

City of Hermosa Beach

*City Hall
1315 Valley Drive
Hermosa Beach, CA 90254*



Regular Meeting Agenda

Tuesday, October 27, 2020

6:00 PM

Duly posted online on 10/22/20 at 11:30 p.m. by A.Y.

City Council

***Mayor
Mary Campbell***

***Mayor Pro Tem
Justin Massey***

***Councilmembers
Hany S. Fangary
Michael Detoy
Stacey Armato***

***City Treasurer
Karen Nowicki***

***City Attorney
Michael Jenkins***

Executive Team

Suja Lowenthal, City Manager

Eduardo Sarmiento, City Clerk
Viki Copeland, Finance Director
Marnell Gibson, Public Works Director
Paul LeBaron, Chief of Police

Ken Robertson, Community Development Director
Vanessa Godinez, Human Resources Manager
Kelly Orta, Community Resources Manager

PLEASE NOTE:

This is a full Packet including all pages and sub-pages, of all staff-reports and other materials of each agenda item as if physically stacked together and represents the complete agenda Packet as a single PDF file as of the date and time the agenda was initially posted (unless otherwise indicated here). It is meant to be an aid, but not intended as a replacement for the 'Living' agenda.

This full Packet does not contain additions, modifications, or supplementals that have been added after the first posting of the 'Living' agenda unless indicated here.

To prevent time downloading, and re-downloading, you might download this single PDF to your computer to have available for multiple reference, or to re-reference, to avoid the necessity of needing to be connected to the Internet or being held up by a slow-connection or slow server.

For a particular item(s), you may desire to ensure that you are viewing all additions, modifications, or supplementals posted after the original agenda packet's posting by utilizing the link to the 'Living' agenda as displayed on the city's website Agenda/Minutes page which for this agenda is: [10-27-20 Agenda](#)

Note again, that the agenda appearing below the following items' page number table may have changed and represents the page numbers to the agenda and materials contained in this full agenda packet only.

The agenda-items page number table below provides the starting page of each item in this full contiguous packet PDF file. To better utilize these page numbers, note that the *Adobe Acrobat* reader has a feature to display page thumb-nails down the left edge of your screen. With the page-thumbnails displayed you may click on a page's thumb-nail to immediately move to the item's starting page directly.

Be aware, that as this full packet may include MINUTES of prior meetings, if searching the entire Packet for particular text, understand that when you find such text, that if it is within a MINUTES page of minutes, that are included in this agenda for approval, that it may appear to you that you are at an agenda item within the current agenda. Avoid such confusion by noting that pages that contain MINUTES included for approval are so identified at the top of each such page within this full packet.

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6:00 P.M. - REGULAR AGENDA**PUBLIC PARTICIPATION**

City Hall will be closed to the public until further notice. Virtual Meetings are held pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020. Members of the public may email comments to anny@hermosabeach.gov or submit eComments until 3:00 p.m. on the meeting date. Members of the public may also join the live meeting through the meeting link or participate by phone.

JOIN THE VIRTUAL MEETING AT:

<https://us02web.zoom.us/j/89628256317?pwd=Vyt3blRpc1RjdXRkVkZaWE1sU3ExUT09>

OR PARTICIPATE BY PHONE:

- Toll Free: 877-853-5257
- Meeting ID: 896 2825 6317, then #
- Passcode: 580022913

ATTENDEES WILL BE MUTED UNTIL THE PUBLIC PARTICIPATION PERIOD IS OPENED.

If you are joining by phone, press * 6 to unmute your line. Comments from the public are limited to 3 minutes per speaker.

Oral and Written Communication

Persons who wish to have written materials included in the agenda packet at the time the agenda is published on the City's website must submit the written materials to the City Manager's office by email (anny@hermosabeach.gov) or in person by noon of the Tuesday, one week before the meeting date.

Written materials pertaining to matters listed on the posted agenda received after the agenda has been posted will be added as supplemental materials under the relevant agenda item on the City's website at the same time as they are distributed to the City Council by email. Supplemental materials may be submitted via eComment (instructions below) or emailed to anny@hermosabeach.gov. Supplemental materials must be received before 3:00 p.m. on the date of the meeting to ensure Council and staff have the ability to review materials prior to the meeting. Supplemental materials submitted after 3:00 p.m. on the date of the meeting or submitted during the meeting will be posted online the next day.

Submit Supplemental eComments in three easy steps:

Note: Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information (i.e. phone numbers, addresses, etc) that you do not want to be published.

1. Go to the Agendas/Minutes/Video webpage and find the meeting you'd like to submit comments on. Click on the eComment button for your selected meeting.
2. Find the agenda item for which you would like to provide a comment. You can select a specific agenda item/project or provide general comments under the Oral/Written Communications item.
3. Sign in to your SpeakUp Hermosa Account or as a guest, enter your comment in the field provided, provide your name, and if applicable, attach files before submitting your comment.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CLOSED SESSION REPORT

V. ANNOUNCEMENTS - UPCOMING CITY EVENTS

VI. APPROVAL OF AGENDA

VII. PROCLAMATIONS / PRESENTATIONS

- a) **20-0695** **COVID-19 HEALTH UPDATE FROM BEACH CITIES HEALTH DISTRICT**

VIII. CITY MANAGER REPORT - The City Manager and staff may provide brief reports on pending City business. Longer oral reports to be provided are as follows:

- a) 20-0696 COVID-19 UPDATE**

IX. PUBLIC PARTICIPATION -- ORAL AND WRITTEN COMMUNICATIONS FROM THE PUBLIC: This is the time for members of the public to address the City Council on any items within the Council's jurisdiction not on this agenda, on items on this agenda as to which public comment will not be taken (City Manager Reports, City Councilmember Reports and Future Agenda Items), or to request the removal of an item from the consent calendar. Public comments on the agenda items called City Manager Reports, City Councilmember Reports and Future Agenda Items will only be heard at this time. Comments on public hearing items are heard only during the public hearing. Members of the audience may also speak during discussion of items removed from the Consent Calendar; during Public Hearings; and, during discussion of items appearing under Municipal Matters.

All comments from the public under this agenda item are limited to three minutes per speaker, but this time allotment may be reduced due to time constraints. The City Council acknowledges receipt of the oral and written communications listed below. No action will be taken on matters raised in written communications, provided that the Council may take action to schedule issues raised in oral and written communications for a future agenda. Speakers with comments regarding City management or departmental operations are encouraged to submit those comments to the City Manager.

- a) 20-0694 WRITTEN COMMUNICATION

Recommendation: Staff recommends that the City Council receive and file the written communication.

Attachments: [Written Communication from Tony Higgins dated October 14, 2020](#)

X. CITY COUNCILMEMBER COMMENTS: Councilmembers may briefly respond to public comments, may ask a question for clarification or make a brief announcement or report on his or her own activities or meetings attended.

- a) 20-0697 **UPDATES FROM CITY COUNCIL AD HOC SUBCOMMITTEES
AND STANDING COMMITTEE DELEGATES/ALTERNATES**

XI. CONSENT CALENDAR: The following more routine matters will be acted upon by one vote to approve with the majority consent of the City Council. The title is deemed to be read and further reading waived of any ordinance listed on the consent calendar for introduction or adoption. There will be no separate discussion of these items unless a Council member removes an item from the Consent Calendar. Items removed will be considered under Agenda Item XII (12), with public comment permitted at that time.

- a) [REPORT](#) **CITY COUNCIL MEETING MINUTES**
 [20-0681](#) (City Clerk Eduardo Sarmiento)

Recommendation: Staff recommends that the City Council approve the minutes of October 10, 2020 (City Council Retreat).

Attachments: [10-10-2020 City Council Retreat](#)

- b) [REPORT](#) **CHECK REGISTERS**
 [20-0678](#) (Finance Director Viki Copeland)

Recommendation: Staff recommends that the City Council ratify the following check registers.

Attachments: [1. 09-24-20](#)
 [2. 09-29-20](#)
 [3. 10-01-20](#)
 [4. 10-08-20](#)

- c) [REPORT](#) **REVENUE REPORT, EXPENDITURE REPORT,
COVID-19 REVENUE TRACKING REPORT, AND
CIP REPORT BY PROJECT FOR SEPTEMBER 2020**
 [20-0701](#) (Finance Director Viki Copeland)

Recommendation: Staff recommends that the City Council receive and file the September 2020 Financial Reports.

- Attachments:**
- [1. September 2020 Revenue Report](#)
 - [2. September 2020 Expenditure Report](#)
 - [3. COVID-19 Revenue Tracking Report Sep 2020 Summary](#)
 - [4. COVID-19 Revenue Tracking Report Sep 2020 Detail](#)
 - [5. CIP Report by Project- Sep 2020](#)

d) [REPORT](#) **CITY TREASURER'S REPORT AND CASH BALANCE REPORT**
[20-0690](#) (City Treasurer Karen Nowicki)

Recommendation: The City Treasurer recommends that the City Council receive and file the September 2020 City Treasurer's Report and Cash Balance Report.

- Attachments:**
- [1. September 2020 Treasurer's Report](#)
 - [2. September 2020 Cash Balance Report-do not use](#)

e) [REPORT](#) **CANCELLATION OF CERTAIN CHECKS**
[20-0691](#) (City Treasurer Karen Nowicki)

Recommendation: The City Treasurer recommends that the City Council approve cancellation of certain checks.

f) [REPORT](#) **CAPITAL IMPROVEMENT PROGRAM STATUS REPORT**
[20-0698](#) **AS OF OCTOBER 19, 2020**
(Public Works Director Marnell Gibson)

Recommendation: Staff recommends that the City Council receive and file the Capital Improvement Program Status Report as of October 19, 2020.

- Attachments:** [CIP Status Sheet - October 19 - 2020](#)

g) [REPORT](#) **PLANNING COMMISSION TENTATIVE FUTURE AGENDA ITEMS**
[20-0680](#) (Community Development Director Ken Robertson)

Recommendation: Staff recommends that the City Council receive and file the November 17, 2020 Planning Commission tentative future agenda items.

- Attachments:** [Planning Commission November 17, 2020 Tentative Future Agenda](#)

h) [REPORT](#) **ACTION SHEET OF THE PLANNING COMMISSION**
[20-0679](#) **MEETING OF OCTOBER 20, 2020**

Recommendation: Staff recommends that the City Council receive and file the action sheet of the Planning Commission meeting of October 20, 2020.

- Attachments:** [Action Sheet of the October 20, 2020 Planning Commission meeting](#)

i) [REPORT](#) **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT**
[20-0682](#) **WITH HAYER CONSULTANTS, INC. TO PROVIDE PLAN**
CHECK AND RELATED SERVICES TO THE COMMUNITY
DEVELOPMENT DEPARTMENT
(Community Development Director Ken Robertson)

Recommendation: Staff recommends that the City Council:

1. Award a Professional Services Agreement with Hayer Consultants, Inc., to provide plan check and related services to the Community Development Department; and
2. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney.

Attachments:

- [1. Request For Proposal 20-02](#)
- [2. List of proposals submitted and their rankings](#)
- [3. Draft Professional Services Agreement with Hayer Consultants Inc.](#)

j) [REPORT](#)
[20-0684](#)

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF REDONDO BEACH, THE CITY OF HERMOSA BEACH,
THE CITY OF MANHATTAN BEACH, THE CITY OF TORRANCE,
AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT
REGARDING THE ADMINISTRATION AND COST SHARING FOR
UPDATING THE ENHANCED WATERSHED MANAGEMENT
PROGRAM AND REASONABLE ASSURANCE ANALYSIS FOR
THE BEACH CITIES WATERSHED MANAGEMENT GROUP**
(Environmental Programs Manager Douglas Krauss)

Recommendation: Staff recommends that the City Council:

1. Approve the Memorandum of Understanding between the City of Redondo Beach, the City of Hermosa Beach, the City of Manhattan Beach, the City of Torrance, and the Los Angeles County Flood Control District Regarding the Administration, and Cost Sharing for Updating the Enhanced Watershed Management Program and Reasonable Assurance Analysis for the Beach Cities Watershed Management Group (EWMP MOU); and
2. Appropriate \$107,964 from the Storm Drain Fund to Study 401, EWMP Update/Feasibility Study.

Attachments:

- [1. Approved MOU 2013](#)
- [2. MOU Updated EWMP RAA 111020 f](#)
- [3. Beach Cities Revised EWMP Proposal 01152020](#)

k) [REPORT](#)
[20-0687](#)

**SECOND AMENDMENT TO THE CONTRACT FOR THE
PARKING LOT D IMPROVEMENTS PROJECT (CIP NO. 682)
BETWEEN THE CITY OF HERMOSA BEACH AND
ADAMS STREETER ENGINEERING**
(Environmental Programs Manager Douglas Krauss)

Recommendation: Staff recommends that the City Council:

1. Approve the Second Amendment of the agreement with Adams Streeter for engineering services for the Parking Lot D Improvements Project; and
2. Authorize the City Manager to execute the amendment.

Attachments:

- [1. Adams-Streeter Civil Engineers Inc Signed](#)
- [2. First Amendment Adams Street Agreement](#)
- [3. Second Amendment and Proposal 10-20](#)

l) [REPORT](#)
[20-0683](#)

**APPROVAL OF THE COMMENCEMENT OF SPECIAL EVENT
LONG-TERM AGREEMENT NEGOTIATIONS WITH BEST DAY**

**FOUNDATION FOR "BEACH DAY" SOUTH OF THE PIER; THE
ARTS GROUP OF HERMOSA BEACH'S "FINE ARTS FESTIVAL"
ON THE COMMUNITY CENTER LAWN; AND SHAKESPEARE BY
THE SEA'S LIVE PERFORMANCES AT VALLEY PARK; AND
APPROVAL TO EXTEND THE SPECIAL EVENT LONG-TERM
AGREEMENT POLICY PILOT PROGRAM BY ONE YEAR DUE TO
EVENT CANCELATIONS IN 2020 AS A RESULT OF COVID-19**
(Community Resources Manager Kelly Orta)

Recommendation: Staff recommends that the City Council:

1. Approve the commencement of special event long-term agreement negotiations with the following organizations:
 - * Best Day Foundation for its "Beach Day" event held south of the Pier;
 - * The Arts Group of Hermosa Beach for its "Fine Arts Festival" on the Community Center lawn; and
 - * Shakespeare by the Sea's live performances held at Valley Park;
2. Approve the extension of the special event long-term agreement policy pilot program by one year due to event cancelations in 2020 as a result of COVID-19 precautionary measures.

Attachments:

- [1. Long-term Agreement Policy](#)
- [2. "Beach Day" Long-term Agreement Application](#)
- [3. "Fine Arts Festival" Long-term Agreement Application](#)
- [4. "Shakespeare by the Sea" Long-term Agreement Application](#)

XII. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION - Items pulled from the Consent Calendar will be handled separately. Public comment will be taken prior to Council deliberation and action on each item pulled from the Consent Calendar.

XIII. PUBLIC HEARINGS - TO COMMENCE AT 6:30 P.M.

NONE

XIV. MUNICIPAL MATTERS

a) [REPORT](#)
[20-0688](#)

**RECEIVE REPORT ON EMERGENCY
ENFORCEMENT MEASURES TO ENSURE
COMPLIANCE WITH PANDEMIC-RELATED HEALTH
ORDERS FROM BOTH THE CITY AND THE COUNTY
OF LOS ANGELES HEALTH DEPARTMENT**
(Police Chief Paul LeBaron, and
Community Development Director Ken Robertson)

Recommendation: Staff recommends that the City Council adopt the attached resolution establishing clear standards for dine-in restaurants to prevent customers from congregating or lining up on sidewalks or public plazas.

- Attachments:** [1. Hermosa Beach Table of COVID-19 Related Actions](#)
[2. Draft Resolution](#)

b) [REPORT](#)
[20-0689](#)

**NORTH SCHOOL NEIGHBORHOOD
TRANSPORTATION MANAGEMENT PROGRAM**
(Environmental Analyst Leeanne Singleton)

- Recommendation:** Staff recommends that the City Council:
1. Adopt a Resolution (Attachment 1) adopting the North School Neighborhood Transportation Management Plan; and
 2. Determine that the adoption of the NTMP is exempt from CEQA based on the CEQA Addendum.

- Attachments:** [1. City Council NTMP Resolution](#)
[2. North School NTMP - October 2020 Revised Draft](#)
[3. North School NTMP - Addendum to Final EIR](#)
[4. North School NTMP - Presentation Slides](#)

c) [REPORT](#)
[20-0677](#)

CONSIDERATION OF A HOLIDAY FREE PARKING PROGRAM
(City Manager Suja Lowenthal)

- Recommendation:** Staff recommends that the City Council discuss and provide direction on alternatives for a holiday free parking program at citywide commercial zone silver-post meters¹.

- Attachments:** [1. Citywide Silver Post Meters](#)
[2. Letter from Chamber of Commerce President Maureen Hunt dated October 19, 2020](#)

d) [REPORT](#)
[20-0699](#)

**APPROVAL OF AGREEMENT WITH THE HERMOSA
BEACH KIWANIS CLUB FOR THE HOLIDAY TREE LOT
ON THE COMMUNITY CENTER'S EAST LAWN
FOR A THREE-YEAR TERM**
(Community Resources Manager Kelly Orta)

- Recommendation:** Staff recommends that the City Council:
1. Approve the agreement with the Hermosa Beach Kiwanis Club for its annual holiday tree lot fundraiser held on the Community Center's east lawn for a three-year term; and
 2. Add estimated revenue of \$7,700 to the 2020-21 Budget.

- Attachments:** [Proposed Agreement with the Hermosa Beach Kiwanis Club](#)

e) [REPORT](#)
[20-0686](#)

**AWARD OF CONSTRUCTION CONTRACT FOR
THE DOWNTOWN HERMOSA BEACH TEMPORARY
LANE RECONFIGURATIONS PROJECT #20011**
(Environmental Program Manager Doug Krauss)

- Recommendation:** Staff recommends that the City Council:
1. Award the construction contract for the Downtown Hermosa Beach Lane Reconfiguration to the successful bidder in the amount listed on the documents that will be sent out as a supplemental to this item on Tuesday morning, October 27th;
 2. Authorize the Director of Public Works to establish a 15% project contingency;
 3. Adopt the attached resolution entitled, "A Resolution of the City Council of the City of Hermosa Beach Approving the Construction of the Downtown Hermosa Beach Temporary Lane Reconfiguration Project Pursuant to Government Code Section 830.6 and Establishing a Project Payment Account;"
 4. Authorize the Mayor to execute the construction contract and the City Clerk to attest, subject to approval by the City Attorney;
 5. Authorize the Director of Public Works to file a Notice of Completion following final completion of the project; and
 6. Authorize \$19,000 be submitted to Cal OES for FEMA reimbursement to fund a construction management and inspection consultant for the project.

