners and others.

Ken's project experience spans the gamut of the following types of projects:

- Street Reconstruction
- Street Widening
- Intersection Capacity Enhancement
- Overlay and Slurry Seal
- Landscape Improvements
- Medians
- Storm Drains
- Entrance Signs
- Right-of-Way Acquisitions
- Water Quality BMPs
- Storm Drain & Sewer Master Plans
- Park Improvements
- Sewers and Waterlines
- Traffic Signals

City Engineering, City of Rosemead, CA. Deputy City Engineer and City Engineer/ Director of Public Works for 17 years responsible for running the day to day operations and decision making of the City's engineering and public works department as well as implementing an annual capital improvement program, ranging between \$5 million and \$10 million. Primary tasks included project planning/management; public relations for City's public works projects; preparation of Council staff reports, resolutions, ordinances and report writing; liaison with traffic engineer and traffic commission; capital improvement program budgets preparation; oversight of preparation of plans, specifications, and estimates; construction observation/administration; oversight and management the City's maintenance contracts (road, traffic signals, signing and striping); funding application preparation, processing, and invoicing; development review and subdivision (tentative and final map) processing; plan checking; and water quality management.



Organization and Staffing

City Engineering, Cities of Lakewood, Rolling Hills Estates, Bellflower, Temple City and Lawndale, CA. City Engineer responsible for running the day to day operations and decision making of the City's engineering and public works department as well as implementing an annual capital improvement program

Engineering and Plan Review, County of Los Angeles Department of Public Works, CA. Supervising Engineer responsible for directing the activities of drainage and grading plan checkers in the Land Development Division. In Road Maintenance District 1, supervised engineering personnel responsible for the development of plans and specifications for various County street projects. Performed contract administration for the County's flood control facilities while assigned to the Construction Division, and prepared hydrology and drainage studies during his tenure in the Hydraulics Division.

La Pata Avenue Gap Closure and Camino Del Rio Extension, County of Orange, CA. Project Manager for the preparation of PS&E and right-of-way documents. This 3.7 mile, \$72 million roadway project bisects the Prima Deshecha Landfill and will eliminate an existing gap in the Orange County arterial highway system, with a connection between Ortega Highway and the City of San Clemente. The project includes the widening and rehabilitation of the existing roadway and new roadway through mountainous terrain, construction of landscaped medians, multiple water quality basins, nearly 10 million yards of earth moving, four grade separations, relocation of SDG&E transmission towers, and environmental mitigation measures.

Palos Verdes Drive West - Soldier Pile Wall, City of Palos Verdes Estates, CA. Project Manager for the repair of Palos Verdes Drive West and design of a 300 foot soldier pile caisson wall to protect the road from an active landslide. Provided oversight for research and review of existing utilities, preparing the site plan, civil plans, cost estimate, and specifications. Construction Manager overseeing construction observation and administration services, as well as managing the geotechnical subconsultant who provided specialty inspection and test services. Monitored preparation of daily logs of construction activities, met with the contractor to resolve issues, worked closely with City staff to help keep the project on schedule, and supported the Caltrans audit performed for the expenditure of ARRA funds.

Garvey Avenue Bridge, City of Rosemead, CA. As City Engineer, responsible for replacing the Garvey Avenue Bridge over Rio Hondo Channel, which involved extensive coordination with federal, state, and local agencies. The new \$11 million bridge is 420 feet long and 100 feet wide, with only three piers in the channel. As the City desired a signature bridge to serve as a gateway to the community, historic features of the old bridge were recreated and decorative lighting and monuments were incorporated into the design. The bridge serves as an entrance statement into the City. Worked closely with Caltrans to obtain federal funding and environmental clearance, and with the U.S. Army Corps of Engineers and Los Angeles County Department of Public Works to obtain approval of the hydraulic analysis and civil/structural plans as a prerequisite for obtaining the necessary encroachment permits from each agency. Provided oversight of the construction management team.

Federal/State Funding Administration, Various Agencies, Southern California. Provided oversight and assistance to numerous cities at various stages of the federal/state-funded process as follows: Call for Projects applications, FTIP Programming, Field Review, Preliminary Environmental Study (PES), Request for Authorization to Proceed with Construction, Award Submittal, Labor Compliance, Progress Invoicing, and Final Report of Expenditures. The various federal and state funding programs have included STP, SR2S, ARRA, HBP (HBRR), and HSIP (HES).

Engineering Services for the Rosedale Master Planned Community Project, City of Azusa, CA. Principal-in-Charge and provided a range of city engineering services specific to the Rosedale project, a master planned community of 1,200 new homes to be developed on the former Monrovia Nursery site. Oriented around an active village core and recreation center, Rosedale included a series of neighborhoods with parks, a new K-8 school, fire station, Metrolink Gold Line Station, and 200 acres of permanently preserved natural hillsides. Engineering services provided included subdivision map checking, public improvement plan review, coordination of consultant activities, other agencies and utility services, preparation of staff reports, and attendance at City Council and Commission meetings.



Organization and Staffing

Mike Myers, PE, QSD/QSP CIP Administration/Construction Management Task Leader

Education / Registration / Certification

Bachelor of Science, Civil Engineering
Registered Civil Engineer, CA #30702
Certified QSD/QSP, #20362

- ✓ 30+ Years Municipal Management and Project Management Experience, including Cities of Palos Verdes Estates and Rancho Palos Verdes
- ✓ Extensive On-Site Staff Augmentation Experience
- ✓ Plan/Map Check for Nearly 15 Cities
- ✓ Designed and Reviewed Numerous WQMPs/SWPPPs
- ✓ Prepared Low Impact Development (LID) Design Manual for 680-Acre Residential Development

Mike has more than 30 years of public sector engineering experience. He possesses extensive project and construction management knowledge coupled with strong interpersonal communication skills. He has served as Deputy City Engineer for the City of Jurupa Valley and handled a broad range of municipal consulting services (federal grant funding, design, CIP management, plan review, assessment engineering, counter services, and construction management) for the Cities of **Rancho Palos Verdes**, **Palos Verdes Estates**, **Diamond Bar**, **Apple Valley**, **San Dimas**, **Hidden Hills**, and **Moorpark**.

On-Site Project Management Staff Augmentation, City of Jurupa Valley, CA. Consultant Assistant City Engineer/CIP Manager, providing a full range of professional City Engineering services to the recently incorporated City, a diverse community of about 45 square miles and population of nearly 100,000 with over 300 miles of maintained streets. Services include:

- ✓ Coordination and participation in a diverse range of activities with Riverside County staff in transitioning from unincorporated territory to incorporated municipality
- ✓ Facilitated MOU with UPRR for encroachment permit issuance for \$17 million Clay Street Grade Separation
- ✓ Development, including budgeting, administration and management of City's initial capital improvement program including engagement of capital project civil design consulting services
- ✓ Utility coordination, management and issuance of excavation permits in the public right-of-way
- ✓ Design of pavement rehabilitation projects, using cost-effective rehabilitation techniques/recyclable materials
- ✓ Design oversight and construction management of drainage, water, sewer, and roadway widening projects citywide, coordinating with County agencies and other stakeholders

On-Site Project Management Staff Augmentation, City of Moreno Valley, CA. Consultant Project Manager responsible for full range of CIP project management to a 50-square-mile municipality with a population of nearly 200,000. Responsibilities included capital project identification, scope definition and initial budget estimates for various annual and 5-year capital projects; identification of and application for various alternate local, State and Federal funding sources; preparation of scopes of services, solicitation of proposals, and selection of consultants for project design, survey, inspection and construction management; monitoring design consultant's progress including consultants monthly invoices, review of progress submittals of improvement plans, value engineering; processing CEQA and NEPA environmental documentation; utility coordination; plan review; and bid processing.

Project Management, Various Southern California Agencies. Senior Project Manager providing extensive civil engineering services to public sector capital improvements and managed several other civil and traffic engineering related services. Projects included the Street Improvement and Town Center Revitalization Program for approximately \$5 million of street widening, curb, gutter and sidewalk improvements in Thermal for the Riverside County Economic Development Agency (EDA) as well as the widening of and infrastructure improvements to a one mile stretch of Caesar Chavez Boulevard in Calexico which serves as the border entry. The project involved extensive coordination with the federal government, Caltrans, utilities, and railroad.

Project Management, Various Southern California Cities. Senior Consulting Engineer providing public works counter services for permits and inspection requests, investigated citizen inquiries and complaints, reviewed subdivision maps and improvement plans, designed and prepared plans, specifications and estimates for capital improvement projects, prepared analysis and reports for assessment districts and "Rule 20" undergrounding projects.





Organization and Staffing

Robert Olson

**Traffic / Transportation Management
Task Leader**

Education

Master of Science, Transportation Engineering
Bachelor of Arts, Transportation Economics

- ✓ 20+ Years Diverse Transportation Planning Experience
- ✓ Garden Grove Resident
- ✓ Expertise Interfacing with Diverse Stakeholders at Meetings and in the Field to Shepherd Transportation and Traffic Elements
- ✓ Municipal and On-Call Traffic Review Experience

Rob has over 20 years of experience in transportation planning and traffic engineering. The range of projects he has managed and participated in includes city-wide and area-wide transportation master plans, corridor planning studies, corridor accessibility and streetscape plans, traffic impact analyses for numerous development projects, bicycle and pedestrian master plans, neighborhood traffic management plans, parking plans for communities and private developments, and master plans for major event centers and developments. Rob often **works with multi-disciplinary teams on diverse projects that require planning, utilization, and design analyses and the presentation of complex traffic and parking issues to agencies, community groups, and the general public.** He has worked closely with both public and private sector clients on projects in urban areas that required plans incorporating design and operational solutions. Recent projects include traffic studies for project and area wide EIRs, on-call neighborhood traffic management plans and reviews, and traffic Impact and parking plans for communities and private developments.

On-Call Traffic Engineering, City of Jurupa Valley, CA. Lead Transportation Engineer managing daily transportation operations and program implementation, including conducting, directing and reviewing traffic studies, construction traffic control plans, signing and striping inventory and design, traffic operations, speed and safety studies, traffic volume and accident databases, and addressing resident issues and comments. Quickly responds to City Council and constituent traffic and parking requests/inquiries, such as preparing engineering study reports, field investigation/inspection to verify existing conditions and improvements, and working with numerous stakeholders to enhance safety. Manages project expenditures related to the City's Motor Fuel Tax and Highway Safety funds and develops projects and prepares applications for various transportation program grants. Updating Circulation Element; **participating on Safe Routes to School Task Force**; developing new City Trails Plan, Citywide Traffic GIS data system, and Truck Route Plan; and implemented new traffic accident and signing, striping, and markings databases. **Participates in bi-monthly coordination meetings with Riverside County Sheriff's Department. Chairs monthly meetings for City's multi-agency Traffic Safety Committee. Conducts regular meetings with City's two school districts to discuss and coordinate school area traffic issues and solutions. Attended and presented transportation information at the Healthy Jurupa community group meetings to encourage walking and bicycling activity and traffic safety.**

■ **Limonite Avenue Improvements:**

Issue: Installation of new utility lines along major east-west thoroughfare requiring 5 week street closure.

Solutions: Developed a multi-modal traffic management plan for reducing traffic impacts during the closure. Developed a community outreach program.

Benefits: Mitigate traffic delays. Maintain access for impacted property owners.

■ **Limonite Avenue Median Improvements:**

Issue: Changes during the final design process resulted in the differences between the bid package and final plans for the installation of new raised median and roadway reconstruction.

Solutions: Developed a revised median design that could be accommodated within the budget and still provided the desired traffic controlling effect.

Benefits: Saved the City and County approximately \$70,000 in construction costs for installation of unbid items.

■ **Camino Real Pavement Restriping and Lane Project:**

Issue: Physical constriction on road in front of an elementary school contributed to substantial ingress/egress period congestion.





Organization and Staffing

Solutions: Developed a revised pavement striping and channelization plan to remove the lane constriction and better channelize traffic by creating multiple staging lanes for school traffic reducing congestion. **Met with parent groups to familiarize them with the project and the revised operations.**

Benefits: Developed a low-cost solution to a significant traffic issue that can easily be expanded when the final roadway widening occurs in the future.

On-Call Traffic Impact Studies, City of Laguna Niguel, CA. Project Manager and lead Senior Traffic Engineer for the preparation of the traffic impact studies for projects in the Gateway Specific Plan Area and adjacent developments. The traffic studies are a direct follow-up of the Specific Plan previously effort completed for the City. Work included collection of traffic and parking data, review of the traffic analyses, preparation of the study documents, and presentation of the results to the City 's Planning Commission. **Met with City committees, staff, consultants and trail advocacy groups to discuss options and develop solutions.**

On-Call EIR Traffic Studies, City of Long Beach, CA. Project Manager for various comprehensive redevelopment traffic studies, including both the preparation and review of traffic and parking studies for development projects and districts in Downtown Long Beach. Projects included the development of the traffic plan for the West Gateway District and multiple high-rise and mixed-use developments. Analyses in Downtown Long Beach require evaluation of operations for all modes of travel including autos, transit, bicycles, and pedestrians.

California High Speed Rail EIR Traffic Study (Los Angeles to Anaheim Segment), Southern California. Project Manager/Lead Senior Traffic Engineer for preparation of EIR traffic study. Attended coordination meetings and made presentations to agency officials. Traffic and parking analyses were often requested on short notice to assist in analyzing design options and to address questions and concerns from affected agencies, public officials, and project team member design alternatives. The project **required significant agency, project team and interdisciplinary coordination. These were accomplished through monthly team meetings and regular meetings with project stakeholders and affected agencies. Key players included the corridor cities, Caltrans, OCTA, MTA, and the High Speed Rail Authority.** Strict review protocols were followed and formal project scheduling established.

On-Call Traffic Review County of Riverside, CA. Project Manager and lead reviewer for various traffic-related studies involving analyses for development projects, Specific Plans, and corridor operations.

Westbound SR-91 Lane Addition Project PA/ED Traffic Operations Study and Supplemental Analysis, Fullerton/Anaheim, CA. Project Manager for the PA/ED and Supplemental traffic operations analysis studies for the proposed lane addition on SR-91 between SR-57 and I-5. Directed and prepared the traffic analysis for the studies including coordination and interpretation of the travel demand forecasts and translation into future year traffic volumes. Prepared traffic reports and **conducted presentations to local agency, OCTA, and Caltrans staff.**

Various On-Call Transportation Planning/Studies, Southern California, CA. Senior Transportation Engineer/Planner responsible for analyses, **presentations, and interface with Planning Committees, City Councils, and community groups** to provide recommendations.

- **City of Beverly Hills:** commercial and residential redevelopment projects
- **City of Santa Barbara:** commercial and residential redevelopment and corridor study
- **Port of Long Beach:** master plan review, terminal reconfiguration, and traffic planning for bridge
- **Port of Los Angeles:** traffic study for Commodore, Schuyler F. Heim Bridge Replacement
- **City of Carson:** traffic analyses peer review for commercial redevelopment projects
- **City of Torrance:** corridor planning, traffic analysis, and design review for 1.5 mile Del Amo Blvd. Extension
- **County of Los Angeles:** traffic analysis for facility redevelopment and neighborhood plans
- **City of Los Angeles:** traffic modeling, transportation planning, and traffic analysis to obtain entitlement for Playa Vista development. Coordinated with Cities of El Segundo, Redondo Beach, and Hermosa Beach.
- **City of Burbank:** multi-modal transportation planning for major mixed-use shopping center
- **City of Glendale:** multi-modal transportation planning for mixed-use development
- **City of Santa Monica:** transportation planning for downtown parking master plan
- **City of Pasadena:** downtown parking analysis and rate study





Organization and Staffing

Tina York, PE

Development Review Task Leader

Education / Registration

Bachelor of Science, Civil Engineering
Registered Civil Engineer, CA #46367

- ✓ 25+ Years Civil Plan Review, Engineering, & Inspection
- ✓ Plan Review, Extensive Coastal Cities
- ✓ Electronic Plan Check Proficiency
- ✓ Plan Review, 25+ S. CA. Public Agencies

Tina has 25+ years of experience focusing on civil plan review, project management, civil engineering, site grading, drainage design, review of water, recycled water, sewer and street improvement plans, and hydraulics studies. Having overseen plan review services for 25+ agencies, she has customized plan review reports and tracking logs, checklists, and budgetary worksheets. She has also implemented electronic plan checking.

Rancho Mission Viejo Development (The Ranch) Planning Areas 1 and 2, County of Orange, CA. Project Manager for the plan check review of various projects and backbone infrastructure associated with Planning Area 1 of the Ranch Plan, a 23,000-acre development, composed of 6,000 buildable acres in five initial planning areas and Planning Area 2.

On-Site Development Services Management, City of Jurupa Valley, CA. Consultant Development Services Manager, overseeing full range of development services for the recently incorporated City, a diverse community of about 45 square miles and population of nearly 100,000 citizens. Coordinate all plan and map check intake, established and update plan review tracking logs, customized submittal checklists, oversee encroachment permitting, establish fee schedule, handle entitlement services and plan review, write Conditions of Approval. **During FY 2013-14 achieved 100% turnaround review schedule success of 2,100+ plan sheets.**

Engineering Plan Review, Cities of San Clemente, Mission Viejo, Hesperia, Rancho Santa Margarita, San Bernardino, Carlsbad, San Marcos, Oceanside, Vista, Corona, Moreno Valley, La Quinta, Indio, Cathedral City, Menifee, Murrieta, and Lake Elsinore; Counties of Orange, Riverside, San Diego, and Imperial; California Energy Commission, CA. Plan Reviewer/Project Manager for review of grading plans, improvement plans, sewer and water studies, SWPPPs, WQMPs, hydrology/hydraulic studies, and bond estimates. Services included tracking projects from first submittal to agency acceptance via web-based system as well as electronic review.