- Attachments:**
- [1. Draft Resolution](#)
 - [2. Draft Contract Agreement](#)

f) [REPORT](#)
[20-0676](#)

**APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
WITH MILLER PLANNING ASSOCIATES TO PREPARE THE
UPDATE TO THE SUBDIVISION ("TITLE 16") AND ZONING
("TITLE 17") ORDINANCES OF THE HERMOSA BEACH
MUNICIPAL CODE**

(Community Development Director Ken Robertson)

- Recommendation:** Staff recommends that the City Council:
1. Award a Professional Services Agreement with Miller Planning Associates to prepare the update to the Subdivision ("Title 16") and Zoning ("Title 17") Ordinances of the Hermosa Beach Municipal Code;
 2. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney; and
 3. Add estimated grant revenue of \$160,000 from the California Department of Housing and Community Development to the 2020-21 Budget and appropriate \$160,000 in the Grant Fund for the Zoning and Subdivision Ordinance Update.

- Attachments:**
- [1. Request for Proposals](#)
 - [2. Proposal from Miller Planning Associates](#)
 - [3. Zoning Code Assessment Report](#)
 - [4. Draft Professional Services Agreement with Miller Planning Associates](#)

g) [REPORT](#)
[20-0661](#)

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS
TO PROVIDE ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER, STORM DRAIN)
(Public Works Director Marnell Gibson)**

- Recommendation:** Staff recommends that the City Council:
1. Award a Professional Services Agreement to Adams Streeter Civil Engineers, Psomas, Schaaf & Wheeler, TAIT & Associates, Inc., and Tetra Tech, for an amount not to exceed \$500,000 each, to provide on-call engineering design services for utilities (sewer, storm drain) to the City of Hermosa Beach for three years with the option to extend for up to two additional one-year terms; and
 2. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney.

- Attachments:**
- [1. Engineering Design Services For Utilities \(Sewer, Storm Drain\) RFQ](#)
 - [2. Proposal - Adam Streeter Civil Engineers](#)
 - [3. Proposal - Psomas](#)
 - [4. Proposal - Schaaf & Wheeler](#)
 - [5. Proposal - TAIT & Associates, Inc.](#)
 - [6. Proposal - Tetra Tech](#)
 - [7. Fee Schedule - Adam Streeter Civil Engineers](#)
 - [8. Fee Schedule - Psomas](#)
 - [9. Fee Schedule - Schaaf & Wheeler](#)
 - [10. Fee Schedule - TAIT & Associates, Inc.](#)
 - [11. Fee Schedule - Tetra Tech](#)
 - [12. Draft Agreement - Adam Streeter Civil Engineers](#)
 - [13. Draft Agreement - Psomas](#)
 - [14. Draft Agreement - Schaaf & Wheeler](#)
 - [15. Draft Agreement - TAIT & Associates, Inc.](#)
 - [16. Draft Agreement - Tetra Tech](#)

XV. FUTURE AGENDA ITEMS - Requests from Councilmembers for possible future agenda items and questions from Councilmembers regarding the status of future agenda items. No discussion or debate of these requests shall be undertaken; the sole action is whether to schedule the item for consideration on a future agenda. No public comment will be taken. Councilmembers should consider the city's work plan when considering new items.

- a) [20-0700](#) TENTATIVE FUTURE AGENDA ITEMS

Attachments: [Tentative Future Agenda.pdf](#)

XVI. ADJOURNMENT

FUTURE MEETINGS AND CITY HOLIDAYS**CITY COUNCIL MEETINGS:**

November 10, 2020 - Tuesday - Adjourned Regular Meeting:

4:15 PM - Public Works Applicant Interviews

November 10, 2020 - Tuesday - 5:00 PM - Closed Session,

6:00 PM - City Council Meeting

November 24, 2020 - Tuesday - 5:00 PM - Closed Session,

6:00 PM - City Council Meeting

December 2, 2020 - Wednesday - Adjourned Regular Meeting:

6:00 PM - Study Session

December 8, 2020 - Tuesday - 5:00 PM - Closed Session,

6:00 PM - City Council Meeting

December 22, 2020 - Tuesday - No Meeting (Dark)

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS:

November 2, 2020 - Monday - 6:00 PM - Economic Development Committee

November 5, 2020 - Thursday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

November 17, 2020 - Tuesday - 7:00 PM - Planning Commission Meeting

November 18, 2020 - Wednesday - 7:00 PM - Public Works Commission Meeting

December 1, 2020 - Tuesday - 7:00 PM - Parks and Recreation Advisory Commission Meeting

December 7, 2020 - Monday - 6:00 PM - Economic Development Committee

December 15, 2020 - Tuesday - 7:00 PM - Planning Commission Meeting

CITY OFFICES CLOSED FRIDAY-SUNDAY AND ON THE FOLLOWING DAYS:

November 11, 2020 - Wednesday - Veteran's Day

November 26, 2020 - Thursday - Thanksgiving Day



City of Hermosa Beach

City Hall
1315 Valley Drive
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Staff Report

Staff Report

20-0695

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

COVID-19 HEALTH UPDATE FROM BEACH CITIES HEALTH DISTRICT



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

20-0696

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

COVID-19 UPDATE



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

20-0694

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

WRITTEN COMMUNICATION

Recommended Action:

Staff recommends that the City Council receive and file the written communication.

Attachments:

Email from Tony Higgins dated October 14, 2020

From: [tony higgins](#)
To: [Eduardo Sarmiento](#)
Cc: [Michael Jenkins](#); [Mayor Mary Campbell](#); [Jani Lange](#)
Subject: Fwd: Americans Are Dying In The Pandemic At Rates Far Higher Than In Other Countries
Date: Wednesday, October 14, 2020 2:09:35 PM

Dear Sarmiento

Please add this as a written communication to the city council and parks commission at your convenience

Thanks

th

START

From: tony higgins <tony.higgins123@gmail.com>
Date: October 14, 2020 at 6:18:07 AM PDT
To: City Council <citycouncil@hermosabeach.gov>, Parks Commission <dg_parksrecommission@hermosabch.org>
Cc: Suja Lowenthal <suja@hermosabeach.gov>, Michael Jenkins <MJenkins@localgovlaw.com>

Subject: Americans Are Dying In The Pandemic At Rates Far Higher Than In Other Countries

"It's shocking. It's horrible," says Dr. Ezekiel J. Emanuel, a professor of health policy and medical ethics at the University of Pennsylvania and one of the authors of the study.

"The United States really has done remarkably badly compared to other countries," he says and then adds, "I mean, remarkably badly."...

But our city government instead of establishing clear goals for mask compliance and enforcing those goals with short term closures of beaches, parks and the strand to send a message that mask scofflaws will not be tolerated, well our city government is just sticking its head in the sand and hoping someone else will solve the problem for

them.

And it's not just Hermosa Beach. It's all over LA County and in hotspots all across the country.

Look across the country and across the world. Covid is not going away.

As we rush to open the economy without taking care of fundamentals like mask wearing, testing, tracing and screening we are simply killing and gravely injuring more and more people.

The very people that are demanding we open the economy NOW are far too often the ones that have sabotaged and undermined mask laws.

That cannot be allowed to stand.

And in the case of our city government the cities continued inaction is tantamount to criminal negligence and manslaughter and if your example is followed across the country will likely result in a Covid death count of more than half a million over the next 12 months and far greater economic loss than if you just bit the bullet and used the tools at your disposal in our community to enforce mask compliance.

This pandemic is going to require leaders in every city in LA County to do its part AND to take responsibility and LEAD.

STOP WAITING FOR THE OTHER GUY TO FIX THINGS FOR OUR CITY. IT AINT HAPPENING

Please see the url below

Americans Are Dying In The Pandemic At Rates Far Higher Than In

Other Countries

by Jason Beaubien

NPR - October 13, 2020

https://www.npr.org/sections/health-shots/2020/10/13/923253681/americans-are-dying-in-the-pandemic-at-rates-far-higher-than-in-other-countries?sc=17&f=1001&utm_source=iosnewsapp&utm_medium=Email&utm_campaign=app



City of Hermosa Beach

City Hall
1315 Valley Drive
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Staff Report

Staff Report

20-0697

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**UPDATES FROM CITY COUNCIL AD HOC SUBCOMMITTEES
AND STANDING COMMITTEE DELEGATES/ALTERNATES**



Staff Report

Staff Report

REPORT 20-0681

Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of October 27, 2020

CITY COUNCIL MEETING MINUTES (City Clerk Eduardo Sarmiento)

Recommended Action:

Staff recommends that the City Council approve the minutes of October 10, 2020 (City Council Retreat).

Due to staffing shortages in the City Clerk's office, the following minutes will be provided as soon as they become available.

1. April 28, 2020 Regular Meeting
2. May 12, 2020 Regular Meeting
3. May 21, 2020 Special Meeting
4. May 26, 2020 Special Meeting
5. June 9, 2020 Regular Meeting
6. June 23, 2020 Special Meeting
7. September 29, 2020 Joint Meeting of the City Council and Parks, Recreation and Community Resources Advisory Commission
8. October 13, 2020 Regular Meeting
9. October 19, 2020 Adjourned Regular Meeting: Community Forum on Clark Building Renovation Project

Respectfully Submitted by: Eduardo Sarmiento, City Clerk

Approved: Suja Lowenthal, City Manager



Hermosa Beach Virtual Council Retreat Meeting Minutes

Tuesday, October 10, 2020

8:00 A.M.

Virtual Meeting via Zoom

City Council

Mary Campbell, Mayor

Justin Massey, Mayor Pro Tem

Stacy Armato, Councilmember

Michael Detoy, Councilmember

Hany Fangary, Councilmember

I. CALL TO ORDER

The City Council Regular Meeting of the City of Hermosa Beach met via a virtual meeting held pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom March 17, 2020 on the above date. Meeting was called to order by Mayor Campbell at 8:00 a.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led Mayor Campbell

III. ROLL CALL

Present: Councilmembers Armato, Detoy, Fangary, Mayor Pro Tem Massey, and Mayor Campbell

Absent: None

IV. WELCOME REMARKS

City Manager Suja Lowenthal welcomed all participants, provided opening remarks, and updated the group about the absence of meeting facilitator Lilly Lapenna.

(Complete audio and video is available upon request at the City Clerk's office or can be accessed by clicking the following link. [10-10-20 City Council Retreat](#))

V. PUBLIC PARTICIPATION

No members of the public provided public comment.

(Complete audio and video is available upon request at the City Clerk's office or can be accessed by clicking the following link. [10-10-20 City Council Retreat](#))

VI. PLAN HERMOSA

City Manager Suja Lowenthal began by setting the table for conversation around Plan Hermosa, and the format for dialog between city staff and Council on current goals and future goals.

(Complete audio and video is available upon request at the City Clerk's office or can be accessed by clicking the following link. [10-10-20 City Council Retreat](#))

VII. FINANCIAL UPDATE: COVID-19 REPORT

Finance Director Viki Copeland provided a summary of the status of the budget and shared some of the good news regarding its overall standing.

(Complete audio and video is available upon request at the City Clerk's office or can be accessed by clicking the following link. [10-10-20 City Council Retreat](#))

VIII. QUESTIONS/COMMENTS FROM COUNCILMEMBERS

City Council provided feedback to staff and asked clarifying questions to get additional clarity on current and future goals.

(Complete audio and video is available upon request at the City Clerk's office or can be accessed by clicking the following link. [10-10-20 City Council Retreat](#))

IX. MOVEMENT EXERCISE

Due to Lilly Lapenna absence this portion of the meeting was canceled.

X. NEW/BETTER NORMAL

City Manager Suja Lowenthal described areas where operations, communications, and business processes are evolving due to COVID-19, and the need to establish a new and better normal. She also shared each of the Councilmembers survey responses and desired focus related to Hermosa Plan and any aspirations for overall improvement of Hermosa Beach. Councilmembers then engaged in a robust conversation with each

department, asking clarifying questions in order to build on specific project knowledge and department vision for the future.

Mayor Campbell then opened up a second round of public comments.

No public comment was provided.

Councilmembers thanked staff for all their efforts in attending the retreat and providing a thorough presentation.

(Complete audio and video is available upon request at the City Clerk's office or can be accessed by clicking the following link. [9-22-20 City Council Regular Meeting](#))

XI. MINDFULNESS EXERCISE

Due to Lily Lapenna absence this portion of the meeting was canceled

XII. IMPROVING PROCESSIONS

Due to Lily Lapenna absence this portion of the meeting was canceled

XIII. CLOSING REMARKS

City Manager Lowenthal provided closing remarks and thank staff and Councilmembers for all the hard work and input provided, allowing the retreat to be a success.

IX. ADJOURNMENT

Mayor Campbell adjourned the City Council meeting to Tuesday October 13, 2020 at 6:00 p.m. Meeting ended at 12:03 p.m.

Eduardo Sarmiento, City Clerk



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

REPORT 20-0678

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

CHECK REGISTERS (Finance Director Viki Copeland)

Recommended Action:

Staff recommends that the City Council ratify the following check registers.

Attachments:

1. Check Register 9/24/2020
2. Check Register 9/29/2020
3. Check Register 10/1/2020
4. Check Register 10/8/2020

Respectfully Submitted by: Viki Copeland, Finance Director

Approved: Suja Lowenthal, City Manager

Check Register
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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95759	9/24/2020	05817	ACCELA INC	INV-ACC52615	UPGRADE/PROGRESS PMT/AUG20
		05817		715-4201-4201	1,813.33
				Total :	1,813.33
95760	9/24/2020	20197	AMERICAN ARBOR CARE	61482	CLARK FIELD/DAMAGED TREE TRUNK INSPECT
		20197		001-6101-4201	250.00
				Total :	250.00
95761	9/24/2020	12275	APWA SOUTHERN CA CHAPTER	ID 65927/PO 34695	HERNANDEZ/MEMBERSHIP/JAN20-DEC20
		12275		001-4202-4315	283.34
				Total :	283.34
95762	9/24/2020	09366	AQUA FLO	Si1573332 to 95955	IRRIGATE SUPPLY/JUL20-AUG20/CONTROL BOXE
				001-6101-4309	1,335.07
				715-6101-5405	11,627.20
				715-6101-5405	1,104.58
		09366		Total :	14,066.85
95763	9/24/2020	00321	AT&T	000015183905	PD COMPUTER CIRCUITS/JUL20
		00321		001-2101-4304	137.89
				Total :	137.89
95764	9/24/2020	00321	AT&T	310 796-6526 991 3	PD COMPUTER CIRCUITS/SEP20
		00321		001-2101-4304	123.72
				Total :	123.72
95765	9/24/2020	08482	BOUNDTREE MEDICAL LLC	83749672	MAT REQ 874194/DISINFECTING WIPES
		08482		157-2702-4305	147.16
				Total :	147.16
95766	9/24/2020	00163	BRAUN LINEN SERVICE	1632077 to 1635822	PRISONER LAUNDRY/AUG20
		00163		001-2101-4306	175.39
				Total :	175.39
95767	9/24/2020	20054	BURKE, WILLIAMS & SORENESEN	257530	LEGAL SERVICES/LABOR NEGOTIATIONS/JUL20
		20054		001-1203-4201	147.50
				Total :	147.50
95768	9/24/2020	15663	CALIFORNIA BUILDING STANDARDS	PO 35342	BLDG STANDARD ADMIN FEE RPT/OCT19-JUN20

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95768	9/24/2020	15663	CALIFORNIA BUILDING STANDARDS	(Continued)	
		15663		001-2024	958.50
				Total :	958.50
95769	9/24/2020	00262	CALIFORNIA MARKING DEVICE	6621	
		00262		MAT REQ 479479/SIGN/CAHALAN	
				001-2101-4305	21.90
				Total :	21.90
95770	9/24/2020	10838	CANON BUSINESS SOLUTIONS, INC	4033705484	
		10838		PW ADMIN COPIER/MAY20-AUG20	
				715-1208-4201	84.76
				Total :	84.76
95771	9/24/2020	09632	CDWG	1195642	
				FINANCE ADMIN PRINTER	
				715-1202-5402	2,084.53
				715-1202-5402	198.03
			1213979	FINANCE CASHIER PRINTER	
				001-1204-5401	290.03
				001-1204-5401	27.55
			1240107	FINANCE ADMIN/MICR TONER FOR CHECKS	
				715-1202-5402	324.13
				715-1202-5402	30.79
			1398286	REQ 218747/HP TONER/BLACK/YELLOW	
				001-3302-4305	282.92
			ZJF6968	ARMATO/IPAD KEYBOARD/CASE	
				715-1206-5401	225.29
				715-1206-5401	21.40
			ZMN9523	ARMATO/IPAD/APPLECARE+	
				715-1206-5401	124.49
		09632		Total :	3,609.16
95772	9/24/2020	19277	CHARM-TEX, INC.	0228383-IN	
				CASE OF DISINFECTANT AEROSOL SPRAY	
				157-2702-4305	87.90
			0228875-IN	CASE OF DISINFECTICANT WIPES	
				157-2702-4305	426.90
		19277		Total :	514.80
95773	9/24/2020	18570	CODE PUBLISHING INC	67504	
				MUNI CODE ELECTRONIC UPDATES/AUG20	
				001-1121-4201	244.50
			67675	WEB HOSTING/SEP20-SEP21	

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Voucher	Date	Vendor	Invoice	Description/Account	Amount	
95773	9/24/2020	18570	CODE PUBLISHING INC	(Continued)		
			67675	715-1206-4201 HIGHLIGHT RECENT ORDINANCES/AUG20 001-1121-4201	350.00 200.00	
		18570		Total :	794.50	
95774	9/24/2020	21871	COLANTUONO, HIGHSMITH &	43393	LEGAL/UTILITY USER TAX LAWSUIT/JUL20 705-1133-4201	348.59
			43707	LEGAL/UTILITY USER TAX LAWSUIT/AUG20 705-1133-4201	162.50	
		21871		Total :	511.09	
95775	9/24/2020	20398	CONTINENTAL MAPPING SERVICE	09062020	PUBLIC NOTICE PREP/MAIL/SEP20 001-4101-4201	1,550.00
		20398		Total :	1,550.00	
95776	9/24/2020	20562	CRISOL METAL FINISHING, INC.	14159 (PO 33989)	PLAZA FLAG POLE SANDBLAST/POWDERCOAT 301-2024	840.00
		20562		Total :	840.00	
95777	9/24/2020	11449	DEWEY PEST CONTROL	Account 759408	CITY BLDGS/PEST CONTROL/AUG20 001-4204-4201	749.00
				Account 759408	CITY BLDGS/PEST CONTROL/SEP20 001-4204-4201	749.00
		11449		Total :	1,498.00	
95778	9/24/2020	11449	DEWEY PEST CONTROL	Account 1233239	SEWER RAT ABATEMENT/AUG20 160-3102-4201	272.00
		11449		Total :	272.00	
95779	9/24/2020	12735	DOOLEY ENTERPRISES INC	58502/Mat Req 874192	SHOOTING RANGE AMMUNITION 001-2101-4201	2,463.17
		12735		Total :	2,463.17	
95780	9/24/2020	00181	EASY READER	ER20081304	EASY READER 50TH ANNIVERSARY AD 001-1101-4319	1,100.00
				HD20-034 to HD20-36	MAT REQ 708568/LEGAL ADS/JUL20 001-1121-4323	619.50
		00181		Total :	1,719.50	