Engineering Plan Review, City of Ontario, CA. Project Manager for review of grading plans, improvement plans, hydraulic studies, sewer and water studies, P-WQMPs and F-WQMPs, and bond estimates on an as-needed basis. Plans range from minor to major residential subdivisions and commercial/industrial sites. Services have also included tracking projects from first submittal to City acceptance via web-based system as well as electronic plan reviewing. **Managed the review of 968 plan sheets from 65% Submittal within three weeks**, review of 35% design submittal for all backbone streets within New Model Colony East (~ 65% of total project), and review of 65% design submittal for 5 of 12 major backbone streets.





Organization and Staffing

Andy Trotter

City Arborist Task Leader

Education / Certification

California Urban Forests Council, Certified Urban Forester #103
ISA, Certified Utility Arborist #WE-642AU
Wildlife Training Institute, Certified Wildlife Protector #533
TCIA, Certified Tree Care Safety Professional, #142

- ✓ 40+ Years Tree Care Experience
- ✓ Field Operations Expertise
- ✓ Has Served 200+ Cities, Including Those Near Palos Verdes Estates
- ✓ Proficiency Using GIS, Software Systems, and Apps to Manage Urban Forests/Mature Tree Specimen

Andy brings 40+ years of experience within the tree care industry. He has worked with West Coast Arborists for more than 30 years, primarily field operations for more than 200 cities throughout California, Arizona, and Nevada.

As Field Operations Manager, he supervises all of the field operations as well as oversees our safety, training, nursery and a wood recycling facility. He also oversees tree pruning, removal and planting crews as well as recycling and training programs.

Andy has been an industry leader in many key projects including United Voices for Healthier Communities Great Clean Air Planting Project, Toolkit for Developing Urban Forest Management Plans and the Western Chapter ISA's annual "Workday" fundraiser.

Andy is past president of the Street Tree Seminar and the State Board of California Urban Forest Council.

He has overseen arborists and field crews handling forestry services for nearby cities, such as Palos Verdes Estates.





Organization and Staffing

Support Staff

Roy Stephenson, PE - QA/QC Manager

College Coursework

Registered Civil Engineer, CA #20354

Roy has more than 40 years of municipal engineering and program/project management expertise focused on the delivery of CIP projects and master planning and implementation of high-profile, revenue-producing developments, golf courses, and mixed-use resort communities. He has served as a Public Works Director/City Engineer to 19 Southern California cities, including Long Beach. Roy is a recognized leader in the development of organizations that blend the public and private sector into cost-efficient operations. He is also known as a strategic thinker and communicator, enabling him to find effective solutions to a wide variety of community issues. Experienced in the formation of Assessment Districts, Redevelopment Agencies, Fee Programs, Capital Improvement Programs, Special Districts, and Joint Power Authorities, Roy has demonstrated the ability to develop strategies that successfully complete for funding programs, having assisted cities in receiving more than \$500 million in competitive and noncompetitive environments.

Julie Robbins - Code Compliance Task Leader

College Coursework

Certified in Peace Officer Standard and Training, PC 832, Modules I, II, and III

Julie has more than 25 years of code enforcement experience as a code enforcement officer for 10+ cities throughout California. She is proficient in foreclosures, field investigations, computer programs, administrative duties and Code Enforcement tracking systems. She was instrumental in developing the Code Enforcement Education System in place today to train Code Enforcement Officers throughout the State of California in their job functions.

Gladys Benavides - Permitting Task Leader

Bachelor of Science, Civil Engineering

Gladys brings 20+ years of multi-faced civil engineering, permitting, and construction management experience. She has served on six on-site engineering assignments over the past 10+ years. For the Cities of Jurupa Valley, Yorba Linda, and Rancho Santa Margarita she has coordinated and processed permits for CIP and development projects. She served as Project Manager for a citywide Slurry Seal Program along with various traffic signal and intersection projects. Gladys has maintained a database for tracking logs for all the different public permits and plan check submittals and also reviewed street improvement plans for various encroachment permits for private developers and public utilities projects, including the process and issuance of permits. Moreover, she has reviewed a variety of improvement plans and stormwater plans and reports to monitor compliance with design standards and water quality regulations.

Todd Garner - Inspection Task Leader

Extensive Construction and Safety Training, ICC-Certified Inspector, DSA-Certified Inspector, City of County of Los Angeles Certified Inspector, City of Long Beach Certified Inspector

Todd brings 30 years of construction management, construction defect litigation support, and inspection experience associated with public improvements, including street rehabilitation, paving improvements, maintenance improvement, building facilities, masonry walls, . He has extensive experienced inspecting infrastructure improvements for homeowners associations in coastal communities. For the **City of Palos Verdes Estates** he has inspected the rehabilitation of arterial roadways. Other cities served include Long Beach, Laguna Beach, Seal Beach, Compton, San Clemente, and Laguna Niguel.





Organization and Staffing

Ed Pratt - Inspection Task Leader

Extensive Construction and Safety Training

Ed brings 40+ years of public works infrastructure construction and inspection experience, including pavement construction, rehabilitation, overlay and slurry seal, concrete structures, storm drain installation, new channels and rehabbing of existing channels, sewer installation, public parks, community facilities, grading, traffic signal installation, striping, landscape and irrigation installation, reinforced concrete walls and block walls. He has inspected arterial roadways, sidewalk repairs, and citywide slurry seal projects for the **City of Rancho Palos Verdes**. Other cities include Lomita, Norwalk, Los Angeles, Torrance, Bell, San Clemente, Lake Forest, La Palma, Fontana, Burbank, West Covina, Culver City, and Chino as well as Caltrans.

Dan May, PLS - Surveying Task Leader

College Coursework

Professional Land Surveyor, CA # 4652

Dan has nearly 40 years of surveying and mapping experience. Prior to becoming Supervisor of Sikand's Surveying and Mapping Department in 1979, worked with Caltrans in District 7 for 11 years as a Field Surveyor. At Caltrans he became proficient in Primary Control and Right-of-Way Surveying, Construction Surveying, and Office Surveying. He is responsible for survey research and coordination with various public agencies in Southern California. With Sikand he oversees the compilation of tentative tract maps, tentative parcel maps, final Tract Maps, final Parcel Maps, encumbrance maps and ALTA maps based on title reports and legal descriptions. He supervises clearing conditions of approval of final maps including coordination with public agencies and public utilities such as Caltrans, the County and City of Los Angeles, the City of Palmdale, Southern California Edison, Los Angeles Department of Water and Power, Los Angeles County Flood Control District, and Los Angeles County Sanitation District and Water District. He also prepares legal descriptions for a variety of purposes related to land development and roadway engineering, and supervises preparation of records of survey and ALTA maps.

George Kutchins - Grant Writing/Administration Task Leader

Bachelor of Science, Political Science

Various Grant Seminars/Workshops

George has 25 years of diverse experience in the municipal services field. He has served as a Project Manager and Management Analyst in the delivery of various services bridging public works engineering, operations and maintenance, city administration, building and safety, and inspection. He has written and processed grant applications for federal, state, and regional funding. George has also prepared comprehensive monthly and annual progress/performance departmental reports, staff reports, and CIP/budget presentations for City Councils.





References



HR Green, Inc. - Prime Consultant Building & Safety, CIP Administration, Civil Plan Check, Water Quality, Construction Management

HR Green, Inc. was founded in 1913, has maintained California operations since 2004, and in 2012 established a separate California corporate entity. The firm has roughly 375 employees and 15 offices throughout the United States, including a Southern California office in Orange. Our staff members are registered engineers and architects, ICC-certified plans examiners and inspectors, and certified water quality developers/practitioners and accessibility specialists. HR Green staff members have played a key role in the evolution and growth of agencies throughout Southern California.

HR Green Services

- | | | |
|---------------------------------|---------------------------|----------------------------------|
| ▪ City Engineering | ▪ Master Planning | ▪ Environmental |
| ▪ Civil Engineering | ▪ Civil Plan Check | ▪ Grant Funding |
| ▪ CIP Program Management | ▪ Staff Augmentation | ▪ Building Plan Check |
| ▪ Map Check | ▪ Traffic Engineering | ▪ Water Quality Compliance |
| ▪ Departmental Management | ▪ Public Works Inspection | ▪ Construction Management |
| ▪ Hydrologic/Hydraulic Analysis | ▪ Code Compliance | ▪ Building Safety Administration |
| ▪ Permit Processing | ▪ Permit Counter Support | ▪ Building Inspection |

From strategic planning through delivery of a successful project, we bring our public agency clients a full range of integrated services that address their needs, no matter how big or small.

A cornerstone of our expertise is the provision of **on-call A/E and on-site staffing services to 50+ California agencies**. Many of our staff have been public agency employees, or augmented public agency personnel, who know and understand government processes. Consequently, we are ready to step in immediately, at whatever level you require, and bring one, integrated source to meet your needs. Our firm and staff is noted locally for our ability to successfully build consensus among a variety of public agency, regulatory, permitting, and community stakeholders and oversee the successful delivery of community-sensitive projects.



AndersonPenna Partners, Inc. City Engineering, Traffic Engineering, Public Works Inspection

A certified DBE/SBE, AndersonPenna Partners, Inc. (APP) specializes in project delivery for local and regional public agencies and special districts throughout the western United States. With an emphasis on practical, experienced and cost effective solutions, APP capabilities range from local agency public works improvements, to major transportation projects and public building facilities projects, as well as managing multi-project capital improvement programs for public agencies. Their staff provides civil engineering planning and design, traffic engineering, construction oversight and inspection, project and construction management, and grant application and management. Headquartered in Newport Beach, APP has more than 60 employees and has recently opened a South Bay office in Gardena. By design, their staff is comprised of professionals with extensive experience working directly for public agencies. Their familiarity and know-how gained by working side-by-side with local and regional agency staff, in developing collaborative relationships with community and business stakeholders, and by partnering effectively with state and federal regulatory agencies, delivers successfully completed projects and services, well-managed budgets, and thoroughly satisfied stakeholders and clients.





References



Sikand Engineering Associates Surveying

Based in Los Angeles County and a County of Los Angeles-certified CBE, Sikand Engineering specializes in surveying and civil engineering. The firm has considerable expertise in property condition surveying evaluation and due diligence services. Their reports address physical site conditions, code compliance issues, entitlements, public records review, environmental assessments, economic evaluations and land development solutions. They provide detailed investigations, recommendations and thoroughly identify necessary capital expenditures and time schedules to facilitate land development and capital improvement project programs. Sikand provides comprehensive services from Infrastructure Master Planning, Subdivision Engineering, and preparation of Environmental Impact Reports, Transportation Planning and Final Engineering through Construction staking.

The firm is noted for its expertise in hillside design, but its capabilities range from computer-aided (CADD) design of tract maps to creating whole new infrastructures for communities. Their survey group consists of field and office survey personnel to handle all facets of design and construction surveying. The staff prepares tentative tract maps, tentative parcel maps, final Tract Maps, final Parcel Maps, encumbrance maps and ALTA maps based on title reports and legal descriptions. The company has coordinated extensively with public agencies and public utilities, such as Caltrans, the County and City of Los Angeles, the City of Palmdale, Southern California Edison, Los Angeles Department of Water and Power, Los Angeles County Flood Control District, and Los Angeles County Sanitation District and Water District.



West Coast Arborists City Forestry Services

West Coast Arborist's (WCA) vision is to deliver the best Urban Forestry Management Program in California. Established in 1972, WCA provides professional tree maintenance and management services for more than 200 municipalities and public agencies throughout the States of California, Arizona, and Nevada. This includes services to the nearby Cities of Palos Verdes Estates, Rolling Hills Estates, Long Beach, Lomita, and Signal Hill.

Their services include but are not limited to: tree pruning, tree removals, tree planting, tree evaluations, and tree inventories. All work is performed by specially trained personnel. Their staff of ISA Certified Arborists ensure industry standards are always in compliance.

One thing that sets WCA apart from the other tree care firms is their tree inventory software program called **ArborAccess**. It is being utilized by municipalities and public agencies and has been a proven method to help manage their urban forests. ArborAccess incorporates the use of GPS technology to better maintain and track work history records, schedule future work, and assist with budget management.

WCA is a licensed contractor and proud to lead the industry in state-of-the art urban tree care like no other company in the world. They believe in an interactive partnership where municipalities can confidently rely on WCA to assist them with any of their tree care needs. Their goals in urban tree care are to extend the life of all trees, preserve public safety, and produce a reliable source of shade, beauty, and the many benefits that result from healthy trees in parks and City right-of-ways.





References

The HR Green Team...Your Municipal Consulting Experts

Below is a partial list of agencies served in Los Angeles, Orange, and Riverside Counties and services provided by our proposed HR Green team staff members. **No previous work was audited and found to be in non-compliance with a funding source.**

Agency	Building & Safety	Public Works/Engineering	City Forestry
City of Palos Verdes Estates		◆	
City of Rancho Palos Verdes		◆	◆
City of Rolling Hills Estates		◆	◆
City of Rolling Hills		◆	
City of Long Beach	◆	◆	◆
City of Lomita	◆	◆	◆
City of Torrance	◆	◆	◆
City of Manhattan Beach		◆	◆
City of Hermosa Beach		◆	
City of Redondo Beach		◆	◆
City of La Canada Flintridge	◆	◆	◆
City of Torrance		◆	◆
County of Los Angeles	◆	◆	◆
County of Orange	◆	◆	◆
City of Lake Forest	◆	◆	◆
City of Laguna Hills	◆	◆	◆
City of Laguna Beach		◆	
City of Placentia		◆	◆
City of Newport Beach		◆	◆
City of Orange	◆		◆
City of Rancho Santa Margarita	◆	◆	
City of San Clemente	◆	◆	
City of Laguna Niguel	◆	◆	◆
City of Tustin	◆	◆	◆
City of Jurupa Valley	◆	◆	
City of Corona	◆	◆	◆
City of Irvine	◆	◆	
City of Pomona		◆	◆
City of Indio		◆	◆
City of Chino Hills	◆		◆
City of Ontario		◆	◆
City of Yorba Linda		◆	◆

"The City Council was **very pleased** with the services provided to the City and the **cost effective manner** in which they were delivered. Additionally, the residents and businesses were very pleased with the **response by staff, prompt turnaround times and overall efficiency**. Mr. Wentz worked diligently to assure that the **right team members were assigned to the City, that services were delivered as promised and that the City's best interested were met.**"

Carol Gamble
 Mayor

City of Rancho Santa Margarita

"Richard Brooks has done a **fantastic job** in managing the day-to-day operations of the Building Division in his capacity of **Building Official...** I have relied on his **expertise, skills, knowledge and political savvy to resolve complicated issues...**I have appreciated his **work ethic and his "get it done "attitude."**

Brad Robbins
 City Manager
 City of Corona

"I **wholeheartedly endorse HR Green to** other agencies in need of city engineering, project management and plan check services."

Carol Gamble
 Mayor

City of Rancho Santa Margarita



References



Full-Service Consulting

City of Jurupa Valley

Dates: 2011 – Ongoing

Contact: Gary Thompson, City Manager
gthompson@jurupavalley.org; 951.332.6464

HR Green Services

- | | |
|-----------------------------------|------------------------------------|
| ✓ Building Official | ✓ Plan Review (Building and Civil) |
| ✓ Inspection (Building and Civil) | ✓ Permit Counter Support |
| ✓ Water Quality Studies | ✓ Code Compliance |
| ✓ NPDES Compliance | ✓ Traffic Engineering |
| ✓ Construction Management | ✓ Building Official |
| ✓ Civil Engineering / Design | ✓ Grant Funding |
| ✓ Departmental Management | ✓ CIP Administration |
| ✓ Public Works Maintenance | ✓ Value Engineering |
| ✓ GovClarity / GIS | ✓ Transition |
- Manage only California city to provide 100% of its municipal services through alternative service delivery providers / **Second most cost-efficient city in Riverside County** based on cost of service per capita
 - Since 2011 City incorporation **HR Green** provides full departmental management and on-site staffing for Building & Safety, Public Works, and Engineering
 - Coordinated transition of all services from County to City
 - Budget, administer and manage CIP program; value engineering and permitting for road, drainage, water, wastewater, and park projects; plan review; traffic studies; utility coordination; establish development guidelines/protocols; review of Water Quality Management Plans; GIS implementation; permitting and inspections
 - Design pavement rehabilitation projects citywide
 - Coordinate project improvements, service delivery, and maintenance with multiple special districts
 - 100% compliance providing permit inspections within 24 hours
 - 100% success rate meeting plan review turnaround schedule
 - Assign an engineering bench of 10+ on-site staff to deliver CIP and land development projects
 - Budget, administer and manage \$7.2 million CIP program; value engineering and permitting for road, drainage, water, wastewater, and park projects; plan review; traffic studies; utility coordination; establish development guidelines/protocols; review of Water Quality Management Plans; GIS implementation; permitting and inspections
 - Developed Local Implementation Plan and provide NPDES compliance inspection
 - Prepared grant applications and procured \$4+ million in federal and state funding
 - Design, construction management, and inspection of \$2 million in pavement rehabilitation projects citywide
 - Coordinate project improvements, service delivery, and maintenance with multiple special districts
 - 100% compliance providing permit inspections within 24 hours
 - 100% success rate meeting 15/10/5 plan review turnaround schedule

"From a public works standpoint their staff has managed the design and construction of capital improvement projects and worked closely with stakeholders, utilities, other agencies, property owners and the travelling public to provide **helpful communication that mitigates construction impacts**. Their design staff is **very efficient, nimbly responds to changing field conditions, keeps senior management and City Council informed of project status, and has been able to advance high priority projects of Jurupa Valley's capital improvement program from FY 2014/15 to the current fiscal year....HR Green has effective management controls in place to control costs and provide timely information** regarding project progress.