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95781	9/24/2020	01962	FEDERAL EXPRESS CORP	7-106-88923	REQ 791401/TEST MATERIALS TO DONNOE 001-1203-4305
		01962			82.38
				Total :	82.38
95782	9/24/2020	06293	FEDEX OFFICE	101600012071 & 2	MAT REQ 479060/CERTIFICATES (6) 001-1101-4305
		06293			27.84
				Total :	27.84
95783	9/24/2020	21217	FJR PACIFIC, INC.	07.05.2020	CITYWIDE A/C MAINT/JUL20 001-4204-4201
					1,750.00
			22730	COMM CTR HEATER/FLUE VENT PIPE REPAIR 715-4204-4201	2,900.00
		21217			Total :
					4,650.00
95784	9/24/2020	20452	GARDENA NISSAN	482511 & 482247	VEHICLE MAINT PARTS/AUG20 715-3302-4311
		20452			226.72
				Total :	226.72
95785	9/24/2020	00427	GFOA	PO 35351	BUDGET AWARD APPLICATION FEE 20/21 001-1202-4201
		00427			345.00
				Total :	345.00
95786	9/24/2020	09964	GLOBAL INDUSTRIAL	116515382	DISPOSABLE FACE MASKS 157-2702-4305
					388.50
					36.91
		09964			Total :
					425.41
95787	9/24/2020	10836	GRAINGER	9410396445	PALLET JACK WHEEL KIT REFUND~ 001-6101-4309
					-65.74
				9632281433	MAT REQ 791006/BASE 3 AIR CONDITIONER 001-4204-4309
					851.45
				9645054959	MAT REQ 791015/DOOR BELL FOR PD 001-4204-4309
					39.93
		10836			Total :
					825.64
95788	9/24/2020	14589	GRANICUS INC	127568	MANAGED SERVICES 20/21 715-1206-4201
		14589			75,850.68
				Total :	75,850.68
95789	9/24/2020	21597	GROH, MARK LEE	HB-008	CITATION HEARING EXAMINER/AUG20

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95789	9/24/2020	21597	GROH, MARK LEE	(Continued)	
		21597		001-1204-4201	288.00
				Total :	288.00
95790	9/24/2020	20669	GUERRERO, ROBERT J.	PO 35387	BACKGROUND INVESTIGATION/JUL20-AUG20
				001-2101-4201	1,140.04
			PO 35387	BACKGROUND INVESTIGATION/AUG20-SEP20	
				001-2101-4201	1,061.16
		20669		Total :	2,201.20
95791	9/24/2020	03131	HDL COREN & CONE	SIN003208	STATISTICAL SECTION FOR CAFR 19/20
		03131		001-1202-4201	745.00
				Total :	745.00
95792	9/24/2020	09136	HERMOSA AUTOMOTIVE INC	47284/Mat Req 791145	VEHICLE HB8 WHEEL ALIGNMENT
		09136		715-2101-4311	105.00
				Total :	105.00
95793	9/24/2020	03432	HOME DEPOT CREDIT SERVICES	3033421	MAT REQ 279154/MAINT SUPPLIES/JUL20
				001-3104-4309	413.33
			4034362	MAT REQ 309642/MAINT SUPPLIES/JUL20	
				001-4204-4309	266.52
		03432		Total :	679.85
95794	9/24/2020	17796	INSIGHT PUBLIC SECTOR INC	1100758965	NETWRX AUDITOR SOFTWARE/OCT20-OCT21
		17796		001-2101-4201	733.50
				Total :	733.50
95795	9/24/2020	19314	IPS GROUP INC	52921	SMART PARKING METERS/MODEL 895
				715-3302-5401	26,859.04
				715-3302-5401	2,517.50
			52982	SPARE MULTI-SPACE METER PARTS	
				001-3302-4309	4,525.32
				001-3302-4309	427.03
		19314		Total :	34,328.89
95796	9/24/2020	08064	J.B. PLUMBING	15582	8TH ST PROJ/235 8TH ST/LATERAL VID INSPE
		08064		160-3102-4201	360.00
				Total :	360.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount	
95797	9/24/2020	21552	K9 SERVICES LLC	HBPD-08	K9 OFFICER MAINT TRAINING/JUL20 170-2105-4317	250.00
				HBPD-09	K9 OFFICER TRAIN/JUL20/BOARD/SEP20 170-2105-4201	330.00
					170-2105-4317	250.00
		21552			Total :	830.00
95798	9/24/2020	00151	LA CO SHERIFFS DEPARTMENT	210025BL	MAT REQ 479482/PRISONER MEALS/JUL20 001-2101-4306	31.30
		00151			Total :	31.30
95799	9/24/2020	20347	LAURA MECOY COMMUNICATIONS LLC	7-2020	PUBLIC INFORMATION OFFICER/JUL20 157-2702-4201	6,000.00
				8-2020	PUBLIC INFORMATION OFFICER/AUG20 157-2702-4201	6,000.00
		20347			Total :	12,000.00
95800	9/24/2020	06603	LOS ANGELES, CITY OF	94 PAG21000008	COMMUTER LINE 438 SHARE FUNDING 001-2024	34,614.73
		06603			Total :	34,614.73
95801	9/24/2020	18312	MANIACI INSURANCE SERVICES	935	BENEFITS CONNECT ADMIN/AUG20 001-1203-4201	599.76
		18312			Total :	599.76
95802	9/24/2020	18071	MERCHANTS LANDSCAPE SERVICES	56473	CITYWIDE PARK LANDSCAPING/JUL20 001-6101-4201	21,200.00
				56474	CITYWIDE MEDIAN LANDSCAPING/JUL20 105-2601-4201	3,600.00
		18071			Total :	24,800.00
95803	9/24/2020	12055	MINUTEMAN PRESS	27140	PRINTING OF ADOPTED BUDGETS 001-1202-4201	1,563.01
					001-1202-4201	148.49
		12055			Total :	1,711.50
95804	9/24/2020	17516	NATIONAL BAND & TAG COMPANY	75731	1,100 DOG LICENSE TAGS 001-1204-4305	244.40
					001-1204-4305	23.21

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95804	9/24/2020	17516	NATIONAL BAND & TAG COMPANY	(Continued)	Total : 267.61
95805	9/24/2020	21033	NV5, INC	175368 SEWER LEVY ASSISTANCE/JUL20	760.00
				160-3102-4201	
			175368	SEWER LEVY ASSISTANCE/MAY20-JUN20	4,490.00
				160-2024	
		21033		Total :	5,250.00
95806	9/24/2020	13114	OFFICE DEPOT	119400152001 MAT REQ 791052/OFFICE SUPPLIES	
				001-1208-4305	65.63
				001-1202-4305	16.42
				157-2702-4305	39.98
			119863606001	SKATE PARK MEMBERSHIP SUPPLIES~	
				001-4601-4308	65.51
			119895446001	SKATE PARK MEMBERSHIP SUPPLIES~	
				001-4601-4308	5.46
			120779461001	MAT REQ 874195/BATTERIES	
				001-2101-4305	35.03
			120793844001	MAT REQ 874195/FOLDERS/BINDERS	
				001-2101-4305	21.56
			121136549001	MAT REQ 874700/MECHANICAL PENCILS	
				001-1203-4305	64.96
			122607366001	MAT REQ 437810/WALL CALENDARS (2)	
				001-3302-4305	66.55
		13114		Total :	381.10
95807	9/24/2020	21596	ONWARD ENGINEERING	5360 SANITARY SEWER ENGINEERING/JUL20	
				001-2131	16,732.50
			5398	SANITARY SEWER ENGINEERING/AUG20	
				001-2131	7,610.00
		21596		Total :	24,342.50
95808	9/24/2020	22071	PARKS COFFEE CALIFORNIA, INC.	70036609 COFFEE SERVICE/AUG20	
				001-2101-4305	34.40
				001-2101-4306	34.40
			70037711	COFFEE SERVICE/AUG20	
				001-2101-4305	46.26
				001-2101-4306	46.25
		22071		Total :	161.31

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95809	9/24/2020	14694	PARTEK SOLUTIONS INC	24716	30,000 PARKING CITATIONS
				001-3302-4309	1,740.00
			24738	30,000 PARKING CITATION ENVELOPES	
				001-3302-4309	1,437.00
		14694		Total :	3,177.00
95810	9/24/2020	00608	PEP BOYS	8141079160 to 595	AUTO SUPPLIES/MAY20/JUL20-AUG20
				715-2101-4311	179.89
				715-3102-4311	50.36
				715-4202-4311	5.69
		00608		Total :	235.94
95811	9/24/2020	13838	PITNEY BOWES INC	3104161815	POSTAGE METER RENTAL/JUL20-SEP20
				715-1208-4201	644.19
		13838		Total :	644.19
95812	9/24/2020	11539	PROSUM TECHNOLOGY SERVICES	SIN027171	ONSITE TECH/ADD'L DAY/JUL20
				715-1206-4201	2,184.00
			SIN027173	IT SUPPORT SERVICES/JUL20	
				715-1206-4201	16,096.21
			SIN027450	ONSITE TECH/ADD'L DAY/AUG20	
				715-1206-4201	2,184.00
			SIN027451	IT SUPPORT SERVICES/AUG20	
				715-1206-4201	16,096.21
			SIN027452	DATTO SERVER CLOUD LICENSING/JUL20	
				715-1206-4201	1,957.55
		11539		Total :	38,517.97
95813	9/24/2020	13608	PSOMAS	164795	SEWER IMPROVE DESIGN SRVCS/JUL20
				160-8421-4201	21,052.50
			165649/Prog Pmt 9	SEWER IMPROVE DESIGN SRVCS/AUG20	
				160-8421-4201	12,842.10
		13608		Total :	33,894.60
95814	9/24/2020	03282	REDONDO BEACH, CITY OF	570777	CITY PROSECUTOR SERVICES/JUL20
				001-1132-4201	16,667.00
			571032	CITY PROSECUTOR SERVICES/AUG20	
				001-1132-4201	16,667.00
		03282		Total :	33,334.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95815	9/24/2020	21153	RJ PRINTING & PROMOTIONAL	560	ADMIN CITATION BOOKS FOR MASKS
				001-2702-4201	970.78
				001-2702-4201	90.77
		21153		Total :	1,061.55
95816	9/24/2020	09870	RYDIN DECAL	373212	100 DRONE PERMIT STICKERS
				001-2101-4305	316.44
		09870		Total :	316.44
95817	9/24/2020	03353	SBCU VISA	00H0034513168 CC	DRINKING WATER DELIVERY 7/13/20-8/12/20
				001-2101-4305	422.02
			810746539 CC	1,000 GENERIC POLICE BUSINESS CARDS	
				001-2101-4305	51.08
			AutoReplenish CC	FASTRAK ACCOUNT AUTO REPLENISH/AUG20	
				001-2101-4305	40.00
			Email Receipt CC	ORAL PANEL LUNCH	
				001-2101-4305	129.36
			Order Ending 8646 CC	K9 OFFICER DOG FOOD DELIVERY/AUG20	
				001-2101-4309	52.90
			PO 35223 CC	PHILLIPS/CIVIL UNREST VIRTUAL DEBRIEF	
				001-2101-4317	20.00
			PO 35249 CC	DOCUMENT HOLDERS FOR THERMOMETERS	
				157-2702-4320	56.35
			PO 35250 CC	3-PART NCR PAPER FOR PERSONNEL FILES	
				001-1203-4305	32.85
			PO 35313 CC	CELL PHONE DATA STORAGE/AUG20	
				001-2101-4305	0.99
			PO 35314 CC	K9 OFFICER/COLLAPSIBLE CRATE	
				170-2105-5401	286.20
			PO 35315 CC	BOOSTED RECRUITMENT POSTS/AUG20	
				001-2101-4201	11.00
			TR 842 CC	ADAMS/EMERGENCY VEHICLE OPS COURSE	
				001-2101-4317	615.85
			TR 843 CC	BLUMENFELD/EMERGENCY VEHICLE OPS COURSE	
				001-2101-4317	679.20
			TR 844 CC	SUZUKI/EMERGENCY VEHICLE OPS COURSE	
				001-2101-4317	679.20
		03353		Total :	3,077.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95818	9/24/2020	03353	SBCU VISA	PO 35362 CC	NAKAMOTO/FIELD TRAINING OFFICER COURSE
		03353		001-2101-4312	165.83
				Total :	165.83
95819	9/24/2020	17903	SHERWIN-WILLIAMS	27689 to 36664	PAINTING SUPPLIES/JUL20-AUG20
		17903		001-3104-4309	552.35
				Total :	552.35
95820	9/24/2020	19150	SIERRA GROUP	128114	PLAZA CAMERA MAINT/JUL20-DEC20
		19150		715-2101-4201	5,144.34
				Total :	5,144.34
95821	9/24/2020	00170	SOCAL GAS	170-781-3287 9	YARD CNG STATION/VEHICLE FUEL/AUG20
				715-3104-4310	53.20
				715-4204-4310	53.20
				715-6101-4310	53.20
			170-781-3287 9	YARD CNG STATION/VEHICLE FUEL/JUL20	
				715-3104-4310	43.07
				715-4204-4310	43.07
				715-6101-4310	43.08
		00170		Total :	288.82
95822	9/24/2020	10532	SOUTH BAY FORD	661801 to 663778	VEHICLE REPAIR/MAINT PARTS/JUL20
				715-3302-4311	2.52
				715-2101-4311	600.98
		10532		Total :	603.50
95823	9/24/2020	18178	SOUTHERN CALIFORNIA AUDIO	10636/Mat Req 791140	WINDOW TINTING/NEW F150 TRUCK
				715-2101-5403	223.13
			10643/Mat Req 791147	REDO TINT/VEHICLE 39/ALL WINDOWS	
				715-2101-4311	580.12
		18178		Total :	803.25
95824	9/24/2020	18821	SPCALA	2020-0731	ANIMAL SHELTERING SERVICES/JUL20
		18821		001-3302-4201	875.00
				Total :	875.00
95825	9/24/2020	21538	SPECIALIZED ELEVATOR SERVICES	18773	ELEVATOR MAINT/CITY HALL/SEP20
				001-4204-4201	160.00
			18774	ELEVATOR MAINT/PARKING STRUCTURE/SEP20	

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95825	9/24/2020	21538	SPECIALIZED ELEVATOR SERVICES	(Continued)	
		21538		001-3304-4201	160.00
				Total :	320.00
95826	9/24/2020	09532	STAPLES ADVANTAGE	3453563998	MAT REQ 874189/FLASH DRIVES
				001-2101-4305	73.33
			3454057083	REQ 940358/DISPOSABLE VINYL GLOVES	
				157-2702-4305	39.41
			3454057084	MAT REQ 940358/DISPOSABLE VINYL GLOVES	
				157-2702-4305	54.70
			3456456952	MAT REQ 874197/FLASH DRIVES	
				001-2101-4305	96.84
			3456456954	MAT REQ 874198/BINDERS/FLASH DRIVES	
				001-2101-4305	68.96
		09532		Total :	333.24
95827	9/24/2020	13270	THE BANK OF NEW YORK MELLON	252-2304007	INVESTMENT SAFEKEEPING/APR20-JUN20
		13270		001-2024	875.00
				Total :	875.00
209259432	9/2/2020	14691	ADMINSURE AS AGENT FOR THE	9/24/20 Check Run	LIABILITY CLAIMS REIMB/AUG20
		14691		705-1209-4324	89,419.82
				Total :	89,419.82
600140021	9/17/2020	13838	PITNEY BOWES INC	9/24/20 Check Run	POSTAGE METER REFILL/SEP20
		13838		001-1208-4305	1,000.00
				Total :	1,000.00
71 Vouchers for bank code : boa					Bank total : 473,487.32
71 Vouchers in this report					Total vouchers : 473,487.32

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
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"I hereby certify that the demands or claims covered by the checks listed on pages 1 to 12 inclusive, of the check register for 9/24/2020 are accurate funds are available for payment, and are in conformance to the budget."