The City has **no hesitation in recommending their services."**

Frank Johnston

Former Mayor (current Council Member)
City of Jurupa Valley



BEFORE





References

- Reduced overall operational costs by approximately 35%
- Costs in permit processing and inspection fees to applicants due to shorter turnaround times and lower costs – an estimated 20 – 35% reduction
- Less time taken in responding to resident inquires and in processing development applications
- Staffing level flexibility to right-size quickly for dynamically changing needs and priorities
- Increased development activity / Processed 2,000+ new residential units past year



Engineering and Public Works Services

City of Placentia

Dates: 2011 – Ongoing

Contact: Troy Butzlaff, ICMA-CM, City Administrator
 tbutzlaff@placentia.org; 714.993.8171

Services	
✓ Development Review	✓ Plan Review (Building and Civil)
✓ Water Quality Studies	✓ Permit Processing
✓ City Engineering	✓ CIP Administration
✓ Construction Management	✓ Program Management
✓ Value Engineering	✓ Grant Funding
✓ Departmental Management	✓ City Forestry

- **HR Green** provides as-needed city/civil engineering, project management, and city engineering
- Project management for \$16 million Metrolink station and five railroad grade separation projects valued at over \$400 million
- Oversees CIP design; and provides plan checking, specification review, and construction oversight services
- Represents the City to assure that these projects comply with City standards and guidelines
- Extensive collaboration with Orange County Transportation Authority, multiple cities, utilities, and water agencies to facilitate permits and improvements
- Oversaw \$6.5 million in street rehabilitation improvements citywide through gas tax funding
- Oversees pavement rehabilitation design and construction, including the \$400,000 Richfield Road widening over the OCFD Channel
- **West Coast Arborists** has provided urban forestry services

"I wholeheartedly endorse HR Green to other agencies in need of city engineering, project management and plan check services."

Troy Butzlaff, ICMA-CM
 City Administrator
 City of Placentia



City of Palos Verdes Estates

Building & Safety, Engineering, and Public Works Services

References

Engineering and Public Works Services

City of Laguna Hills

Dates: 1991 – Ongoing

Contact: Ken Rosenfield, PE, Director of Public Services
krosenfield@ci.laguna-hills.ca.us; 949.707.2655

Services

- ✓ Development Review
- ✓ Building & Safety
- ✓ City Engineering
- ✓ Construction Management
- ✓ Value Engineering
- ✓ Departmental Management
- ✓ Transition
- ✓ Organizational Development
- ✓ CIP Administration
- ✓ Inspection
- ✓ Grant Funding
- ✓ City Forestry

- Provided guidance and expertise to the City staff on matters of County to City transition, contract negotiations and organizational development, as well as established departmental procedures and standard forms for efficient operations of the Engineering and Building departments
- Proposed **HR Green** staff members have provided multi-faceted consulting for the past 20+ years
- Provided plan check, construction management, infrastructure inspection, stormwater quality, and interim city engineering
- Performed industrial and commercial inspections for compliance with the City's NPDES Permit
- **HR Green** staff initiated services upon City incorporation, including the provision and oversight of Director of Public Works/City Engineer, Building Official and Traffic Engineer
- Provided construction administration and inspection services for public works and CIP improvement work as well as design services for numerous public works projects, including roadway and infrastructure improvements
- Design and administration of road improvements, including Avenida de la Carlota Widening, providing two parallel design alternatives and environmental clearances to expedite the schedule, as well as a bid option alternate for the contractor to bid on both alternatives. Received permits from Caltrans and County of Orange. This allowed City to qualify for \$400,000 in regional funding and accelerated the completion date.
- Design, construction administration and inspection of roadway, park, and infrastructure projects
- **West Coast Arborists** has provided urban forestry services



"HR Green staff members have provided consistent and excellent services for the City of Laguna Hills for the past 20 years...[They] are well qualified staff to aid the City in implementing CIP Projects from inception to completion."

Ken Rosenfield, PE
Director of Public Services
City of Laguna Hills





References

On-Call Program Management, Tidelands and Public Works Capital Programs

City of Long Beach

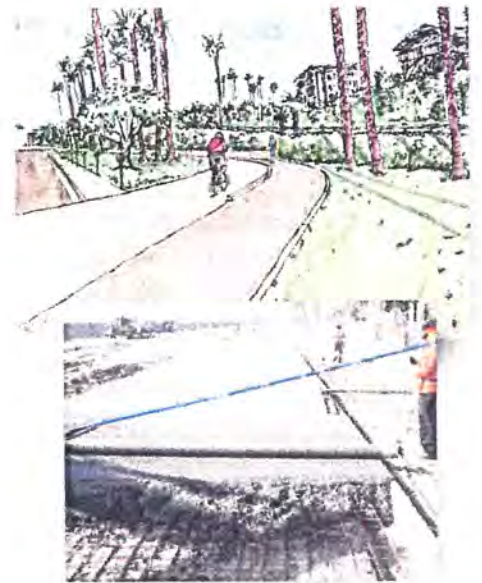
Dates: 2014 – Ongoing

Contact: Eric Lopez, Tidelands Capital Program
eric.lopez@longbeach.gov; 562.570.5690
Derek Wieske, Public Works Program,
derek.wieske@longbeach.gov; 562.570.6386

Services

- | | |
|---------------------------|----------------------|
| ✓ Development Review | ✓ Project Management |
| ✓ Program Management | ✓ Permit Processing |
| ✓ City Engineering | ✓ CIP Administration |
| ✓ Construction Management | ✓ Inspection |
| ✓ Value Engineering | ✓ City Arborist |

- **AndersonPenna Partners** provided project management services on Tidelands and Public Works Capital Improvement Projects.
 - Bicycle Improvements at Ocean / Shoreline
 - Seaside Way Street Improvements
 - 11th Place Stairway and Bluff Repair
 - Water Quality Improvements, TMDL Compliance
 - Leeway Sailing Center Rebuild
 - Beach Restroom Replacements
 - New Seaside Way Pedestrian Bridge
 - New Beach Pedestrian Path, Nodes, Beach Renovation
 - Belmont Pier Feasibility Study
 - Playground, Soccer Field, and Basketball Courts
 - Artesia Blvd. - WCL to Butler Avenue
 - Pine Avenue - Seaside Way to Anaheim Street
 - Plan Check - 635 Ocean Blvd - Shoreline Gateway
 - SD Pump Station Upgrade @LB Airport SD-19
 - West La Reina Green Alley
 - 3824 Schanfele (two medical office buildings)
- Beach Pedestrian Path involved constructing an 11-foot wide resin paving pedestrian path along 3.1 miles of the shoreline, relocating and reconstructing approximately 1.5 miles of the bicycle path inland, constructing new pedestrian/bicycle ramps at the Belmont Veterans Memorial Pier, reconfiguring the storm drain outlets to accommodate the pathways, relocating palm trees that are impacted by new improvements, landscaping at two medians and the easterly pier ramp wall, installing approximately 23,000 square feet of turf area, bicycle racks, volley ball courts, and new signage and striping.
 - Implemented informal and frequent over-the-shoulder review process to solicit comments from various regulatory agencies in order to expedite the permitting process
 - Implemented proactive public information channels to enlist community members to distribute information and updates to a larger audience about the project.
 - Partnered with contractor to recycle all demolished concrete pavement and used it as crushed miscellaneous base. Resulted in net zero import of base material for the pedestrian path.
 - Accelerated schedule and completed the project ahead of schedule without any cost impact
 - Used naturally produced resin paving material to bind aggregate for pedestrian path pavement
- **HR Green** is contracted to provide building plan check and inspection services
- **West Coast Arborists** manages the City's entire urban forest (90,000+ city-owned trees), including a GPS tree inventory. WCA also works with the Port of Long Beach.





References

On-Call Municipal Services

City of Lake Forest

Dates: 2011 – Ongoing

Contact: Tom Wheeler, Director of Public Works/City Engineer
 twheeler@lakeforest.ca.gov; 949.461.3480

"AndersonPenna Partners is very responsive to City's needs, and has the resources to perform services required."