By 

Finance Director

Date 10/15/2020

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95828	9/29/2020	20197	AMERICAN ARBOR CARE	61558 ARBORIST SERVICES/SEP20 001-6101-4201	250.00
			61559	ARBORIST SERVICES/SEP20 001-6101-4201	250.00
		20197		Total :	500.00
95829	9/29/2020	22075	ARREDONDO, SHELLEY	Receipt 2002554.003 CANCELLED CLASS 9038 REFUND 001-2111	169.00
		22075		Total :	169.00
95830	9/29/2020	00321	AT&T	960461-1985 555 7 PD COMPUTER CIRCUITS/SEP20 001-2101-4304	108.64
		00321		Total :	108.64
95831	9/29/2020	13361	AT&T MOBILITY	287016141723X0914202 PW DIR/INSPECT/FANGARY/CELLS/AUG20 001-1101-4304	59.05
				001-4202-4304	173.37
			287301168383X0910202	EMERGENCY MANAGER CELL PHONE/AUG20 001-1201-4304	89.51
		13361		Total :	321.93
95832	9/29/2020	16660	ATHENS SERVICES	8808675 CITYWIDE PORTER SERVICES/JUL20 001-3301-4201	10,898.50
				001-3104-4201	16,353.92
				001-6101-4201	1,601.23
				001-3304-4201	1,501.69
			8808675A	CITYWIDE STEAM CLEANING/JUL20 001-3301-4201	11,137.69
				001-3304-4201	428.00
			8808675B	CITYWIDE STEAM CLEANING/JUL20 001-3301-4201	7,504.05
				001-3104-4201	1,625.10
				001-3304-4201	764.74
			8958689	CITYWIDE PORTER SERVICES/AUG20 001-3301-4201	10,898.50
				001-3104-4201	16,353.92
				001-6101-4201	1,601.23
				001-3304-4201	1,501.69

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95832	9/29/2020	16660	ATHENS SERVICES	(Continued)	
			8958689A	CITYWIDE STEAM CLEANING/AUG20	
				001-3104-4201	570.97
				001-3304-4201	213.85
				001-3301-4201	10,657.44
			8958689B	CITYWIDE STEAM CLEANING/AUG20	
				001-3301-4201	5,066.42
		16660		Total :	98,678.94
95833	9/29/2020	17271	BARROWS, PATRICK	PO 35357	
				INSTRUCTOR PAYMENT/CLASSES 9000/9001	
				001-4601-4221	262.50
				001-4601-4201	577.50
		17271		Total :	840.00
95834	9/29/2020	22077	BEHAR, SANDRA	Receipt 2002545.003	
				CANCELLED CLASS 9041 REFUND	
				001-2111	50.00
		22077		Total :	50.00
95835	9/29/2020	20942	BEST BEST & KRIEGER LLP	885022	
				GENERAL CITY ATTORNEY SERVICES/AUG20	
				001-1131-4201	19,148.80
			885023	LEGAL/NORTH SCHOOL MOU/AUG20	
				001-1131-4201	56.10
			885024	LEGAL/GREENWICH UNDERGROUND/AUG20	
				001-2133	2,033.43
			885025	LEGAL/PUBLIC RECORDS REQUESTS/AUG20	
				001-1131-4201	11,036.40
			885026	CITY ATTORNEY SERVICES/COVID-19/AUG20	
				157-2702-4201	6,133.60
			885027	CITY ATTORNEY SERVICES/LAND USE/AUG20	
				001-1131-4201	4,188.80
			885028	CITY ATTORNEY/ROTH V TRAN/AUG20	
				705-1133-4201	8,285.40
			885029	CITY ATTORNEY SERVICES/FANGARY/AUG20	
				705-1133-4201	4,885.15
			885031	CITY ATTORNEY/HERMOSA RTI/AUG20	
				001-2108	598.00
			885032	CITY ATTORNEY/PERSONNEL/AUG20	
				001-1203-4201	2,844.80

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95835	9/29/2020	20942	BEST BEST & KRIEGER LLP	(Continued)	Total : 59,210.48
95836	9/29/2020	22011	BLUMENFELD, DALTON	PO 35435/TR 843	MILEAGE/EMERGENCY VEHICLE OPS COURSE
		22011		001-2101-4317	196.65
				Total :	196.65
95837	9/29/2020	10838	CANON BUSINESS SOLUTIONS, INC	4033827266	RECORDS COPIER/JUN20-AUG20
		10838		715-2101-4201	72.29
				Total :	72.29
95838	9/29/2020	09632	CDWG	ZMM2638	ARMATO/IPAD
				715-1206-5401	4.00
				715-1206-5401	972.32
				715-1206-5401	92.37
			ZWQ0596	TIPAN/ADOBE PRO LICENSE	
				001-2101-4305	139.00
		09632		Total :	1,207.69
95839	9/29/2020	20781	COUNTY OF LOS ANGELES	C0009559	FIRE PROTECTION SERVICES/OCT20
				001-2202-4251	458,519.00
				180-2202-4251	3,589.00
				001-2202-5601	30,306.00
				001-2202-4111	10,630.00
		20781		Total :	503,044.00
95840	9/29/2020	21458	FAIRFIELD COMPUTER SERVICES	2020-480	ANIMAL LICENSING SOFTWARE/SEP20-JUN21
		21458		001-1204-4201	750.00
				Total :	750.00
95841	9/29/2020	16932	FAMILY THEATRE INC	PO 35368	INSTRUCTOR PAYMENT/CLASSES 8947/9003/5
				001-4601-4221	2,348.50
			PO 35423	INSTRUCTOR PAYMENT/CLASSES 9006/9/11	
				001-4601-4221	3,209.50
		16932		Total :	5,558.00
95842	9/29/2020	22083	FLANNERY, KRISTIN	Receipt 2002550.003	CANCELLED CLASS 8985 REFUND
		22083		001-2111	205.00
				Total :	205.00
95843	9/29/2020	22080	FORTUNATO, ROBERT	Receipt 2002553.003	CANCELLED CLASS 8985 REFUND

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95843	9/29/2020	22080	FORTUNATO, ROBERT	(Continued)	
		22080		001-2111	350.00
				Total :	350.00
95844	9/29/2020	19884	FRONTIER	310-318-9210-0827185	JAIL BREATHALYZER/SEP20
				001-2101-4304	69.35
			310-372-6373-0311045	PERSONNEL FAX LINE/SEP20	
				001-1203-4304	57.68
		19884		Total :	127.03
95845	9/29/2020	22082	HADLEY, BRET	Receipt 2002551.003	CANCELLED CLASS 8985 REFUND
		22082		001-2111	205.00
				Total :	205.00
95846	9/29/2020	22081	HADLEY, JOANNE	Receipt 2002552.003	CANCELLED CLASS 8985 REFUND
		22081		001-2111	205.00
				Total :	205.00
95847	9/29/2020	03131	HDL COREN & CONE	SIN002541	PROPERTY TAX AUDIT SERVICES/JUL20-SEP20
		03131		001-1202-4201	1,375.00
				Total :	1,375.00
95848	9/29/2020	16742	INDEPENDENT STATIONERS	SI00406839	REQ 791251/COLOR PAPER FOR RECORDS
		16742		001-2101-4305	14.54
				Total :	14.54
95849	9/29/2020	22084	JOHNSON, JULEE	Receipt 2002549.003	CANCELLED CLASS 8985 REFUND
		22084		001-2111	195.00
				Total :	195.00
95850	9/29/2020	22078	MABEN, NANCY	Receipt 2002543.003	CANCELLED CLASS 9041 REFUND
		22078		001-2111	50.00
				Total :	50.00
95851	9/29/2020	22086	MALOVANI, ADAM	Receipt 2002547.003	CANCELLED CLASS 8985 REFUND
		22086		001-2111	370.00
				Total :	370.00
95852	9/29/2020	22029	MCGOVERN, AMBER	Receipt 2002542.003	TENNIS TIKES CLASS TRANSFER REFUND
				001-2111	17.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95852	9/29/2020	22029	MCGOVERN, AMBER	(Continued)	Total : 17.00
95853	9/29/2020	22079	MERL, JEAN	Receipt 2002544.003	CANCELLED CLASS 9041 REFUND 001-2111 45.00
		22079			Total : 45.00
95854	9/29/2020	20506	MIHO, JANE M	Parcel 4187-027-021	SEWER & STREET LIGHT TAX REBATE 001-6871 124.12 105-3105 24.61
		20506			Total : 148.73
95855	9/29/2020	09899	MONOSMITH, LINDA	Parcel 4161-026-019	STREET LIGHT & SEWER TAX REBATE 105-3105 24.61 001-6871 124.12
		09899			Total : 148.73
95856	9/29/2020	13791	MONTROSE AND ASSOCIATES INC	25981	CHAMBERS A/V TROUBLESHOOTING/AUG20 715-4204-4201 1,160.00
				25990	CHAMBERS A/V/CAPTIONER TEST/SEP20 715-4204-4201 290.00
		13791			Total : 1,450.00
95857	9/29/2020	10324	MUNISERVICES LLC	INV06-009833	UTILITY USER TAX AUDIT/JUL20-SEP20 001-1202-4201 2,500.00
		10324			Total : 2,500.00
95858	9/29/2020	21033	NV5, INC	179118	ASSESSMENT ENGINEER/AUG20 001-2133 4,623.14
		21033			Total : 4,623.14
95859	9/29/2020	09513	PACIFIC COAST CONSTRUCTION	681	IRRIGATION LINE LEAK/HERMOSA & 15TH 001-3104-4201 4,900.00
		09513			Total : 4,900.00
95860	9/29/2020	22085	PHILLIOS, SCOTT	Receipt 2002548.003	CANCELLED CLASS 8985 REFUND 001-2111 185.00
		22085			Total : 185.00
95861	9/29/2020	19853	POMERANITZ, EFRAT G.	PO 35419	INSTRUCTOR PAYMENT/CLASS NO. 8631 001-4601-4221 280.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95861	9/29/2020	19853	POMERANITZ, EFRAT G.	(Continued)	Total : 280.00
95862	9/29/2020	03353	SBCU VISA	Interest Charge CC	INTEREST CHARGE ON LATE PAYMENT
				001-4202-4201	0.51
				001-2026	0.51
				001-2027	-0.51
			Mat Req CC	SUPPLIES FOR PLEXI-GLASS SHIELDS	
				157-2702-4305	39.28
			Order 1919176 CC	CORNER CAP FOR PLEXIGLASS BARRIERS	
				157-2702-4201	76.37
			PO 34908 CC	DISPOSABLE SUITS FOR RESTROOM CLEANING	
				157-2702-4201	193.65
			PO 35091 CC	REU STANDARD CONSTRUCTION SOFTWARE	
				715-4202-4201	698.00
			PO 35127 CC	PW INSPECTOR CELL PHONE CASE	
				001-4202-4305	48.76
				001-4202-4305	3.99
			PO 35143 CC	PIER AVE/PIER PLAZA STRING LIGHTS	
				105-2601-4309	479.40
				105-2601-4309	45.55
			Receipt CC	CHIEF LEBARON LUNCH W/OFFICER TAYLOR	
				001-2101-4305	39.04
		03353		Total :	1,624.55
95863	9/29/2020	22055	SOHO YOGA	PO 35375	INSTRUCTOR PAYMENT/CLASSES 8965/68-70
					001-4601-4221
		22055		Total :	4,277.00
95864	9/29/2020	18036	SPORTS CAMP MANAGEMENT	PO 35376	INSTRUCTOR PMT/8925-6/35-6/44-5/80-1/7
					001-4601-4221
		18036		Total :	10,200.40
95865	9/29/2020	22076	SPRINKLE, ANNIE	Receipt 2002546.003	CANCELLED CLASS 9041 REFUND
					001-2111
		22076		Total :	50.00
95866	9/29/2020	10098	SPRINT	551834312-224	COMM RES/CELL PHONES/JUL20
					001-4601-4304
				551834312-225	COMM RES/CELL PHONES/AUG20
					162.74

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95866	9/29/2020	10098	SPRINT	(Continued)	
				001-4601-4304	162.74
		10098		Total :	325.48
95867	9/29/2020	09532	STAPLES ADVANTAGE	3454057082	
				MAT REQ 874173/LYSOL SPRAY FOR JAIL	
				001-2101-4306	6.56
		09532		Total :	6.56
95868	9/29/2020	21650	SUZUKI, GARY	PO 35437/TR 844	
				MILEAGE/EMERGENCY VEHICLE OPS COURSE	
				001-2101-4317	194.35
		21650		Total :	194.35
95869	9/29/2020	21513	THOMASMA, REIN J	Parcel 4188-019-030	
				STREET LIGHT & SEWER TAX REBATE	
				001-2111	148.73
		21513		Total :	148.73
95870	9/29/2020	19082	T-MOBILE	Account 946625962	
				RECORDS/WATCH COMM/CELLS/AUG20	
				001-2101-4304	26.46
				Account 946625962	
				RECORDS/WATCH COMM/CELLS/JUL20	
				001-2101-4304	26.46
		19082		Total :	52.92
95871	9/29/2020	21721	TOOLE DESIGN GROUP LLC	G0025_JUN20	
				TRAFFIC SAFETY STUDY/JUN20	
				150-4210-4201	8,993.49
				001-4210-4201	2,264.51
				G0025_MAY06	
				TRAFFIC SAFETY STUDY/MAY20	
				150-4210-4201	5,114.32
				001-4210-4201	1,287.75
		21721		Total :	17,660.07
95872	9/29/2020	16735	TORRANCE AUTO PARTS	257381 to 257384	
				AUTO REPAIR/MAINTENANCE PARTS/JUL20	
				715-2101-4311	132.70
				715-3104-4311	32.65
				715-3302-4311	43.31
				715-6101-4311	32.65
		16735		Total :	241.31
95873	9/29/2020	15901	TRANSTECH ENGINEERS, INC	20202845	
				WIRELESS PLAN CHECKS/JUL20	
				001-4202-4201	1,045.00
				20202846	
				WIRELESS PLAN CHECKS/JUL20	

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95873	9/29/2020	15901	TRANSTECH ENGINEERS, INC	(Continued)	
		15901		001-4202-4201	1,680.00
				Total :	2,725.00
95874	9/29/2020	07052	TSENG AND ASSOCIATES INC	PO 34094	
		07052		AB939 COMPLIANCE 19/20 117-2024	18,500.00
				Total :	18,500.00
95875	9/29/2020	20670	TURBODATA SYSTEMS, INC.	33002	
				TICKET WRITER WIRELESS FEES/AUG20	
			33207	001-3302-4201	1,250.00
		20670		TICKET WRITER WIRELESS FEES/SEP20 001-3302-4201	1,250.00
				Total :	2,500.00
95876	9/29/2020	08207	UNDERGROUND SERVICE ALERT	820200316	
				DIG ALERTS/AUG20	
			dsb20194666	161-3109-4201	109.00
		08207		DIG ALERTS/STATE FEES/AUG20 161-3109-4201	42.66
				Total :	151.66
95877	9/29/2020	14528	UNION BANK OF CALIFORNIA, PARS #67460 August 2020	PARS/OPEB CONTRIBUTIONS/AUG20	
				001-1101-4190	141.00
				001-1121-4190	607.00
				001-1201-4190	2,349.00
				001-1202-4190	1,908.00
				001-1203-4190	721.00
				001-1204-4190	1,062.00
				001-2101-4190	14,819.00
				001-3104-4190	995.00
				001-3301-4190	100.00
				001-3302-4190	3,197.00
				001-4101-4190	1,378.00
				001-4201-4190	1,414.00
				001-4202-4190	2,267.00
				001-4204-4190	734.00
				001-4601-4190	1,095.00
				001-6101-4190	944.00
				105-2601-4190	199.00
				160-3102-4190	257.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95877	9/29/2020	14528	UNION BANK OF CALIFORNIA, PARS #67460 (Continued)		
			July 2020	161-3109-4190	179.00
				715-4206-4190	536.00
				PARS/OPEB CONTRIBUTIONS/JUL20	
				001-1101-4190	141.00
				001-1121-4190	607.00
				001-1201-4190	2,349.00
				001-1202-4190	1,908.00
				001-1203-4190	721.00
				001-1204-4190	1,062.00
				001-2101-4190	14,819.00
				001-3104-4190	995.00
				001-3301-4190	100.00
				001-3302-4190	3,197.00
				001-4101-4190	1,378.00
				001-4201-4190	1,414.00
				001-4202-4190	2,267.00
				001-4204-4190	734.00
				001-4601-4190	1,095.00
				001-6101-4190	944.00
				105-2601-4190	199.00
				160-3102-4190	257.00
				161-3109-4190	179.00
				715-4206-4190	536.00
			September 2020	PARS/OPEB CONTRIBUTIONS/SEP20	
				001-1101-4190	141.00
				001-1121-4190	607.00
				001-1201-4190	2,349.00
				001-1202-4190	1,908.00
				001-1203-4190	721.00
				001-1204-4190	1,062.00
				001-2101-4190	14,819.00
				001-3104-4190	995.00
				001-3301-4190	100.00
				001-3302-4190	3,197.00
				001-4101-4190	1,378.00
				001-4201-4190	1,414.00
				001-4202-4190	2,267.00
				001-4204-4190	734.00

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95877	9/29/2020	14528	UNION BANK OF CALIFORNIA, PARS #67460 (Continued)	001-4601-4190	1,095.00
				001-6101-4190	944.00
				105-2601-4190	199.00
				160-3102-4190	257.00
				161-3109-4190	179.00
				715-4206-4190	536.00
		14528		Total :	104,706.00
95878	9/29/2020	19648	US BANK	1652105	'15 LEASE REVENUE BOND/PRINCIPAL/INT
				201-1220-6801	149,106.26
				201-1220-6701	500,000.00
		19648		Total :	649,106.26
95879	9/29/2020	19648	US BANK	5849990	'15 LEASE REVENUE BOND ADMIN FEE
				001-1202-4201	1,150.00
		19648		Total :	1,150.00
95880	9/29/2020	01938	V & V MANUFACTURING, INC.	51408-REVISED	RENUMBER BADGES W/SERIAL NUMBERS
				001-2101-4314	454.75
				001-2101-4314	43.20
			51431-REVISED	RENUMBER BADGES W/SERIAL NUMBERS	
				001-2101-4314	350.00
				001-2101-4305	14.00
				001-2101-4314	33.25
			51446	RENUMBER BADGES W/SERIAL NUMBERS	
				001-2101-4314	420.00
				001-2101-4314	51.90
		01938		Total :	1,367.10
95881	9/29/2020	18666	VERIZON BUSINESS SERVICES	71567708	VOIP PHONES/BASE 3/JUL20
				001-3302-4304	108.54
			71567717	VOIP PHONES/COMM RES/JUL20	
				001-4601-4304	142.06
			71568241	VOIP PHONES/BARD/JUL20	
				001-3302-4304	69.75
			71568249	VOIP PHONES/CITY HALL/PD/JUL20	
				001-1101-4304	38.30
				001-1121-4304	60.47

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CITY OF HERMOSA BEACH

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95881	9/29/2020	18666	VERIZON BUSINESS SERVICES	(Continued)	
				001-1132-4304	18.06
				001-1141-4304	36.22
				001-1201-4304	148.25
				001-1202-4304	90.47
				001-1203-4304	72.33
				001-1204-4304	108.54
				001-1208-4304	6.72
				001-2101-4304	813.31
				001-4101-4304	132.96
				001-4201-4304	145.73
				001-4202-4304	180.80
				001-4204-4321	18.07
				160-3102-4201	18.10
				715-1206-4304	18.08
			71568619	VOIP PHONES/YARD/JUL20	
				001-4202-4304	144.69
			71568625	VOIP PHONES/EOC GYM/JUL20	
				001-1201-4304	61.81
		18666		Total :	2,433.26
95882	9/29/2020	20204	VILLANUEVA, BRANDY	PO 35431	REIMB/EMPLOYEE LAST DAY SUPPLIES
				001-1201-4305	88.00
			PO 35432	REIMB/EOC SUPPLIES	
				001-1201-4305	198.86
		20204		Total :	286.86
95883	9/29/2020	19034	VOLVO CONSTRUCTION EQUIPMENT	N504002564	LOADER ATTACHMENT FOR BEACH OUTFALLS
				161-3109-5405	23,120.86
				001-4204-5402	1,500.00
				161-3109-5405	2,196.48
		19034		Total :	26,817.34
95884	9/29/2020	13359	WITTMAN ENTERPRISES LLC	2007062	AMBULANCE TRANSPORT BILLING/JUL20
				001-1202-4201	3,164.06
		13359		Total :	3,164.06
95885	9/29/2020	01206	ZUMAR INDUSTRIES INC	89627/Mat Req 987169	3-HOUR PARKING SIGNS (20)
				001-3104-4309	209.58

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95885	9/29/2020	01206 ZUMAR INDUSTRIES INC	(Continued)		
					Total : 209.58
58 Vouchers for bank code : boa					Bank total : 1,536,000.28
58 Vouchers in this report					Total vouchers : 1,536,000.28

"I hereby certify that the demands or claims covered by the checks listed on pages 1 to 12 inclusive, of the check register for 9/29/2020 are accurate funds are available for payment, and are in conformance to the budget."

By 

Finance Director

Date 10/15/2020

Check Register
CITY OF HERMOSA BEACH

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95886	10/1/2020	16932	FAMILY THEATRE INC	PO 35450	INSTRUCTOR PAYMENT
				001-4601-4221	2,100.00
		16932			Total : 2,100.00
95887	10/1/2020	19884	FRONTIER	310-372-6186-0831895	2ND FL CANON FAX 9/16-10/15/20
				001-1121-4304	14.08
				001-1141-4304	14.08
				001-1201-4304	14.08
				001-1202-4304	14.08
				001-1203-4304	14.09
			310-379-0652-1216195	EOC LANDLINES 9/17/20-10/16/20	
				001-1201-4304	234.02
		19884			Total : 304.43
95888	10/1/2020	18547	PETTY CASH	PO 35427	PETTY CASH/MAR20-SEP20
				001-3904	31.00
				001-2101-4305	243.32
				001-2101-4306	20.77
				001-3302-4305	40.34
				001-4601-4201	99.00
				001-4601-4305	25.70
				001-4601-4308	73.31
				001-4601-4317	30.00
				157-2702-4305	50.06
				170-2105-4201	45.00
				170-2105-4309	54.74
				715-2101-4311	50.08
				715-3104-4311	70.03
				715-3302-4311	27.17
				001-2101-4317	105.10
		18547			Total : 965.62
95889	10/1/2020	19853	POMERANITZ, EFRAT G.	PO 35453	INSTRUCTOR PAYMENT
				001-4601-4221	1,085.00
		19853			Total : 1,085.00
95890	10/1/2020	11978	ROLLINS, BOB	PO 35385	REIMB/INSPECTOR CERT RENEW
				001-4201-4315	205.00

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CITY OF HERMOSA BEACH

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95890	10/1/2020	11978	ROLLINS, BOB	(Continued)	Total : 205.00
95891	10/1/2020	03353	SBCU VISA	11144 CC	SOCIAL MEDIA ARCHIVING SUBSCRIP/1 YR
				001-1201-4201	4,788.00
			11445 CC	PIER PLAZA/JULY 4TH COVID SIGNAGE	
				157-2702-4201	350.00
				157-2702-4201	33.25
			2DBE2B4C-0003 CC	MEMBERSHIP (10 MEMBERS/FREE JOB POSTS)	
				001-1201-4315	360.00
			IC30411-0720 CC	CONFERENCE LINE/JUL20	
				001-1201-4304	45.95
			Order 44021/44019 CC	3 PEDIATRIC DEFIBILLATOR PADS	
				001-1201-4201	331.79
			PO 35186 CC	EMERGENCY MGR/SAMSUNG S20 PHONE	
				001-1201-4305	349.99
			PO 35217 CC	FACE COVER/WALK YOUR WHEELS SIGNS	
				157-2702-4201	117.28
				157-2702-4201	1,100.86
				157-2702-4201	156.55
				157-2702-4201	606.98
			PO 35284 CC	FACE COVER YARD SIGN W/STAKES	
				001-1201-4201	501.85
				001-1201-4201	47.68
			PO 35451 CC	GIFT CARDS FOR EMPLOYEE APPRECIATION	
				001-1204-4201	1,900.00
			TransIDEnding5935 CC	CITY-RELATED EVENT ADS 7/18/20-8/2/20	
				001-1201-4201	16.00
		03353		Total :	10,706.18
95892	10/1/2020	20236	SPECTRUM BUSINESS	0046247092420	CITY HALL CABLE/OCT20
				715-4204-4201	108.32
			0088884091620	YARD CABLE/SEP20	
				001-4202-4201	137.66
			0241699091720	CITY HALL BACKUP INTERNET 9/17-10/16/20	
				715-1206-4201	94.99
			0350359092120	1301 HERMOSA/RCC CONNECT/OCT20	
				001-2101-4304	149.99
			0352413092220	1301 HERMOSA/540 PIER CONNECT/OCT20	
				001-2101-4304	275.14

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95892	10/1/2020	20236	SPECTRUM BUSINESS	(Continued)	
			0402150091720	1301 HERMOSA/540 PIER CONNECT/OCT20	
				001-2101-4304	791.61
		20236		Total :	1,557.71
95893	10/1/2020	00123	TRIANGLE HARDWARE	29496 thru 29505	
				MAINTENANCE SUPPLIES/SEP20	
				001-6101-4309	343.04
				001-4204-4309	726.85
				105-2601-4309	554.64
				715-4206-4309	127.40
				001-2021	76.59
				001-2022	-76.59
				001-3104-4309	757.77
		00123		Total :	2,509.70
8 Vouchers for bank code : boa					Bank total : 19,433.64
8 Vouchers in this report					Total vouchers : 19,433.64

"I hereby certify that the demands or claims covered by the checks listed on pages 1 to 3 inclusive, of the check register for 10/1/2020 are accurate funds are available for payment, and are in conformance to the budget."

By 
Finance Director
Date 10/15/2020

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95894	10/8/2020	17339	3V SIGNS AND GRAPHICS LLC	11528	15-MINUTE PARKING ZONE SIGNS
					157-2702-4201 460.82
					157-2702-4201 43.78
		17339		Total :	504.60
95895	10/8/2020	21086	ABSOLUTE INTERNATIONAL SECURIT	2020011579	DOWNTOWN/PLAZA/SECURITY/SEP20
					001-2101-4201
		21086		Total :	7,401.36
95896	10/8/2020	21471	ADOBE INC.	1245790239	15 ADOBE LICENSES
					715-1206-4201
		21471		Total :	8,386.20
95897	10/8/2020	08614	ASPEN ENVIRONMENTAL GROUP	3465.001-15	TRANSPACIFIC FIBER OPTIC EIR/JUN20-AUG20
					001-2108
		08614		Total :	512.50
95898	10/8/2020	00321	AT&T	000015326408	PD COMPUTER CIRCUITS/AUG20
					001-2101-4304
		00321		Total :	138.06
95899	10/8/2020	21022	AXON ENTERPRISES, INC.	SI-1678587	BODY CAMS/FLEET CAMS/ANNUAL MAINT
					715-2101-4201 5,974.00
					153-2106-4201 32,766.44
		21022		Total :	38,740.44
95900	10/8/2020	06409	BLUE DIAMOND MATERIALS	2001352	MAT REQ 435153/TON OF SHEET MIX
					001-3104-4309
		06409		Total :	164.71
95901	10/8/2020	00016	CALIFORNIA WATER SERVICE	Acct 4286211111	WATER USAGE/JUL20
					105-2601-4303 4,671.29
					001-6101-4303 29,899.27
					001-4204-4303 1,032.18
					001-3304-4303 236.34
		00016		Total :	35,839.08
95902	10/8/2020	21720	CAPITAL WHOLESALE LIGHTING	429802 thru 431395	ELECTRICAL MAINT SUPPLIES/AUG20-SEP20
					001-4204-4309
					402.41

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95902	10/8/2020	21720	CAPITAL WHOLESALE LIGHTING	(Continued)	
		21720		105-2601-4309	1,836.11
				Total :	2,238.52
95903	10/8/2020	17333	CODE 5 GROUP, LLC	2982	
		17333		GPS TRACKER 4G LTE UPGRADE	
				001-2101-4309	237.00
				Total :	237.00
95904	10/8/2020	18570	CODE PUBLISHING INC	67721	
		18570		MUNI CODE ELECTRONIC UPDATES/SEP20	
				001-1121-4201	552.00
				Total :	552.00
95905	10/8/2020	09436	COMPLETES PLUS	01AJ5516 to 01AK2128	
		09436		VEHICLE MAINT/REPAIR PARTS/SEP20	
				715-2101-4311	506.14
				715-3302-4311	25.93
				Total :	532.07
95906	10/8/2020	20379	CONTROLTEK	3565272	
		20379		5 PARKING METER COLLECTION BAGS	
				001-3302-4201	364.98
				001-3302-4201	29.33
				Total :	394.31
95907	10/8/2020	00041	COPELAND, VIKI	PO 35464	
		00041		REIMB/WEBCAMS W/MICROPHONES	
				715-1206-5401	5,649.34
				Total :	5,649.34
95908	10/8/2020	00049	DEPARTMENT OF CONSERVATION	PO 35367	
		00049		STRONG MOTION MAP FEE/OCT19-JUN20	
				001-2024	3,470.89
				Total :	3,470.89
95909	10/8/2020	00364	DEPARTMENT OF JUSTICE	460769	
		00364		FINGERPRINTING/JUL20	
				001-1203-4251	128.00
				001-2101-4251	66.00
			465709	MAT REQ 791403/FINGERPRINTING/AUG20	
				001-1203-4251	164.00
				Total :	358.00
95910	10/8/2020	11449	DEWEY PEST CONTROL	Account 1233239	
				SEWER RAT ABATEMENT/SEP20	
				160-3102-4201	272.00

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95910	10/8/2020	11449	DEWEY PEST CONTROL	(Continued)	Total : 272.00
95911	10/8/2020	21745	DIDI HIRSCH MENTAL HEALTH SERV	Receipt 2002556.003	CANCELLED CLASS 5321 REFUND
		21745		001-2111	57.50
				Total :	57.50
95912	10/8/2020	21716	DLR GROUP INC	0180589	THEATRE NEEDS ASSESS/AUG20
		21716		301-8693-4201	1,483.35
				Total :	1,483.35
95913	10/8/2020	17868	DONNOE & ASSOCIATES, INC	8542	WRITTEN CSO TEST RENTAL
		17868		001-1203-4201	1,075.00
				Total :	1,075.00
95914	10/8/2020	21217	FJR PACIFIC, INC.	22778	CITYWIDE A/C MAINT/AUG20
		21217		001-4204-4201	1,750.00
				Total :	1,750.00
95915	10/8/2020	19884	FRONTIER	323-155-6779-0822065	FIBER OPTIC LINE 9/13/20-10/12/20
		19884		715-1206-4201	215.98
				Total :	215.98
95916	10/8/2020	00427	GFOA	PO 35466	MEMBERSHIP/COPELAND 20/21
		00427		001-1202-4317	190.00
				Total :	190.00
95917	10/8/2020	20627	GOLDEN TOUCH CLEANING, INC.	67427	JANITORIAL SRVCS/CITY BLDGS/AUG20
		20627		001-4204-4201	6,861.00
				157-2702-4201	3,866.69
				Total :	10,727.69
95918	10/8/2020	22090	GOOD, CHRISTIE	Receipt 2002555.003	CANCELLED CLASS 8995 REFUND
		22090		001-2111	465.00
				Total :	465.00
95919	10/8/2020	10836	GRAINGER	9638982117	PRESSURE HOSE FOR STEAM CLEANER~
		10836		715-3104-4311	273.87
				Total :	273.87
95920	10/8/2020	14589	GRANICUS INC	127747	SHORT-TERM VAC RENT COMPLIANCE/1 YR

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CITY OF HERMOSA BEACH

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Bank code : boa

Voucher	Date	Vendor	Invoice	Description/Account	Amount
95920	10/8/2020	14589	GRANICUS INC	(Continued)	
		14589		001-4201-4201	8,447.00
				Total :	8,447.00
95921	10/8/2020	20669	GUERRERO, ROBERT J.	PO 35387	BACKGROUND INVESTIGATION/JUL20-AUG20
				001-2101-4201	1,140.04
			PO 35387	BACKGROUND INVESTIGATION/AUG20-SEP20	
				001-2101-4201	1,061.16
		20669		Total :	2,201.20
95922	10/8/2020	03131	HDL COREN & CONE	SIN003589	SALES TAX AUDIT/JAN20-MAR20
		03131		001-1202-4201	1,904.74
				Total :	1,904.74
95923	10/8/2020	15228	IDENTI-KIT SOLUTIONS	106952	IDENTI-KIT CD ANNUAL LICENSE FEE
		15228		001-2101-4201	490.50
				Total :	490.50
95924	10/8/2020	16742	INDEPENDENT STATIONERS	SI00405903	MAT REQ 437811/OFFICE SUPPLIES
		16742		001-3302-4305	86.70
				Total :	86.70
95925	10/8/2020	19314	IPS GROUP INC	52393	PARKING METER WIRELESS/CC FEES/JUL20
				001-3302-4201	11,172.38
				53095	PARKING METER WIRELESS/CC FEES/AUG20
				001-3302-4201	13,611.46
		19314		Total :	24,783.84
95926	10/8/2020	00118	LA SUPERIOR COURT - TORRANCE	PO 35371	CITATION SURCHARGES/AUG20
				001-3302	67,626.30
				PO 35372	CITATION PMT SURCHARGES/JUL20
				001-3302	76,265.00
		00118		Total :	143,891.30
95927	10/8/2020	21569	MARRS SERVICES, INC.	17399-6	STORM DRAIN DESIGN/JUN20
		21569		301-2024	20,849.88
				Total :	20,849.88
95928	10/8/2020	15912	MARTIN CHEVROLET	794161/Req 791154	MIRROR/VEHICLE HB2
				715-2101-4311	187.35

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95928	10/8/2020	15912	MARTIN CHEVROLET	(Continued)	Total : 187.35
95929	10/8/2020	21391	MCCLEAN, CAROLE E.	Parcel 4187-029-018	STREET LIGHT & SEWER TAX REBATE
				105-3105	24.61
				001-6871	124.12
		21391		Total :	148.73
95930	10/8/2020	18071	MERCHANTS LANDSCAPE SERVICES	56649	CITYWIDE LANDSCAPING SERVICES/AUG20
				001-6101-4201	21,200.00
				105-2601-4201	3,600.00
		18071		Total :	24,800.00
95931	10/8/2020	18048	NATIONAL AUTO FLEET GROUP	PC95809	2020 F150 CREW CAB XLT
				715-2101-5403	37,155.53
		18048		Total :	37,155.53
95932	10/8/2020	21999	NEXTREQUEST CO	1543	PUBLIC RECORDS SOFTWARE/JUL20-JUN21
				001-1121-4201	7,000.00
		21999		Total :	7,000.00
95933	10/8/2020	06473	NOWDOCS INTERNATIONAL, INC	65861	GREEN A/P CHECKSTOCK
				001-1202-4305	183.96
		06473		Total :	183.96
95934	10/8/2020	13114	OFFICE DEPOT	119460224001	MAT REQ 874193/TAPE
				001-2101-4305	58.93
				119466950001	MAT REQ 874193/PACKAGING TAPE
				001-2101-4305	15.56
				123823301001	MAT REQ 874199/LOGITECH WEB CAM
				001-2101-4305	54.74
				124124897001	REQ 874200/PROPERTY/EVIDENCE BAGS
				001-2101-4305	73.00
				125791448001	MAT REQ 791205/WEEKLY PLANNER
				001-4202-4305	25.39
				125794242001	MAT REQ 791205/OFFICE SUPPLIES
				001-4202-4305	73.52
		13114		Total :	301.14
95935	10/8/2020	00093	OLYMPIC AUTO CENTER	14151/Mat Req 791153	VEHICLE HB2/VANDALIZED WINDSHIELD
				715-2101-4311	552.38

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95935	10/8/2020	00093	OLYMPIC AUTO CENTER	(Continued)	Total : 552.38
95936	10/8/2020	22071	PARKS COFFEE CALIFORNIA, INC.	70040113	COFFEE SERVICE/SEP20
				001-2101-4305	42.82
				001-2101-4306	42.81
		22071		Total :	85.63
95937	10/8/2020	01911	PROVIDENCE MEDICAL	Acct 3062459750	EMPLOYEE FIRST AID/JUN20
				001-1203-4320	499.00
		01911		Total :	499.00
95938	10/8/2020	17676	PRUDENTIAL OVERALL SUPPLY	42547604 to 4255856	YARD UNIFORMS, TOWELS, &/OR MATS/SEP20
				001-2101-4309	33.08
				001-3104-4309	48.36
				001-3302-4309	29.78
				001-4202-4314	365.70
				001-4204-4309	79.96
				715-4206-4309	19.68
		17676		Total :	576.56
95939	10/8/2020	13255	RED SECURITY GROUP, LLC	60144/Mat Req 79125	ADD BARD GATE TO PDK LOCKING SYS
				001-2101-4309	480.00
		13255		Total :	480.00
95940	10/8/2020	08837	REDONDO BEACH, CITY OF	570794	DIESEL FUEL PURCHASES/APR20
				715-2024	518.43
				570795	DIESEL FUEL PURCHASES/MAY20
				715-2024	701.19
				570796	DIESEL FUEL PURCHASES/JUN20
				715-2024	497.28
				571025	DIESEL FUEL PURCHASES/JUL20
				715-2201-4310	789.48
		08837		Total :	2,506.38
95941	10/8/2020	09870	RYDIN DECAL	373624	MONTHLY LOT PARKING PERMIT HANG TAGS
				001-1204-4305	300.00
				001-1204-4305	36.58
		09870		Total :	336.58
95942	10/8/2020	03353	SBCU VISA	Interest CC	INTEREST ON LATE PAYMENT

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CITY OF HERMOSA BEACH

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95942	10/8/2020	03353	SBCU VISA	(Continued)	
				001-4202-4201	11.22
				001-2026	11.22
				001-2027	-11.22
			Interest/Late Fee CC	INTEREST & LATE FEE	
				001-4202-4201	20.58
				001-2026	20.58
				001-2027	-20.58
		03353		Total :	31.80
95943	10/8/2020	20539	SHOETERIA	0010103-IN	
				MAT REQ 703623/MCMURROUGH/BOOTS	
				001-4202-4314	127.23
			0010913-IN	MAT REQ 791005/BEEDY/BOOTS	
				001-4202-4314	124.15
		20539		Total :	251.38
95944	10/8/2020	08812	SOUTH BAY REGIONAL PUBLIC COMM	03890	
				DISPATCH SRVCS/OCT20-DEC20	
				001-2101-4251	137,853.75
				001-3302-4251	15,317.08
		08812		Total :	153,170.83
95945	10/8/2020	00159	SOUTHERN CALIFORNIA EDISON CO	2-01-414-1071	
				ELECTRICITY/SEP20	
				105-2601-4303	300.49
				001-4204-4303	2,978.09
			2-01-414-2152	ELECTRICITY/AUG20-SEP20	
				001-6101-4303	1,294.25
			2-01-414-3747	ELECTRICITY/SEP20	
				105-2601-4303	23.36
			2-01-414-4281	ELECTRICITY/AUG20-SEP20	
				105-2601-4303	235.85
			2-01-414-5106	ELECTRICITY/SEP20	
				001-3104-4303	419.24
			2-23-725-4420	ELECTRICITY/SEP20	
				001-4204-4303	7,716.80
			2-29-332-0750	ELECTRICITY/SEP20	
				105-2601-4303	117.15
			2-39-985-7812	ELECTRICITY/SEP20	
				001-4204-4303	1,727.91
			2-41-090-1755	ELECTRICITY/SEP20	