Angel Fuentes

Assistant City Engineer
 City of Lake Forest

AndersonPenna Services

- | | |
|---------------------------|-----------------------------|
| ✓ Development Review | ✓ Civil Engineering |
| ✓ Building & Safety | ✓ Water Quality |
| ✓ City Engineering | ✓ CIP Administration |
| ✓ Construction Management | ✓ Inspection |
| ✓ Departmental Management | ✓ Multi-Agency Coordination |

- AndersonPenna Partners provides general municipal engineering, review of land use development applications, plan check for proposed developments, public works encroachment permit inspections, capital improvement project design, construction management and inspection, and water quality program management
- Interim services for the Engineering Services Manager and Public Works Manager positions.
- Developed City's Opportunity Studies Area (OSA) comprised of five developments totaling over 3,800 housing units
- Plan checked and inspected all facets of OSA development, including map approval, rough grading, precise grading, street and storm drain improvements, park development, and median and parkway improvements
- Designed Los Alisos Boulevard resurfacing project
- Conducted annual sidewalk survey
- Inspected catch basin insert project
- Performed 192 plan checks for development projects in 2014
- Performed 250 encroachment permit inspections in 2014
- Authored 30 agenda items in 2014 related to development projects and public work maintenance contracts
- Served as interim engineering services manager and public works manager
- Achieved 91% success of turnaround time for plan checks less than 10 working days





References

On-Call Traffic Review and Engineering

City of Laguna Niguel

Dates: 2011 – Ongoing

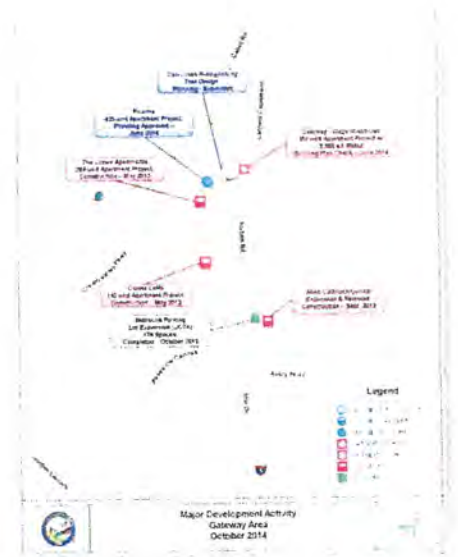
Contact: Dan Fox, Assistant City Manager
 dfox@cityoflagunaniguel.org; 949.362.4300

Services	
✓ Development Review	✓ Transition
✓ Traffic Engineering	✓ Transportation Planning
✓ City Engineering	✓ CIP Administration
✓ Construction Management	✓ Inspection
✓ Building Official	✓ Grant Funding
✓ Departmental Management	✓ City Forestry

- **HR Green** has helped update the Gateway Area Specific Plan and continues to manage and prepare traffic and parking analyses for the Gateway area projects
- Prepared analysis for a Development Entitlement Management System, which sets traffic volume limits based on development types and scale to control traffic growth and ensure that system capacity is provided at the same time system demand is created
- Review various traffic studies, conducting peer reviews for studies submitted, providing comments, and preparing conditions for approval for satisfactory studies
- **HR Green** staff initiated services upon City incorporation, including the provision and oversight of Director of Public Works/City Engineer, Building Official and Traffic Engineer
- Provided guidance and expertise to the City staff on matters of County to City transition, contract negotiations and organizational development, as well as established departmental procedures and standard forms for efficient operations of the Engineering and Building departments
- **West Coast Arborists** has provided city forestry services

"HR Green staff members consistently deliver projects and task assignments within budget and schedule...I have been very impressed by their traffic engineer's ability to quickly analyze various alternatives and distill this analysis into easily understandable recommendations and well-formulated concepts for City staff and Council action."

Larry Longenecker, AICP
 Former Senior Planner,
 City of Laguna Niguel
 (now Planning and Economic
 Development Manager at City of Mission Viejo)





References

Development Plan Review, Planning, and Inspection

County of Orange

Dates: 2012 – Ongoing

Contact: Rose Fistrovic, PE, Program Manager
rose.fistrovic@ocpw.ocgov.com; 714.667.8858

Services

- | | |
|-----------------------|---------------------------|
| ✓ Development Review | ✓ Land Planning |
| ✓ Building Plan Check | ✓ Civil Plan Check |
| ✓ Building Inspection | ✓ Public Works Inspection |

- **HR Green** currently provides building and civil plan check, on-site planning, and inspection of various projects and backbone infrastructure associated with Planning Areas 1 and 2 of the Ranch Plan, 23,000-acre site with extensive dedicated and protected open space
- **AndersonPennaPartners** is subconsultant to provide public works inspection
- **HR Green** staff provided plan check and map check review of various projects and backbone infrastructure associated with Planning Area 1 of the Ranch Plan
- Reviewed tentative maps, site development plans, rough grading and precise grading plans, Runoff Management Plans, hydrology and hydraulic studies, Water Quality Management Plans, revetment plans, storm drain plans, and street improvement plans, checking for conformance to the County of Orange standards and regulations, easements and right-of-way requirements and for conformance to the conditions of approval
- Maintained a 100% on-time review rate in accordance with the County and developer's fast-track timetable
- Electronically transmitted response letters and tracking logs concurrently to developer, engineers, and County with hardcopy transmittal returned to County and developer team
- Proficiency using County's APPS program, enterprise system integrating all aspects of the planning, plan check, processing, inspection, and approval process for private development projects (new construction and renovation)
- **West Coast Arborists** has provided urban forestry services





References

CIP Project/Program Management and Plan Check

City of La Quinta

Dates: 1996 – Ongoing
Contact: Tim Jonasson, PE, City Engineer/Public Works Director
 tjonasson@la-quinta.org; 760.391.4018

"Under the management of Roy Stephenson, PE the team met or exceeded expectations."

Tim Jonasson, PE
 City Engineer/Public Works Director
 City of La Quinta

HR Green Services

- | | |
|---------------------------|-----------------------------|
| ✓ Development Review | ✓ Transition |
| ✓ City Engineering | ✓ CIP Administration |
| ✓ Project Management | ✓ Inspection |
| ✓ Departmental Management | ✓ Multi-Agency Coordination |
- HR Green currently provides on-call plan review
 - HR Green staff provided multi-faceted municipal engineering and management for CIP and land development projects
 - Contract Public Works Director/City Engineer during period of rapid development
 - Development coordinator and inspection for 525-acre SilverRock Ranch golf resort
 - Updated City standards and plan review checklists
 - Full service civil plan review of land development projects, including 500+ acre The Trilogy which also included retention basins, water quality, and air quality management plans



On-Call Building Inspection and Code Enforcement

County of San Diego

Dates: 2014 – Ongoing
Contact: Matt Olson, Public Works Inspection – Senior Civil Engineer
 matt.olson@sdcounty.ca.gov; 858.495.5374
 Steve Murray, Code Enforcement
 steve.murray@sdcounty.ca.gov; 858.694.3059

"We are very pleased with our relationship with AndersonPenna Partners, Inc. and the inspection staff your firm has identified and placed with the County."

Matt Olson
 Senior Civil Engineer
 County of San Diego

Services

- | | |
|------------------------------|------------------------|
| ✓ On-Site Staff Augmentation | ✓ Building Inspection |
| ✓ Code Enforcement | ✓ Building Plan Review |
| ✓ Civil Plan Review | ✓ Map Check |
| ✓ Arborist / Urban Forestry | ✓ Civil Engineering |
- AndersonPenna Partners APP performs as-needed building inspection services for the Building Services Division and code enforcement officer services for the Code Compliance Division
 - APP staff perform tasks similar to those completed by County employees / Staff assigned at the County offices
 - Conduct building inspection, review structures for completeness and correctness of commercial and residential building design as defined by the approved set of plans and provide support services to the County's Department of Planning and Development Services.
 - Current code enforcement task orders include assign staff to make field visits and conduct investigations of reported violations of State laws, county ordinances and other laws included but not limited to: building; zoning; land use; use of buildings and other structures; solid waste storage, collection, transport, and disposal; graffiti; abandoned vehicle and public nuisance abatement
 - HR Green staff provided on-site civil plan check and map check as well as civil engineering
 - West Coast Arborists has provided urban forestry services



References



HR Green California, Inc. References

Agency	Contact Information	Services
<p>City of Jurupa Valley Full-Service Public Works, Engineering, Building & Safety, Code Compliance</p>	<p>Gary Thompson City Manager 951.332.6464 gthompson@jurupavalley.org</p>	<ul style="list-style-type: none"> • Building Official • Inspection (Building and Civil) • Water Quality Studies • NPDES Compliance • Construction Management • Civil Engineering / Design • Departmental Management • Public Works Maintenance • GovClarity / GIS • Development Review • Water Quality Studies • City Engineering • Construction Management • Value Engineering • Departmental Management
<p>City of Placentia Public Works/ City Engineering, Program Management, Civil Plan Check</p>	<p>Troy Butzlaff, ICMA-CM Former City Administrator <i>(now City Manager at City of Azusa)</i> 714.745.5615 or 626.812.5238 tbutzlaff@ci.azusa.ca.us</p> <p>Bruce Channing, City Manager 949.707.2615 bchanning@ci.laguna-hills.ca.us</p>	<ul style="list-style-type: none"> • Plan Review (Building and Civil) • Permit Counter Support • Code Compliance • Traffic Engineering • Building Official • Grant Funding • CIP Administration • Value Engineering • Transition • Plan Review (Building and Civil) • Permit Processing • CIP Administration • Program Management • Grant Funding
<p>City of Laguna Hills Construction Management, Inspection, and Building & Safety</p>	<p>Ken Rosenfield, PE Director of Public Services 949.707.2655 krosenfield@ci.laguna-hills.ca.us</p>	<ul style="list-style-type: none"> • Development Review • Building & Safety • City Engineering • Construction Management • Value Engineering • Departmental Management • Transition • Organizational Development • CIP Administration • Inspection • Grant Funding
<p>City of Laguna Niguel On-Call Traffic Review and Transportation Planning</p>	<p>Dan Fox Assistant City Manager 949.362.4300 dfox@cityoflagunaniguel.org</p>	<ul style="list-style-type: none"> • Development Review • Traffic Engineering • City Engineering • Construction Management • Building Official • Departmental Management • Transition • Transportation Planning • CIP Administration • Inspection • Grant Funding
<p>County of Orange Planning, Building and Civil Plan Check and Inspection</p>	<p>Rose Fistrovic, PE Program Manager 714.667.8858 rose.fistrovic@ocpw.ocgov.com</p>	<ul style="list-style-type: none"> • Development Review • Building Plan Check • Building Inspection • Land Planning • Civil Plan Check • Public Works Inspection
<p>City of La Quinta Development Review</p>	<p>Tim Jonasson, PE City Engineer/Public Works Director 760.391.4018 tjonasson@la-quinta.org</p>	<ul style="list-style-type: none"> • Development Review • City Engineering • Project Management • Departmental Management • Transition • CIP Administration • Inspection • Multi-Agency Coordination