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CITY OF HERMOSA BEACH

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95945	10/8/2020	00159	SOUTHERN CALIFORNIA EDISON CO	(Continued)	
		00159		001-4204-4303	44.35
				Total :	14,857.49
95946	10/8/2020	19623	SOUTHERN CALIFORNIA NEWS GROUP	Stmt No. 484867	
		19623		LEGAL NOTICES/JUN20	2,839.48
				001-2024	
				Total :	2,839.48
95947	10/8/2020	00146	SPARKLETTS	4472788 091020	
		00146		REQ 987279/DRINKING WATER/AUG20	170.09
				001-4601-4305	
				Total :	170.09
95948	10/8/2020	18821	SPCALA	2020-0831	
		18821		ANIMAL SHELTERING SERVICES/AUG20	875.00
				001-3302-4201	
				Total :	875.00
95949	10/8/2020	10232	SPICERS PAPER INC	2498109	
		10232		40 CASES OF COPIER PAPER	
				001-2022	-13.38
				001-2021	13.38
				001-1208-4305	1,325.02
				001-1208-4305	127.15
				Total :	1,452.17
95950	10/8/2020	10098	SPRINT	269424317-224	
		10098		CSO TRUNK MODEMS/JUL20	
				001-3302-4304	262.94
				269424317-225	
				CSO TRUNK MODEMS/AUG20	
				001-3302-4304	262.94
				Total :	525.88
95951	10/8/2020	15398	SRK PROMOTIONAL ADVERTISING	4496	
		15398		CUSTOM PARKING METER PAPER ROLLS	
				001-3302-4309	445.00
				001-3302-4309	38.00
				Total :	483.00
95952	10/8/2020	10412	STERICYCLE	3005217782	
		10412		MEDICAL WASTE DISPOSAL/SEP20	
				001-2101-4201	89.25
				Total :	89.25
95953	10/8/2020	16736	TAYLOR, DAVID	Parcel 4181-021-030	
				STREET LIGHT TAX REBATE	
				105-3105	24.61

Check Register
CITY OF HERMOSA BEACH

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
95953	10/8/2020	16736	TAYLOR, DAVID	(Continued)	Total : 24.61
95954	10/8/2020	22009	TICK TOCK TONY	0235	PIER PLAZA TOWER CLOCK REPAIR/AUG20
		22009		001-3301-4201	700.00
				Total :	700.00
95955	10/8/2020	19082	T-MOBILE	Acct 954297746	YARD/CELL PHONES/HOT SPOTS/PAGER/AUG20
		19082		001-4202-4304	285.39
				Total :	285.39
95956	10/8/2020	16735	TORRANCE AUTO PARTS	258412 thru 263653	AUTO REPAIR/MAINT PARTS/AUG20-SEP20
				715-2101-4311	590.77
				715-3302-4311	20.30
		16735		Total :	611.07
95957	10/8/2020	14148	UPS	000023R146360	REQ 479488/SHIP BADGES FOR REPAIR
				001-2101-4305	8.55
				000023R146400	REQ 479496/SHIP BADGES FOR REPAIR
				001-2101-4305	8.55
		14148		Total :	17.10
95958	10/8/2020	04768	UPTIME COMPUTER SERVICE	31865	PRINTER MAINT/OCT20
		04768		715-1206-4201	461.00
				Total :	461.00
95959	10/8/2020	01938	V & V MANUFACTURING, INC.	51571	RENUMBER BADGES W/SERIAL NOS.
				001-2101-4314	391.90
				001-2101-4314	57.23
		01938		Total :	449.13
95960	10/8/2020	02873	WESTERN GRAPHIX	53667/Mat Req 791257	11 EMPLOYEE ID CARDS
				157-2702-4201	131.40
				001-2101-4201	50.78
		02873		Total :	182.18
95961	10/8/2020	16909	WILLOW, ELAINE M	Parcel 4188-029-047	STREET LIGHT & SEWER TAX REBATE
				001-6871	124.12
				105-3105	24.61
		16909		Total :	148.73

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Check Register
CITY OF HERMOSA BEACH

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Voucher	Date	Vendor	Invoice	Description/Account	Amount
209064432	9/23/2020	14691	ADMINSURE AS AGENT FOR THE	10/8/20 Check Run	WORK COMP CLAIMS REIMB/SEP20
		14691			705-1217-4324
					6,923.50
					Total : 6,923.50
750179915	10/2/2020	13838	PITNEY BOWES INC	10/8/20 Check Run	POSTAGE METER REFILL/OCT20
		13838			001-1208-4305
					1,000.00
					Total : 1,000.00
2090328041	9/23/2020	14691	ADMINSURE AS AGENT FOR THE	10/8/20 Check Run	WORK COMP CLAIMS REIMB/AUG20
		14691			705-1217-4324
					21,808.57
					Total : 21,808.57
2090500103	9/23/2020	14691	ADMINSURE AS AGENT FOR THE	10/8/20 Check Run	WORK COMP CLAIMS REIMB/AUG20-SEP20
		14691			705-1217-4324
					7,709.23
					Total : 7,709.23
72 Vouchers for bank code : boa					Bank total : 614,164.75
72 Vouchers in this report					Total vouchers : 614,164.75

"I hereby certify that the demands or claims covered by the checks listed on pages 1 to 10 inclusive, of the check register for 10/8/2020 are accurate funds are available for payment, and are in conformance to the budget."

By 
Finance Director
Date 10/15/2020



Staff Report

Staff Report

REPORT 20-0701

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**REVENUE REPORT, EXPENDITURE REPORT,
COVID-19 REVENUE TRACKING REPORT, AND
CIP REPORT BY PROJECT FOR SEPTEMBER 2020**

(Finance Director Viki Copeland)

Recommended Action:

Staff recommends that the City Council receive and file the September 2020 Financial Reports.

Summary:

Attached are the September 2020 Revenue and Expenditure reports. The reports provide detail by revenue account and by department for expenditures, with summaries by fund at the end of each report.

General Fund revenue is 13.8% received for 25% of the fiscal year. The General Fund revenue, particularly tax revenue, is not received incrementally. Adjusting for tax revenue would bring the total to 27.1%.

General Fund expenditures are 25.7% expended for 25% of the fiscal year. Expenditures do not necessarily occur on an incremental basis.

A new revenue report, COVID-19 Revenue Tracking Report for September 2020, has been included to track the impact of COVID-19 on the City's General Fund revenue by providing a comparison of the City's revenue in 2021-21 with 2019-20 and 2018-19. The report provides a summary by revenue category and detail information by individual revenue account. The report also compares the year-to-date percentage of budget received by fiscal year as an indication of how current revenue received compares with the same time period for the two previous fiscal years. While some accounts are up over the prior year and some accounts are down, the overall percentage of budget received of 13.8% compares favorably with the percentage received at this point in 2019-2020 of 12.7%.

This CIP Report groups the funding for each project together, which is similar to how the projects are shown in the budget. In the regular Expenditure Report, the CIPs appear at the end of each fund;

Staff Report

REPORT 20-0701

therefore, the total funding is not displayed in one place. The reappropriation of funds approved at the October 13, 2020 City Council Meeting will not show in the CIP and expenditure reports until October. As a result, some projects display expenditures without a corresponding budget amount.

The June 2020 CIP report is unchanged from the last update and is therefore not included with this staff report.

Attachments:

1. September 2020 Revenue Report
2. September 2020 Expenditure Report
3. COVID-19 Revenue Tracking Report for September 2020 Summary
4. COVID-19 Revenue Tracking Report for September 2020 Detail
5. September 2020 CIP Report

Respectfully Submitted by: Viki Copeland, Finance Director

Approved: Suja Lowenthal, City Manager

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3100 Taxes					
3101 Current Year Secured	15,939,215.00	0.00	0.00	15,939,215.00	0.00
3102 Current Year Unsecured	572,826.00	434,257.59	434,257.59	138,568.41	75.81
3103 Prior Year Collections	0.00	13,852.04	13,852.04	-13,852.04	0.00
3106 Supplemental Roll SB813	332,773.00	79,795.23	79,795.23	252,977.77	23.98
3107 Transfer Tax	252,800.00	89,434.69	89,434.69	163,365.31	35.38
3108 Sales Tax	2,750,820.00	226,366.56	226,366.56	2,524,453.44	8.23
3109 1/2 Cent Sales Tx Ext	226,706.00	19,517.04	19,517.04	207,188.96	8.61
3110 Spectrum Cable TV Franchise	180,000.00	0.00	0.00	180,000.00	0.00
3111 Electric Franchise	77,790.00	0.00	0.00	77,790.00	0.00
3112 Gas Franchise	40,597.00	0.00	0.00	40,597.00	0.00
3113 Refuse Franchise	254,418.00	52,849.18	52,849.18	201,568.82	20.77
3114 Transient Occupancy Tax	1,440,460.00	401,332.27	401,332.27	1,039,127.73	27.86
3115 Business License	732,024.00	184,677.93	184,677.93	547,346.07	25.23
3120 Utility User Tax	2,147,057.00	351,403.10	351,403.10	1,795,653.90	16.37
3122 Property tax In-lieu of Veh Lic Fees	3,126,440.00	0.00	0.00	3,126,440.00	0.00
3123 Frontier Cable Franchise Fee	171,000.00	0.00	0.00	171,000.00	0.00
Total Taxes	28,244,926.00	1,853,485.63	1,853,485.63	26,391,440.37	6.56
3200 Licenses And Permits					
3202 Dog Licenses	18,000.00	5,410.50	5,410.50	12,589.50	30.06
3204 Building Permits	688,000.00	122,571.38	122,571.38	565,428.62	17.82
3205 Electric Permits	67,200.00	17,061.00	17,061.00	50,139.00	25.39

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3206 Plumbing Permits	58,800.00	14,345.00	14,345.00	44,455.00	24.40
3207 Occupancy Permits	16,000.00	4,191.00	4,191.00	11,809.00	26.19
3208 Grease Trap Permits	2,380.00	1,007.00	1,007.00	1,373.00	42.31
3209 Garage Sales	70.00	56.00	56.00	14.00	80.00
3211 Banner Permits	980.00	56.00	56.00	924.00	5.71
3213 Animal Redemption Fee	400.00	0.00	0.00	400.00	0.00
3214 Amplified Sound Permit	2,868.00	-204.00	-204.00	3,072.00	-7.11
3215 Temporary Sign Permit	440.00	0.00	0.00	440.00	0.00
3219 Newsrack Permits	162.00	0.00	0.00	162.00	0.00
3226 Admin Permit - Limited Outdoor Seating	0.00	513.00	513.00	-513.00	0.00
3227 Mechanical Permits	46,200.00	10,914.00	10,914.00	35,286.00	23.62
3228 Concealed Weapons Permit	100.00	0.00	0.00	100.00	0.00
3230 Temporary Minor Special Event Permit	2,565.00	0.00	0.00	2,565.00	0.00
3236 Drone Permit Fee	1,450.00	1,090.00	1,090.00	360.00	75.17
3239 A-Frame sign Permit	266.00	0.00	0.00	266.00	0.00
Total Licenses And Permits	905,881.00	177,010.88	177,010.88	728,870.12	19.54
3300 Fines & Forfeitures					
3301 Municipal Court Fines	0.00	11,852.69	11,852.69	-11,852.69	0.00
3302 Court Fines /Parking	1,004,230.00	790,271.28	790,271.28	213,958.72	78.69
3305 Administrative Fines	7,000.00	23,100.01	23,100.01	-16,100.01	330.00
3306 Nuisance Abatement- Restrooms	22,000.00	6,050.00	6,050.00	15,950.00	27.50
Total Fines & Forfeitures	1,033,230.00	831,273.98	831,273.98	201,956.02	80.45

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3400 Use Of Money & Property					
3401 Interest Income	201,627.00	6,282.90	6,282.90	195,344.10	3.12
3404 Community Center Leases	12,700.00	0.00	0.00	12,700.00	0.00
3405 Community Center Rentals	103,430.00	13,912.50	13,912.50	89,517.50	13.45
3406 Community Center Theatre	46,150.00	0.00	0.00	46,150.00	0.00
3418 Special Events	52,540.00	0.00	0.00	52,540.00	0.00
3422 Beach/Plaza Promotions	30,000.00	0.00	0.00	30,000.00	0.00
3425 Ground Lease	40,366.00	6,563.60	6,563.60	33,802.40	16.26
3427 Cell Site License- Sprint	44,291.00	13,477.21	13,477.21	30,813.79	30.43
3428 Cell Site License - Verizon	34,733.00	8,597.19	8,597.19	26,135.81	24.75
3429 Inmate Phone Services	1,000.00	0.00	0.00	1,000.00	0.00
3431 Storage Facility Operating Lease	180,000.00	60,000.00	60,000.00	120,000.00	33.33
3432 Film Permits	55,760.00	0.00	0.00	55,760.00	0.00
3450 Investment Discount	62.00	12.41	12.41	49.59	20.02
Total Use Of Money & Property	802,659.00	108,845.81	108,845.81	693,813.19	13.56
3500 Intergovernmental/State					
3507 Highway Maintenance	2,300.00	0.00	0.00	2,300.00	0.00
3508 Mandated Costs	11,000.00	7,917.00	7,917.00	3,083.00	71.97
3509 Homeowner Property Tax Relief	82,723.00	0.00	0.00	82,723.00	0.00
3510 POST	24,579.00	0.00	0.00	24,579.00	0.00
3511 STC-Service Officer Training	7,200.00	0.00	0.00	7,200.00	0.00
3575 VLF Coll Excess of \$14m-Rev code 11001.5	15,708.00	0.00	0.00	15,708.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Total Intergovernmental/State	143,510.00	7,917.00	7,917.00	135,593.00	5.52
3800 Current Service Charges					
3801 Residential Inspection	50,600.00	22,517.00	22,517.00	28,083.00	44.50
3802 Planning Sign Permit/Master Sign Program	10,185.00	1,968.00	1,968.00	8,217.00	19.32
3803 Negative Declaration	3,503.00	0.00	0.00	3,503.00	0.00
3804 General Plan Maintenance Fees	180,100.00	21,504.00	21,504.00	158,596.00	11.94
3805 Amendment to Planning Entitlement	26,484.00	13,242.00	13,242.00	13,242.00	50.00
3808 Zone Variance Review	3,861.00	0.00	0.00	3,861.00	0.00
3809 Tentative Map Review	19,284.00	2,410.50	2,410.50	16,873.50	12.50
3810 Final Map Review	2,888.00	722.00	722.00	2,166.00	25.00
3811 Zone Change	4,176.00	0.00	0.00	4,176.00	0.00
3812 Conditional Use Permit - Comm/Other	15,030.00	0.00	0.00	15,030.00	0.00
3813 Plan Check Fees	252,000.00	71,923.77	71,923.77	180,076.23	28.54
3815 Public Works Services	84,430.00	36,186.71	36,186.71	48,243.29	42.86
3816 Utility Trench Service Connect Permit	96,568.00	20,890.00	20,890.00	75,678.00	21.63
3817 Address Change Request Fee	2,480.00	992.00	992.00	1,488.00	40.00
3818 Police Services	2,400.00	1,023.00	1,023.00	1,377.00	42.63
3819 Jail Services	2,730.00	0.00	0.00	2,730.00	0.00
3821 Daily Permit Lot A/Parking Structure	26,167.00	7,409.00	7,409.00	18,758.00	28.31
3823 Special Event Security/Police	52,000.00	0.00	0.00	52,000.00	0.00
3824 500' Noticing	19,376.00	6,920.00	6,920.00	12,456.00	35.71
3825 Public Notice Posting	4,675.00	1,683.00	1,683.00	2,992.00	36.00
3827 Library Grounds Maintenance	9,586.00	0.00	0.00	9,586.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3831 Non-Utility Street Excavation Permit	41,640.00	13,010.00	13,010.00	28,630.00	31.24
3834 Encroachment Permit	0.00	2,626.85	2,626.85	-2,626.85	0.00
3836 Refund Transaction Fee	465.00	945.00	945.00	-480.00	203.23
3837 Returned Check Charge	1,000.00	0.00	0.00	1,000.00	0.00
3839 Photocopy Charges	300.00	92.80	92.80	207.20	30.93
3840 Ambulance Transport	597,213.00	106,987.19	106,987.19	490,225.81	17.91
3841 Police Towing	84,750.00	17,169.00	17,169.00	67,581.00	20.26
3842 Parking Meters	1,216,953.00	573,854.69	573,854.69	643,098.31	47.16
3843 Parking Permits-Annual	387,000.00	22,469.50	22,469.50	364,530.50	5.81
3844 Daily Parking Permits	2,000.00	985.00	985.00	1,015.00	49.25
3845 Lot A Revenue	250,014.00	130,495.75	130,495.75	119,518.25	52.20
3846 No Pier Pkg Structure Revenue	320,896.00	93,339.75	93,339.75	227,556.25	29.09
3847 In Lieu Fee / Parking Facility	57,800.00	57,800.00	57,800.00	0.00	100.00
3848 Driveway Permits	3,500.00	1,390.00	1,390.00	2,110.00	39.71
3849 Guest Permits	622.00	122.00	122.00	500.00	19.61
3850 Contractors Permits	40,000.00	14,858.00	14,858.00	25,142.00	37.15
3851 Cash Key Revenue	0.00	142.50	142.50	-142.50	0.00
3852 Recreation Program Transaction Fee	26,475.00	11,970.00	11,970.00	14,505.00	45.21
3855 Bus Passes	900.00	0.00	0.00	900.00	0.00
3856 500' - 2nd Noticing	1,653.00	0.00	0.00	1,653.00	0.00
3857 Parking Plan Application	9,246.00	9,246.00	9,246.00	0.00	100.00
3858 Monthly Permit Lot A/Parking Structure	47,393.00	18,352.00	18,352.00	29,041.00	38.72
3859 Admin Permit - Abandon CUP	662.00	0.00	0.00	662.00	0.00
3861 Fire Alarm Sys Insp - New Installation	0.00	6.00	6.00	-6.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3862 Alarm Permit Fee	5,565.00	819.00	819.00	4,746.00	14.72
3865 Lot B Revenue	47,328.00	29,824.00	29,824.00	17,504.00	63.02
3867 Precise Development Plans	16,147.00	5,203.00	5,203.00	10,944.00	32.22
3868 Public Noticing/300 Ft Radius	4,160.00	3,328.00	3,328.00	832.00	80.00
3877 Business License Registration	6,166.00	3,323.00	3,323.00	2,843.00	53.89
3879 Business License Renewal Fee	14,231.00	11,902.00	11,902.00	2,329.00	83.63
3880 Tobacco Retailer Application	2,080.00	0.00	0.00	2,080.00	0.00
3881 Tobacco Retailer Renewal	4,956.00	0.00	0.00	4,956.00	0.00
3883 Final/Tentative Map Extension	1,016.00	1,016.00	1,016.00	0.00	100.00
3884 Lot Line Adjustment	6,874.00	0.00	0.00	6,874.00	0.00
3886 Text Amendment/Private	5,847.00	0.00	0.00	5,847.00	0.00
3888 Slope/Grade Height Determination	8,739.00	0.00	0.00	8,739.00	0.00
3890 300 Ft Radius Noticing/Appeal to CC	248.00	0.00	0.00	248.00	0.00
3891 Appeal of Ping Comm Action to Council	2,577.00	0.00	0.00	2,577.00	0.00
3893 Contract Recreation Classes	266,570.00	165,444.00	165,444.00	101,126.00	62.06
3894 Other Recreation Programs	153,810.00	890.00	890.00	152,920.00	0.58
3895 Zoning Information Letters	597.00	0.00	0.00	597.00	0.00
3897 Admin Fee/TULIP Ins Certificate	750.00	0.00	0.00	750.00	0.00
3899 Condo - CUP/PDP	20,812.00	7,804.50	7,804.50	13,007.50	37.50
Total Current Service Charges	4,527,478.00	1,514,806.51	1,514,806.51	3,012,671.49	33.46
3900 Other Revenue					
3907 Pkg Str Utility Reimb From Beach House	4,100.00	0.00	0.00	4,100.00	0.00
3908 Hermosa Sr Ctr Donations/Memberships	3,045.00	105.00	105.00	2,940.00	3.45