Cost Proposal

Reimbursement on an Actual Service Basis

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>	<u>PREVAILING WAGE HOURLY RATE</u>
Principal-in-Charge/Program Manager	\$195	
<u>Building & Safety</u>		
Senior Building and Safety Official -	\$135	
Deputy Building Official/Senior Building Inspector -	\$105	
Senior Plan Check Engineer -	\$135	
Plan Check Engineer -	\$130	
Senior Building Inspector -	\$105	
Building Inspector (Combination)-	\$ 95	
Senior Building Plan Checker -	\$110	
Building Plan Checker -	\$ 95	
Code Enforcement Officer –	\$ 70	
Permit Technician -	\$ 75	
Administrative Assistant -	\$ 55	
<u>Public Works / Engineering</u>		
City Engineer	\$155	
Senior Professional Engineer	\$145	
Traffic Engineer	\$130	
Professional Engineer	\$140	
Associate/Assistant Engineer	\$100	
Environmental Associate	\$100	
Designer	\$110	
CADD Drafter	\$ 85	
Survey Crew (2-person)	\$230	
Civil Plan Check Expert	\$165	
Plan Checker	\$135	
Public Works Technician	\$100	
Management Analyst	\$115	
Construction Manager	\$140	
Senior Public Works Inspector	\$120	\$165
Public Works Inspector	\$ 95	\$135
Administrative Assistant -	\$ 55	
<u>City Forestry</u>		
City Arborist	\$175	

Professional Reimbursement and Overtime:

The hourly billing rates include the cost of salaries of the HR Green employees, plus sick leave, vacation, holiday and other fringe benefits. The percentage added to salary costs includes indirect overhead costs and fee (profit). For overtime all employees classified as “non-exempt” by the U.S. Department of Labor will be compensated at 1-1/2 times salary, as per state and Federal wage and hour laws. Billing rates will be calculated accordingly for these overtime hours. Subconsultants will be billed at the applicable classification rates listed above + 10%.





Cost Proposal

Expedited Review:

Should the City request expedited reviews, the percentage surcharge for these expedited plan reviews will be 125%.

Prevailing Wages:

Please note that for prevailing wage projects the total project cost can be higher than HR Green would otherwise charge. For prevailing wage projects, the billing rates for straight time will be as shown above. Overtime, weekend, holiday, and other special pay rates defined by the State of California Department of Industrial Relations Group II "Construction Inspector and Field Soils and Materials Tester" will be multiples of the straight hourly rates shown. Overtime and Saturday work will be billed at 1-1/2 times that shown above. Sunday and State Holidays will be billed at 1-3/4 times that shown above.

The rates provided are based on the prevailing wage determination at the time of the proposal. In years marked with a double asterisk (**) by the Department of Industrial Relations, the rates will be adjusted on the effective dates established by the State and pursuant to the pre-determined escalation rates.

Direct Expenses:

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten (10) percent (Unless otherwise negotiated with the City) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental and special supplies related to the work.
- b. Subconsultants and other outside services, if needed.
- c. Specific telecommunications and delivery charges.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, proprietary programs purchased for the work and other equipment.

Our hourly fees/rates shall remain effective through December 31, 2015 and may be adjusted annually thereafter based on the CPI for Los Angeles County, or as negotiated and agreed to by the City.





Cost Proposal

Staffing		Estimated Annual # of Billable Hours	Proposed Hourly Rate	Estimated Annual Billable Amount
Principal In Charge	George	Monthly As Needed		No Charge*
Building and Safety	Estimated hours. Actual cost based on agreed to percentages shown below			
Senior Building Official	Reggie M.	1456	\$135	\$196,560
Deputy Building Official	Rick B.	528	\$105	\$55,440
Building Inspector	TBD	500	\$95	\$47,500
Sr. Plan Checker	BJ A.	416	\$110	\$45,760
Sr. Plan Check Engineer	Structural	190	\$135	\$25,650
Permit Technician	Adam T.		\$75	\$0
Total Estimate Building and Safety		3090		\$370,910
Public Works/Engineering				
City Engineer	Ken R.	1152	\$155	\$178,560
Traffic Engineer	Rob O.	480	\$130	\$62,400
Associate Engineer	TBD	1200	\$100	\$120,000
Assistant Engineer	TBD	1104	\$100	\$110,400
Civil Plan Checker-Professional	Tina	384	\$135	\$51,840
Environmental Associate	Bob	80	\$100	\$8,000
Public Works Inspector	Scott/Leighton	600	\$95	\$57,000
Total Estimate Public Works/Engineering		5000		\$588,200
Total Estimate of Building and Safety and Public Works/Engineering		8090		\$959,110
Note: Cost of services will not exceed any agreed upon CAPPED amounts				
BUILDING & SAFETY COMPENSATION BASED ON PERCENTAGE OF FEES COLLECTED (Cumulative Compensation. Based on percentage within each tier)				
FEE RELATED REVENUE	HR GREEN COMPENSATION			
< \$200,000	70%	Up to \$ 140,000		
\$200,000 - \$400,000	55%	Up to \$ 110,000		
> \$400,000	50%			
Minimum annual compensation of \$ 330,000				
PUBLIC WORKS/ENGINEERING COMPENSATION BASED ON AGREED TO HOURLY RATES				
HR GREEN COMPENSATION	PER EXHIBIT B	Agreed to hourly rates		
CAPITAL IMPROVEMENT PROGRAM BILLING				
PROJECT CONSTRUCTION COST ESTIMATE		HR GREEN COMPENSATION		
< \$500,000		8 - 12%		
> \$500,000		6 - 10%		

* Unless services are specifically requested by the City.



Cost Proposal



Current Invoicing Model

Below are pages of our current invoicing model. We can customize our invoices to meet your City needs.

Please Remit To
 HR Green California Inc.
 PO Box 384
 Des Moines, IA 50302
 1-800-728-7805

January 27, 2015
 Project No:
 Invoice No: 96493

Project 10110023.04

This invoice includes services for the period of November 29, 2014 through December 26, 2014

Professional Services Through December 26, 2014

Phase B City Engineering
 Task 0001 Administration

Professional Personnel

	Hours	Rate	Amount	
Senior Professional: Stephenson, Roy	12.50	175.00	2,187.50	
Professional: Gibson, D. Scott	7.00	150.00	1,050.00	
Smith, Jim	74.00	172.50	12,765.00	
York, Tina	19.50	160.00	3,120.00	
Junior Professional: Kutchins, George	5.00	112.00	560.00	
Administrative: Gill, Sean	2.75	150.00	412.50	
McCamey, Stacy	7.75	85.00	658.75	
Totals	128.50		20,753.75	
Total Labor				20,753.75
Total this Task				\$20,753.75

Task 0002 Plan & Map Review (Reimbursable)

Professional Personnel

	Hours	Rate	Amount	
Professional: Olson, Robert	8.50	155.00	1,317.50	
York, Tina	26.00	160.00	4,160.00	
Administrative: Benavides, Gladys	6.00	90.00	540.00	
Jong, Selena	86.50	145.00	12,542.50	
Totals	127.00		18,560.00	
Total Labor				18,560.00
Total this Task				\$18,560.00

Task 0002 Investigations (Gas Tax)

Payment is due within 30 days unless prior arrangements are made. Interest of 1.5% per month will be levied on overdue balances.



Cost Proposal



Building and Safety Excerpt

Project	10110023.04			Invoice	96493
Professional					
	Olson, Robert	15.50	155.00	2,402.50	
	Vosicka, Charles	29.00	172.50	5,002.50	
	York, Tina	8.00	160.00	1,280.00	
	Totals	65.50		10,965.00	
	Total Labor				10,965.00
				Total this Task	\$10,965.00

Task	0014	Grant Applications/Processing			
Professional Personnel					
		Hours	Rate	Amount	
	Junior Professional				
	Kutchins, George	5.50	112.00	616.00	
	Totals	5.50		616.00	
	Total Labor				616.00
				Total this Task	\$616.00

Billing Limits	Current	Prior	To-Date
Total Billings			
Limit			
Remaining			

Phase	C	Building/Safety (All Reimbursable)			
Task	0001	Administration			
Professional Personnel					
		Hours	Rate	Amount	
	Principal				
	Wentz, George	1.00	180.00	180.00	
	Professional				
	Brooks, Richard	56.50	110.00	6,215.00	
	Meigs, Reginald	72.00	132.00	9,504.00	
	Junior Professional				
	Kutchins, George	3.00	112.00	336.00	
	Senior Technician				
	Castro, Arthur	35.50	110.00	3,905.00	
	Totals	168.00		20,140.00	
	Total Labor				20,140.00
				Total this Task	\$20,140.00

Task	0002	Plan Review			
Professional Personnel					
		Hours	Rate	Amount	
	Professional				
	Brooks, Richard	3.50	110.00	385.00	
	Meigs, Reginald	1.00	132.00	132.00	
	Senior Technician				
	Castro, Arthur	75.00	110.00	8,250.00	
	Totals	89.50		8,867.00	
	Total Labor				8,867.00
				Total this Task	\$8,867.00

Payment is due within 30 days unless prior arrangements are made. Interest of 1.5% per month will be levied on overdue balances.