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3914 Planning EIR Admin Reimbursement	5,000.00	0.00	0.00	5,000.00	0.00
3938 Solid Waste Contract Admin Fee	54,000.00	9,537.62	9,537.62	44,462.38	17.66
3955 Operating Transfers In	3,396,734.00	849,183.00	849,183.00	2,547,551.00	25.00
Total Other Revenue	3,462,879.00	858,825.62	858,825.62	2,604,053.38	24.80
6800 Current Service Charges Continued					
6801 Mural Review	3,210.00	0.00	0.00	3,210.00	0.00
6803 General Plan Amendment/ Map or Text	5,341.00	0.00	0.00	5,341.00	0.00
6809 Categorical Exemption	4,825.00	1,737.00	1,737.00	3,088.00	36.00
6810 Deed Restriction/Covenant Review	11,312.00	1,414.00	1,414.00	9,898.00	12.50
6811 Landscape Plan Review	6,080.00	2,736.00	2,736.00	3,344.00	45.00
6813 Zoning Code Interpretation Review	1,995.00	532.00	532.00	1,463.00	26.67
6818 New/Modified Business Zoning Review	9,900.00	2,442.00	2,442.00	7,458.00	24.67
6819 Historic Resource Review	0.00	839.00	839.00	-839.00	0.00
6821 Solar Plan Check/Inspection	2,086.00	834.00	834.00	1,252.00	39.98
6822 Temporary Certificate of Occupancy	330.00	0.00	0.00	330.00	0.00
6825 Clean Bay Restaurant - NPDES Inspection	20,600.00	0.00	0.00	20,600.00	0.00
6828 Public Improvement Plan Check	37,913.00	18,351.00	18,351.00	19,562.00	48.40
6832 DUI Collision Response	1,039.00	0.00	0.00	1,039.00	0.00
6834 Citation Sign-off	735.00	0.00	0.00	735.00	0.00
6836 Police Business Background Check	281.00	0.00	0.00	281.00	0.00
6837 Deceased Animal Pickup	122.00	0.00	0.00	122.00	0.00
6839 Pet Home Quarantine Review	61.00	0.00	0.00	61.00	0.00
6840 Multiple Dog Review	460.00	0.00	0.00	460.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
6851 Busines Licenses State Mandated Fee	4,095.00	3,102.00	3,102.00	993.00	75.75
6852 Centennial Sweatshir	0.00	2,860.00	2,860.00	-2,860.00	0.00
6860 Refuse Lien Fees/Athens	336.00	0.00	0.00	336.00	0.00
6861 Oversized Vehicle Permit	660.00	396.00	396.00	264.00	60.00
6867 Credit Card Processing Fee	31,111.00	23,418.04	23,418.04	7,692.96	75.27
6871 Sewer Service Charge Rebate	-14,743.00	-2,383.10	-2,383.10	-12,359.90	16.16
6873 Impound Fee- Bicycle, Scooters & Wheeled	139.00	0.00	0.00	139.00	0.00
6874 Limited Live Entertainment Permit Fee	514.00	0.00	0.00	514.00	0.00
6883 Stort-term Vacation Rental Permit	17,350.00	0.00	0.00	17,350.00	0.00
6884 M-1 Permit	771.00	0.00	0.00	771.00	0.00
6885 Temporary Outdoor Dining/Retail Permit	0.00	13,578.00	13,578.00	-13,578.00	0.00
Total Current Service Charges Continued	146,523.00	69,855.94	69,855.94	76,667.06	47.68
Total General Fund	39,267,086.00	5,422,021.37	5,422,021.37	33,845,064.63	13.81

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

105 Lightg/Landscapg Dist Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3100 Taxes					
3101 Current Year Secured	456,000.00	0.00	0.00	456,000.00	0.00
3103 Prior Year Collections	5,000.00	725.58	725.58	4,274.42	14.51
3105 Assessment Rebates	-3,200.00	-541.42	-541.42	-2,658.58	16.92
Total Taxes	457,800.00	184.16	184.16	457,615.84	0.04
3400 Use Of Money & Property					
3401 Interest Income	0.00	24.11	24.11	-24.11	0.00
3450 Investment Discount	0.00	0.02	0.02	-0.02	0.00
Total Use Of Money & Property	0.00	24.13	24.13	-24.13	0.00
3900 Other Revenue					
3955 Operating Transfers In	291,002.00	72,750.00	72,750.00	218,252.00	25.00
Total Other Revenue	291,002.00	72,750.00	72,750.00	218,252.00	25.00
Total Lightg/Landscapg Dist Fund	748,802.00	72,958.29	72,958.29	675,843.71	9.74

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

115 State Gas Tax Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3400 Use Of Money & Property					
3401 Interest Income	7,041.00	741.94	741.94	6,299.06	10.54
3450 Investment Discount	2.00	0.95	0.95	1.05	47.50
Total Use Of Money & Property	7,043.00	742.89	742.89	6,300.11	10.55
3500 Intergovernmental/State					
3501 Section 2106 Allocation	68,816.00	16,082.30	16,082.30	52,733.70	23.37
3502 Section 2107 Allocation	136,189.00	35,574.88	35,574.88	100,614.12	26.12
3503 Section 2107.5 Allocation	4,000.00	4,000.00	4,000.00	0.00	100.00
3512 Section 2105 (Prop 111)	114,075.00	25,825.79	25,825.79	88,249.21	22.64
3513 Sec 2103 Higher Mtr Veh Excise Tax(HUTA)	175,950.00	38,644.14	38,644.14	137,305.86	21.96
3567 Road Maintenance Rehab Account	374,847.00	29,590.34	29,590.34	345,256.66	7.89
Total Intergovernmental/State	873,877.00	149,717.45	149,717.45	724,159.55	17.13
Total State Gas Tax Fund	880,920.00	150,460.34	150,460.34	730,459.66	17.08

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

117 AB939 Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3400 Use Of Money & Property					
3401 Interest Income	2,128.00	-100.43	-100.43	2,228.43	-4.72
3450 Investment Discount	1.00	0.25	0.25	0.75	25.00
Total Use Of Money & Property	2,129.00	-100.18	-100.18	2,229.18	-4.71
3800 Current Service Charges					
3860 AB939 Surcharge	61,528.00	11,011.42	11,011.42	50,516.58	17.90
Total Current Service Charges	61,528.00	11,011.42	11,011.42	50,516.58	17.90
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
6800 Current Service Charges Continued					
Total Current Service Charges Continued	0.00	0.00	0.00	0.00	0.00
Total AB939 Fund	63,657.00	10,911.24	10,911.24	52,745.76	17.14

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

121 Prop A Open Space Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3600 Intergovernmental/County					
3608 Maintenance Allocation	20,557.00	0.00	0.00	20,557.00	0.00
Total Prop A Open Space Fund	20,557.00	0.00	0.00	20,557.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

122 Tyco Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	26,379.00	2,384.49	2,384.49	23,994.51	9.04
3426 Easement Agreement	348,070.00	0.00	0.00	348,070.00	0.00
3450 Investment Discount	8.00	2.75	2.75	5.25	34.38
Total Tyco Fund	374,457.00	2,387.24	2,387.24	372,069.76	0.64

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3100 Taxes					
Total Taxes	0.00	0.00	0.00	0.00	0.00
3400 Use Of Money & Property					
3401 Interest Income	8,107.00	559.73	559.73	7,547.27	6.90
3450 Investment Discount	2.00	0.69	0.69	1.31	34.50
Total Use Of Money & Property	8,109.00	560.42	560.42	7,548.58	6.91
3900 Other Revenue					
3910 Park/Recreation In Lieu Fee	78,616.00	40,798.00	40,798.00	37,818.00	51.90
Total Other Revenue	78,616.00	40,798.00	40,798.00	37,818.00	51.90
Total Park/Rec Facility Tax Fund	86,725.00	41,358.42	41,358.42	45,366.58	47.69

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

135 Bayview Dr Dist Admin Exp Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	93.00	5.41	5.41	87.59	5.82
Total Use Of Money & Property	93.00	5.41	5.41	87.59	5.82
3900 Other Revenue					
3925 Spec Assessment Admin Fees	4,500.00	0.00	0.00	4,500.00	0.00
Total Other Revenue	4,500.00	0.00	0.00	4,500.00	0.00
Total Bayview Dr Dist Admin Exp Fund	4,593.00	5.41	5.41	4,587.59	0.12

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

138 Loma Dist Admin Exp Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	131.00	0.00	0.00	131.00	0.00
Total Use Of Money & Property	131.00	0.00	0.00	131.00	0.00
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
Total Loma Dist Admin Exp Fund	131.00	0.00	0.00	131.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

139 Beach Dr Assmnt Dist Admin Exp Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	85.00	4.48	4.48	80.52	5.27
Total Use Of Money & Property	85.00	4.48	4.48	80.52	5.27
3900 Other Revenue					
3925 Special Assessment Admin Fees	3,500.00	0.00	0.00	3,500.00	0.00
Total Other Revenue	3,500.00	0.00	0.00	3,500.00	0.00
Total Beach Dr Assmnt Dist Admin Exp Fund	3,585.00	4.48	4.48	3,580.52	0.12

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

140 Community Dev Block Grant

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3700 Intergovernmental/Federal					
3720 Americans with Disabilities Act	135,008.00	0.00	0.00	135,008.00	0.00
Total Community Dev Block Grant	135,008.00	0.00	0.00	135,008.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

145 Proposition A Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3100 Taxes					
3117 Proposition A Transit	418,330.00	97,558.32	97,558.32	320,771.68	23.32
Total Taxes	418,330.00	97,558.32	97,558.32	320,771.68	23.32
3400 Use Of Money & Property					
3401 Interest Income	19,807.00	880.08	880.08	18,926.92	4.44
3450 Investment Discount	0.00	1.04	1.04	-1.04	0.00
Total Use Of Money & Property	19,807.00	881.12	881.12	18,925.88	4.45
3800 Current Service Charges					
3853 Dial-A-Taxi Program	3,500.00	210.00	210.00	3,290.00	6.00
3855 Bus Passes	500.00	0.00	0.00	500.00	0.00
Total Current Service Charges	4,000.00	210.00	210.00	3,790.00	5.25
Total Proposition A Fund	442,137.00	98,649.44	98,649.44	343,487.56	22.31

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

146 Proposition C Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3100 Taxes					
3118 Proposition C Local Return	346,993.00	80,917.86	80,917.86	266,075.14	23.32
Total Taxes	346,993.00	80,917.86	80,917.86	266,075.14	23.32
3400 Use Of Money & Property					
3401 Interest Income	21,725.00	1,846.31	1,846.31	19,878.69	8.50
3450 Investment Discount	7.00	2.19	2.19	4.81	31.29
Total Use Of Money & Property	21,732.00	1,848.50	1,848.50	19,883.50	8.51
Total Proposition C Fund	368,725.00	82,766.36	82,766.36	285,958.64	22.45

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

147 Measure R Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3100 Taxes					
3119 Measure R Local Return Funds	260,272.00	60,650.87	60,650.87	199,621.13	23.30
Total Taxes	260,272.00	60,650.87	60,650.87	199,621.13	23.30
3400 Use Of Money & Property					
3401 Interest Income	13,914.00	540.17	540.17	13,373.83	3.88
3450 Investment Discount	4.00	0.64	0.64	3.36	16.00
Total Use Of Money & Property	13,918.00	540.81	540.81	13,377.19	3.89
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
Total Measure R Fund	274,190.00	61,191.68	61,191.68	212,998.32	22.32

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

148 Measure M

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3100 Taxes					
3131 Measure M Local Return Funds	294,944.00	68,851.08	68,851.08	226,092.92	23.34
Total Taxes	294,944.00	68,851.08	68,851.08	226,092.92	23.34
3400 Use Of Money & Property					
3401 Interest Income	4,547.00	124.17	124.17	4,422.83	2.73
3450 Investment Discount	1.00	0.25	0.25	0.75	25.00
Total Use Of Money & Property	4,548.00	124.42	124.42	4,423.58	2.74
Total Measure M	299,492.00	68,975.50	68,975.50	230,516.50	23.03

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

149 Measure W Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3100 Taxes					
3132 Measure W Local Returns	160,000.00	0.00	0.00	160,000.00	0.00
Total Taxes	160,000.00	0.00	0.00	160,000.00	0.00
3400 Use Of Money & Property					
Total Use Of Money & Property	0.00	0.00	0.00	0.00	0.00
Total Measure W Fund	160,000.00	0.00	0.00	160,000.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

150 Grants Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3500 Intergovernmental/State					
3558 Beverage Recycling Grant	5,300.00	0.00	0.00	5,300.00	0.00
3562 State Homeland Security Grant Program	70,199.00	0.00	0.00	70,199.00	0.00
3590 SB 2 Zoning Ord Update Grant	80,000.00	0.00	0.00	80,000.00	0.00
3591 Local Early Action Planning	65,000.00	0.00	0.00	65,000.00	0.00
3592 Coastal Conservancy Grant- Lot D	499,650.00	0.00	0.00	499,650.00	0.00
Total Intergovernmental/State	720,149.00	0.00	0.00	720,149.00	0.00
3700 Intergovernmental/Federal					
3736 Bulletproof Vest Partnership	2,400.00	0.00	0.00	2,400.00	0.00
Total Intergovernmental/Federal	2,400.00	0.00	0.00	2,400.00	0.00
3900 Other Revenue					
3971 LA Country Library	60,000.00	0.00	0.00	60,000.00	0.00
3985 California Green Business Program	20,000.00	0.00	0.00	20,000.00	0.00
Total Other Revenue	80,000.00	0.00	0.00	80,000.00	0.00
Total Grants Fund	802,549.00	0.00	0.00	802,549.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

152 Air Quality Mgmt Dist Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	388.00	104.40	104.40	283.60	26.91
3450 Investment Discount	0.00	0.12	0.12	-0.12	0.00
Total Use Of Money & Property	388.00	104.52	104.52	283.48	26.94
3500 Intergovernmental/State					
3538 AQMD Emission Control AB2766	25,000.00	0.00	0.00	25,000.00	0.00
Total Intergovernmental/State	25,000.00	0.00	0.00	25,000.00	0.00
Total Air Quality Mgmt Dist Fund	25,388.00	104.52	104.52	25,283.48	0.41

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

153 Supp Law Enf Serv Fund (SLESF)

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3100 Taxes					
3135 C.O.P.S. Allocation	100,000.00	0.00	0.00	100,000.00	0.00
Total Taxes	100,000.00	0.00	0.00	100,000.00	0.00
3400 Use Of Money & Property					
3401 Interest Income	7,076.00	521.50	521.50	6,554.50	7.37
3450 Investment Discount	2.00	0.62	0.62	1.38	31.00
Total Use Of Money & Property	7,078.00	522.12	522.12	6,555.88	7.38
Total Supp Law Enf Serv Fund (SLESF)	107,078.00	522.12	522.12	106,555.88	0.49

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

157 FEMA/Cal OES

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3500 Intergovernmental/State					
Total Intergovernmental/State	0.00	0.00	0.00	0.00	0.00
3700 Intergovernmental/Federal					
Total Intergovernmental/Federal	0.00	0.00	0.00	0.00	0.00
3900 Other Revenue					
Total FEMA/Cal OES	0.00	0.00	0.00	0.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

158 CARES Act

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3500 Intergovernmental/State					
Total Intergovernmental/State	0.00	0.00	0.00	0.00	0.00
3700 Intergovernmental/Federal					
3755 CARES Act/Coronavirus Relief Fund	0.00	121,089.00	121,089.00	-121,089.00	0.00
Total Intergovernmental/Federal	0.00	121,089.00	121,089.00	-121,089.00	0.00
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
Total CARES Act	0.00	121,089.00	121,089.00	-121,089.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

160 Sewer Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3400 Use Of Money & Property					
3401 Interest Income	153,280.00	8,277.94	8,277.94	145,002.06	5.40
3450 Investment Discount	47.00	9.66	9.66	37.34	20.55
Total Use Of Money & Property	153,327.00	8,287.60	8,287.60	145,039.40	5.41
3500 Intergovernmental/State					
3550 CA Waste Oil Recycling Grant	5,475.00	0.00	0.00	5,475.00	0.00
Total Intergovernmental/State	5,475.00	0.00	0.00	5,475.00	0.00
3600 Intergovernmental/County					
3602 Beach Outlet Maintenance	8,000.00	0.00	0.00	8,000.00	0.00
Total Intergovernmental/County	8,000.00	0.00	0.00	8,000.00	0.00
3800 Current Service Charges					
3828 Sewer Connection Fee	27,000.00	3,656.00	3,656.00	23,344.00	13.54
3829 Sewer Demolition Fee	2,302.00	532.00	532.00	1,770.00	23.11
3832 Sewer Lateral Installation	14,768.00	1,773.00	1,773.00	12,995.00	12.01
Total Current Service Charges	44,070.00	5,961.00	5,961.00	38,109.00	13.53
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
6800 Current Service Charges Continued					
6861 Sewer Service Charge	1,080,269.00	761.59	761.59	1,079,507.41	0.07