Cost Proposal

Building and Safety Detail Excerpt

Project	10110023.04				Invoice	96493
014062	Meigs, Reginald	12/8/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/9/2014	3.00	132.00	396.00	
014062	Meigs, Reginald	12/10/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/11/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/12/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/15/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/16/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/17/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/18/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/19/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/22/2014	4.00	132.00	528.00	
014062	Meigs, Reginald	12/23/2014	3.00	132.00	396.00	
014062	Meigs, Reginald	12/24/2014	2.00	132.00	264.00	
014062	Meigs, Reginald	12/26/2014	4.00	132.00	528.00	
Junior Professional						
012035	Kutchina, George	12/5/2014	.50	112.00	56.00	
November progress report						
012035	Kutchins, George	12/10/2014	1.00	112.00	112.00	
November progress report						
012035	Kutchins, George	12/11/2014	1.00	112.00	112.00	
November progress report						
012035	Kutchins, George	12/12/2014	.50	112.00	56.00	
November progress report						
Senior Technician						
003231	Castro, Arthur	12/1/2014	7.50	110.00	825.00	
003231	Castro, Arthur	12/2/2014	7.50	110.00	825.00	
003231	Castro, Arthur	12/3/2014	6.00	110.00	660.00	
003231	Castro, Arthur	12/4/2014	7.50	110.00	825.00	
003231	Castro, Arthur	12/5/2014	7.00	110.00	770.00	
Totals			168.00		20,140.00	
Total Labor					20,140.00	

Total, this Task **\$20,140.00**

Task	0002	Plan Review			
Professional Personnel					
			Hours	Rate	Amount
Professional					
002676	Brooks, Richard	12/9/2014	1.50	110.00	165.00
002676	Brooks, Richard	12/11/2014	1.00	110.00	110.00
002676	Brooks, Richard	12/19/2014	1.00	110.00	110.00
014062	Meigs, Reginald	12/26/2014	1.00	132.00	132.00
Senior Technician					
003231	Castro, Arthur	12/8/2014	7.00	110.00	770.00
003231	Castro, Arthur	12/9/2014	5.00	110.00	550.00
003231	Castro, Arthur	12/10/2014	6.50	110.00	715.00
003231	Castro, Arthur	12/11/2014	6.50	110.00	715.00
003231	Castro, Arthur	12/12/2014	7.00	110.00	770.00
003231	Castro, Arthur	12/15/2014	7.00	110.00	770.00
003231	Castro, Arthur	12/16/2014	6.00	110.00	660.00
003231	Castro, Arthur	12/17/2014	6.00	110.00	660.00
003231	Castro, Arthur	12/18/2014	6.00	110.00	660.00
003231	Castro, Arthur	12/19/2014	6.00	110.00	660.00
003231	Castro, Arthur	12/22/2014	6.00	110.00	660.00
003231	Castro, Arthur	12/23/2014	6.00	110.00	660.00
003231	Castro, Arthur	12/24/2014	4.00	110.00	440.00

Payment is due within 30 days unless prior arrangements are made. Interest of 1.5% per month will be levied on overdue balances. Page 30





Cost Proposal

Project	10110023.04				Invoice	86493
003231	Castro, Arthur	12/26/2014	6.00	110.00	660.00	
	Totals		89.50		5,867.00	
	Total Labor					9,867.00
				Total this Task		\$9,867.00

Task	0003	Inspections			
Professional Personnel			Hours	Rate	Amount
Professional					
002000	Anderson, Ron	12/1/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/2/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/3/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/4/2014	6.00	108.00	648.00
002000	Anderson, Ron	12/5/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/9/2014	6.00	108.00	648.00
002000	Anderson, Ron	12/9/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/10/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/11/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/12/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/15/2014	5.00	108.00	540.00
002000	Anderson, Ron	12/16/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/17/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/18/2014	5.00	108.00	540.00
002000	Anderson, Ron	12/19/2014	7.00	108.00	756.00
002000	Anderson, Ron	12/22/2014	7.00	108.00	756.00
002676	Brooks, Richard	12/1/2014	1.50	110.00	165.00
002676	Brooks, Richard	12/5/2014	2.25	110.00	247.50
002676	Brooks, Richard	12/9/2014	1.00	110.00	110.00
002676	Brooks, Richard	12/12/2014	2.00	110.00	220.00
002676	Brooks, Richard	12/16/2014	.50	110.00	55.00
Administrative					
019111	Reis, Bartholomew	12/1/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/2/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/3/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/4/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/5/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/8/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/9/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/11/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/12/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/15/2014	6.00	98.00	588.00
019111	Reis, Bartholomew	12/16/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/17/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/18/2014	6.00	98.00	588.00
019111	Reis, Bartholomew	12/19/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/22/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/23/2014	7.00	98.00	686.00
019111	Reis, Bartholomew	12/24/2014	3.00	98.00	294.00
019111	Reis, Bartholomew	12/26/2014	7.00	98.00	686.00
Admin Coordinator					
012383	Lawson, Errol	12/1/2014	7.00	94.50	661.50
012383	Lawson, Errol	12/2/2014	6.00	94.50	567.00
012383	Lawson, Errol	12/4/2014	5.00	94.50	472.50
012383	Lawson, Errol	12/8/2014	5.50	94.50	519.75
012383	Lawson, Errol	12/9/2014	7.00	94.50	661.50



Cost Proposal



Current Revenue Collection Model

HR Green can track revenues using various tools. These can include:

- Deposit based fees
- Specific permit fees based on City's fee schedule
- Payments based on successful completion of key milestones

We will customize tracking reports and invoices based on your requirements, upon selection.





Supplemental Information

Since being founded in 1913 HR Green has long maintained a strong and vibrant financial condition. Last year's revenue exceeded \$50 million. Our firm continues to have a strong balance sheet, is well capitalized, and is very well positioned to fulfill all of its obligations. Due to our aggressive financial discipline, our balance sheet remains strong and healthy. We have no conditions that would impede our ability to complete your assignments.

We can financially support and maintain the services and duration of services in this RFP during periods of swings in revenue that may arise from inaccurate estimates of revenue, expenses, fines, and resources

The following documents are submitted in separate envelope labeled "Financial Statements."

- Year-end financial statements for the last three years that support our financial ability to perform the services included in this RFP and the Proposal.
- Independently audited financial statements for the most recent fiscal year

Financial Commitments

Included in the **Notes** section to the audited financial statements (in a separate envelope) is a list of all debt of the company. Due to our strong financial position, none of these would impact our ability to perform on your contract.

Working Capital

We currently have an available Line of Credit of \$6,500,000. There were no borrowings on this Line of Credit at the end of fiscal year 2014. We would need no additional sources and do not anticipate that we would need to borrow from this Line of Credit, as we can fund the startup of the services through the fees received from normal operations of the business.

Performance Bond

HR Green can obtain a performance (surety) bond in the amount of our proposal to insure the successful performance under the terms and conditions of the contract. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of California.

Exhibit F RFP Disclosure Certification

Attached on the following page is the City's Exhibit F – RFP Disclosure Certification.





Supplemental Information



REQUEST FOR PROPOSALS
FOR
BUILDING & SAFETY, ENGINEERING,
AND PUBLIC WORKS SERVICES

City of Palos Verdes Estates
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
Phone: (310) 378-0383 Fax: 310-378-7820

Submittal Deadline: February 19, 2015 at 5:00 p.m. Pacific Standard Time

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the services requested and certifies that the Proposer has read, understands, and agrees to all terms, conditions, and requirements of this proposal. Each proposal shall be valid for one hundred and twenty (120) days immediately following the proposal due date.

Company Name: HR Green California, Inc.

Address: 1109 Town & Country Road, Suite 1025

City/State/Zip: Grange, CA 92868

Telephone: 855 900 HE92 (4742) Fax: 714 333.1886

Email: gwent@hrgreen.com

Federal Tax ID or Social Security #: 36-4730232

Print Name: George Wentz Title: Vice-President

Signature: _____ Date: February 19, 2015





HRGreen

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Phone 855.900.4742

Email gwentz@hrgreen.com

1100 Town & Country Road, Suite 1025

Orange, California 92868