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

160 Sewer Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
Total Current Service Charges Continued	1,080,269.00	761.59	761.59	1,079,507.41	0.07
Total Sewer Fund	1,291,141.00	15,010.19	15,010.19	1,276,130.81	1.16

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

161 Storm Drains Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
3400 Use Of Money & Property					
3401 Interest Income	31,754.00	4,403.65	4,403.65	27,350.35	13.87
3450 Investment Discount	10.00	3.50	3.50	6.50	35.00
Total Use Of Money & Property	31,764.00	4,407.15	4,407.15	27,356.85	13.87
3900 Other Revenue					
3955 Operating Transfers In	700,000.00	174,999.00	174,999.00	525,001.00	25.00
Total Other Revenue	700,000.00	174,999.00	174,999.00	525,001.00	25.00
Total Storm Drains Fund	731,764.00	179,406.15	179,406.15	552,357.85	24.52

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

170 Asset Seizure/Forft Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3300 Fines & Forfeitures					
3307 Department of Justice Forfeited Funds	0.00	3,774.10	3,774.10	-3,774.10	0.00
Total Fines & Forfeitures	0.00	3,774.10	3,774.10	-3,774.10	0.00
3400 Use Of Money & Property					
3401 Interest Income	12,718.00	1,036.36	1,036.36	11,681.64	8.15
3450 Investment Discount	4.00	1.26	1.26	2.74	31.50
Total Use Of Money & Property	12,722.00	1,037.62	1,037.62	11,684.38	8.16
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
Total Asset Seizure/Forft Fund	12,722.00	4,811.72	4,811.72	7,910.28	37.82

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

180 Fire Protection Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	1,212.00	31.53	31.53	1,180.47	2.60
3450 Investment Discount	0.00	0.06	0.06	-0.06	0.00
Total Use Of Money & Property	1,212.00	31.59	31.59	1,180.41	2.61
3900 Other Revenue					
3912 Fire Flow Fee	40,517.00	3,685.64	3,685.64	36,831.36	9.10
Total Other Revenue	40,517.00	3,685.64	3,685.64	36,831.36	9.10
Total Fire Protection Fund	41,729.00	3,717.23	3,717.23	38,011.77	8.91

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

190 RTI Undersea Cable

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	9,642.00	818.39	818.39	8,823.61	8.49
3426 Easement Agreement-Longfellow	90,000.00	0.00	0.00	90,000.00	0.00
3427 Easement Cable 2-Longfellow	18,000.00	264,000.00	264,000.00	-246,000.00	1466.67
3428 Easement Cable 3-25th St	253,000.00	0.00	0.00	253,000.00	0.00
3450 Investment Discount	3.00	0.95	0.95	2.05	31.67
Total RTI Undersea Cable	370,645.00	264,819.34	264,819.34	105,825.66	71.45

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

191 RTI Tidelands

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	5,790.00	416.68	416.68	5,373.32	7.20
3426 Easement Agreement	184,000.00	192,000.00	192,000.00	-8,000.00	104.35
3450 Investment Discount	2.00	0.47	0.47	1.53	23.50
Total RTI Tidelands	189,792.00	192,417.15	192,417.15	-2,625.15	101.38

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

201 2015 Lease Revenue Bonds

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3900 Other Revenue					
3955 Operating Transfers In	785,699.00	0.00	0.00	785,699.00	0.00
Total 2015 Lease Revenue Bonds	785,699.00	0.00	0.00	785,699.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	203,336.00	16,580.23	16,580.23	186,755.77	8.15
3450 Investment Discount	63.00	19.21	19.21	43.79	30.49
Total Use Of Money & Property	203,399.00	16,599.44	16,599.44	186,799.56	8.16
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
Total Capital Improvement Fund	203,399.00	16,599.44	16,599.44	186,799.56	8.16

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

609 Bayview Dr Redemption Fund 2004-2

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	2,390.00	155.73	155.73	2,234.27	6.52
Total Bayview Dr Redemption Fund 2004-2	2,390.00	155.73	155.73	2,234.27	6.52

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Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

610 Lwr Pier Dist Redemption Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	71.00	5.13	5.13	65.87	7.23
Total Lwr Pier Dist Redemption Fund	71.00	5.13	5.13	65.87	7.23

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

611 Beach Dr Assessment Dist Redemption Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	1,157.00	100.17	100.17	1,056.83	8.66
Total Beach Dr Assessment Dist Redemption Fund	1,157.00	100.17	100.17	1,056.83	8.66

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

612 Beach Dr Assessment Dist Reserve Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	105.00	7.54	7.54	97.46	7.18
Total Beach Dr Assessment Dist Reserve Fund	105.00	7.54	7.54	97.46	7.18

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

617 Myrtle Ave Assessment Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	0.00	124.51	124.51	-124.51	0.00
Total Myrtle Ave Assessment Fund	0.00	124.51	124.51	-124.51	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

618 Loma Drive Assessment Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
Total Loma Drive Assessment Fund	0.00	0.00	0.00	0.00	0.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

619 Bayview Dr Reserve Fund 2004-2

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3400 Use Of Money & Property					
3401 Interest Income	344.00	24.75	24.75	319.25	7.19
Total Bayview Dr Reserve Fund 2004-2	344.00	24.75	24.75	319.25	7.19

Revenue Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

705 Insurance Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3800 Current Service Charges					
3880 Insurance Service Charges	2,750,236.00	687,564.00	687,564.00	2,062,672.00	25.00
Total Current Service Charges	2,750,236.00	687,564.00	687,564.00	2,062,672.00	25.00
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
Total Insurance Fund	2,750,236.00	687,564.00	687,564.00	2,062,672.00	25.00

Revenue Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
3800 Current Service Charges					
3822 Building Maintenance Service Charges	101,556.00	25,389.00	25,389.00	76,167.00	25.00
3885 Comm Equip/Business Mach Charges	847,796.00	211,953.00	211,953.00	635,843.00	25.00
3889 Vehicle/Equip Replacement Charges	889,508.00	222,375.00	222,375.00	667,133.00	25.00
Total Current Service Charges	1,838,860.00	459,717.00	459,717.00	1,379,143.00	25.00
3900 Other Revenue					
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
6800 Current Service Charges Continued					
6866 Records Technology Fee	87,973.00	25,806.97	25,806.97	62,166.03	29.34
Total Current Service Charges Continued	87,973.00	25,806.97	25,806.97	62,166.03	29.34
Total Equipment Replacement Fund	1,926,833.00	485,523.97	485,523.97	1,441,309.03	25.20
Grand Total	52,373,107.00	7,983,692.43	7,983,692.43	44,389,414.57	15.24

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1101 City Council

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1101-4100 Personal Services						
1101-4102 Regular Salaries	52,690.00	13,369.28	13,369.28	0.00	39,320.72	25.37
1101-4106 Regular Overtime	4,000.00	613.92	613.92	0.00	3,386.08	15.35
1101-4111 Accrual Cash In	2,258.00	54.44	54.44	0.00	2,203.56	2.41
1101-4112 Part Time/Temporary	50,880.00	12,720.00	12,720.00	0.00	38,160.00	25.00
1101-4180 Retirement	26,915.00	7,835.10	7,835.10	0.00	19,079.90	29.11
1101-4185 Alternative Retirement System-Parttime	130.00	0.00	0.00	0.00	130.00	0.00
1101-4188 Employee Benefits	53,796.00	20,054.98	20,054.98	0.00	33,741.02	37.28
1101-4189 Medicare Benefits	1,502.00	388.16	388.16	0.00	1,113.84	25.84
1101-4190 Other Post Employment Benefits (OPEB)	1,686.00	423.00	423.00	1,269.00	-6.00	100.36
Total Personal Services	193,857.00	55,458.88	55,458.88	1,269.00	137,129.12	29.26
1101-4200 Contract Services						
1101-4201 Contract Serv/Private	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total Contract Services	10,000.00	0.00	0.00	0.00	10,000.00	0.00
1101-4300 Materials/Supplies/Other						
1101-4304 Telephone	800.00	156.40	156.40	0.00	643.60	19.55
1101-4305 Office Oper Supplies	13,000.00	117.10	117.10	10.00	12,872.90	0.98
1101-4315 Membership	33,175.00	14,874.60	14,874.60	4,453.60	13,846.80	58.26
1101-4317 Conference/Training	17,000.00	0.00	0.00	712.76	16,287.24	4.19
1101-4319 Special Events	30,973.00	1,200.00	1,200.00	596.78	29,176.22	5.80
1101-4394 Building Maintenance Charges	3,620.00	906.00	906.00	0.00	2,714.00	25.03
1101-4396 Insurance User Charges	5,115.00	1,278.00	1,278.00	0.00	3,837.00	24.99
Total Materials/Supplies/Other	103,683.00	18,532.10	18,532.10	5,773.14	79,377.76	23.44
1101-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
1101-5600 Buildings/Improvements						

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1101 City Council

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total City Council	307,540.00	73,990.98	73,990.98	7,042.14	226,506.88	26.35

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1121 City Clerk

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1121-4100 Personal Services						
1121-4102 Regular Salaries	114,967.00	0.00	0.00	0.00	114,967.00	0.00
1121-4112 Part Time/Temporary	54,995.00	14,023.45	14,023.45	0.00	40,971.55	25.50
1121-4180 Retirement	16,395.00	1,200.08	1,200.08	0.00	15,194.92	7.32
1121-4188 Employee Benefits	12,019.00	-3,080.08	-3,080.08	0.00	15,099.08	25.63
1121-4189 Medicare Benefits	2,464.00	203.36	203.36	0.00	2,260.64	8.25
1121-4190 Other Post Employment Benefits (OPEB)	7,286.00	1,821.00	1,821.00	5,463.00	2.00	99.97
Total Personal Services	208,126.00	14,167.81	14,167.81	5,463.00	188,495.19	9.43
1121-4200 Contract Services						
1121-4201 Contract Serv/Private	0.00	444.50	444.50	1,205.50	-1,650.00	0.00
1121-4251 Contract Services/Govt	5,200.00	0.00	0.00	0.00	5,200.00	0.00
Total Contract Services	5,200.00	444.50	444.50	1,205.50	3,550.00	31.73
1121-4300 Materials/Supplies/Other						
1121-4304 Telephone	900.00	85.03	85.03	0.00	814.97	9.45
1121-4305 Office Oper Supplies	6,000.00	123.23	123.23	0.00	5,876.77	2.05
1121-4315 Membership	790.00	0.00	0.00	0.00	790.00	0.00
1121-4317 Conference/Training	5,350.00	0.00	0.00	0.00	5,350.00	0.00
1121-4323 Public Noticing	15,000.00	-892.50	-892.50	2,839.48	13,053.02	12.98
1121-4390 Communications Equipment Chrgs	8,929.00	2,232.00	2,232.00	0.00	6,697.00	25.00
1121-4394 Building Maintenance Charges	612.00	153.00	153.00	0.00	459.00	25.00
1121-4396 Insurance User Charges	12,741.00	3,186.00	3,186.00	0.00	9,555.00	25.01
Total Materials/Supplies/Other	50,322.00	4,886.76	4,886.76	2,839.48	42,595.76	15.35
1121-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
1121-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

Total City Clerk	263,648.00	19,499.07	19,499.07	9,507.98	234,640.95	11.00
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1131 City Attorney

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1131-4200 Contract Services						
1131-4201 Contract Serv/Private	450,000.00	84,207.10	84,207.10	0.00	365,792.90	18.71
Total City Attorney	450,000.00	84,207.10	84,207.10	0.00	365,792.90	18.71

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1132 City Prosecutor

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1132-4200 Contract Services						
1132-4201 Contract Serv/Private	230,000.00	33,334.00	33,334.00	166,670.00	29,996.00	86.96
Total Contract Services	230,000.00	33,334.00	33,334.00	166,670.00	29,996.00	86.96
1132-4300 Materials/Supplies/Other						
1132-4304 Telephone	217.00	18.06	18.06	0.00	198.94	8.32
1132-4305 Office Oper Supplies	100.00	0.00	0.00	0.00	100.00	0.00
1132-4315 Membership	0.00	100.00	100.00	0.00	-100.00	0.00
Total Materials/Supplies/Other	317.00	118.06	118.06	0.00	198.94	37.24
Total City Prosecutor	230,317.00	33,452.06	33,452.06	166,670.00	30,194.94	86.89

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

1133 City Attorney- Litigation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1133-4200 Contract Services						
Total City Attorney- Litigation	0.00	0.00	0.00	0.00	0.00	0.00

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Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1141 City Treasurer

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1141-4100 Personal Services						
1141-4112 Part Time/Temporary	6,360.00	1,590.00	1,590.00	0.00	4,770.00	25.00
1141-4180 Retirement	444.00	128.45	128.45	0.00	315.55	28.93
1141-4188 Employee Benefits	15,216.00	3,644.70	3,644.70	0.00	11,571.30	23.95
1141-4189 Medicare Benefits	92.00	23.04	23.04	0.00	68.96	25.04
Total Personal Services	22,112.00	5,386.19	5,386.19	0.00	16,725.81	24.36
1141-4200 Contract Services						
1141-4201 Contract Serv/Private	22,455.00	21.00	21.00	0.00	22,434.00	0.09
Total Contract Services	22,455.00	21.00	21.00	0.00	22,434.00	0.09
1141-4300 Materials/Supplies/Other						
1141-4304 Telephone	582.00	60.78	60.78	0.00	521.22	10.44
1141-4305 Office Oper Supplies	1,380.00	277.00	277.00	0.00	1,103.00	20.07
1141-4315 Membership	95.00	0.00	0.00	0.00	95.00	0.00
1141-4317 Conference/Training	800.00	0.00	0.00	0.00	800.00	0.00
1141-4390 Communications Equipment Chrgs	4,869.00	1,218.00	1,218.00	0.00	3,651.00	25.02
1141-4394 Building Maintenance Charges	609.00	153.00	153.00	0.00	456.00	25.12
1141-4396 Insurance User Charges	464.00	117.00	117.00	0.00	347.00	25.22
Total Materials/Supplies/Other	8,799.00	1,825.78	1,825.78	0.00	6,973.22	20.75
1141-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
1141-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total City Treasurer	53,366.00	7,232.97	7,232.97	0.00	46,133.03	13.55

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1201 City Manager

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1201-4100 Personal Services						
1201-4102 Regular Salaries	764,906.00	235,899.24	235,899.24	0.00	529,006.76	30.84
1201-4106 Regular Overtime	4,000.00	1,335.03	1,335.03	0.00	2,664.97	33.38
1201-4111 Accrual Cash In	44,434.00	41,268.50	41,268.50	0.00	3,165.50	92.88
1201-4112 Part Time/Temporary	26,676.00	8,117.85	8,117.85	0.00	18,558.15	30.43
1201-4180 Retirement	78,114.00	26,128.75	26,128.75	0.00	51,985.25	33.45
1201-4188 Employee Benefits	81,929.00	27,712.33	27,712.33	0.00	54,216.67	33.82
1201-4189 Medicare Benefits	11,851.00	4,416.39	4,416.39	0.00	7,434.61	37.27
1201-4190 Other Post Employment Benefits (OPEB)	28,182.00	7,047.00	7,047.00	21,141.00	-6.00	100.02
Total Personal Services	1,040,092.00	351,925.09	351,925.09	21,141.00	667,025.91	35.87
1201-4200 Contract Services						
1201-4201 Contract Serv/Private	459,659.00	9,866.91	9,866.91	61,050.68	388,741.41	15.43
1201-4251 Contract Services/Gov't	23,461.00	0.00	0.00	0.00	23,461.00	0.00
Total Contract Services	483,120.00	9,866.91	9,866.91	61,050.68	412,202.41	14.68
1201-4300 Materials/Supplies/Other						
1201-4304 Telephone	7,400.00	1,447.91	1,447.91	749.28	5,202.81	29.69
1201-4305 Office Oper Supplies	10,000.00	486.63	486.63	829.02	8,684.35	13.16
1201-4315 Membership	9,462.00	0.00	0.00	2,555.00	6,907.00	27.00
1201-4317 Conference/Training	20,942.00	0.00	0.00	498.00	20,444.00	2.38
1201-4390 Communications Equipment Chrgs	12,097.00	3,024.00	3,024.00	0.00	9,073.00	25.00
1201-4394 Building Maintenance Charges	3,711.00	927.00	927.00	0.00	2,784.00	24.98
1201-4395 Equip Replacement Chrgs	46,851.00	11,712.00	11,712.00	0.00	35,139.00	25.00
1201-4396 Insurance User Charges	60,017.00	15,003.00	15,003.00	0.00	45,014.00	25.00
Total Materials/Supplies/Other	170,480.00	32,600.54	32,600.54	4,631.30	133,248.16	21.84
1201-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
1201-5400 Equipment/Furniture						

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1201 City Manager

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1201-5401 Equip-Less Than \$1,000	800.00	0.00	0.00	0.00	800.00	0.00
1201-5402 Equip-More Than \$1,000	22,016.00	0.00	0.00	8,702.28	13,313.72	39.53
Total Equipment/Furniture	22,816.00	0.00	0.00	8,702.28	14,113.72	38.14
Total City Manager	1,716,508.00	394,392.54	394,392.54	95,525.26	1,226,590.20	28.54

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1202 Finance Administration

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1202-4100 Personal Services						
1202-4102 Regular Salaries	590,093.00	159,094.44	159,094.44	0.00	430,998.56	26.96
1202-4106 Regular Overtime	0.00	502.01	502.01	0.00	-502.01	0.00
1202-4111 Accrual Cash In	40,162.00	4,368.84	4,368.84	0.00	35,793.16	10.88
1202-4180 Retirement	173,301.00	47,376.46	47,376.46	0.00	125,924.54	27.34
1202-4188 Employee Benefits	77,419.00	21,184.56	21,184.56	0.00	56,234.44	27.36
1202-4189 Medicare Benefits	6,408.00	1,581.66	1,581.66	0.00	4,826.34	24.68
1202-4190 Other Post Employment Benefits (OPEB)	22,895.00	5,724.00	5,724.00	17,172.00	-1.00	100.00
Total Personal Services	910,278.00	239,831.97	239,831.97	17,172.00	653,274.03	28.23
1202-4200 Contract Services						
1202-4201 Contract Serv/Private	160,716.00	14,140.56	14,140.56	86,799.86	59,775.58	62.81
Total Contract Services	160,716.00	14,140.56	14,140.56	86,799.86	59,775.58	62.81
1202-4300 Materials/Supplies/Other						
1202-4304 Telephone	1,200.00	115.03	115.03	0.00	1,084.97	9.59
1202-4305 Office Oper Supplies	6,650.00	939.12	939.12	183.96	5,526.92	16.89
1202-4315 Membership	1,200.00	150.00	150.00	0.00	1,050.00	12.50
1202-4317 Conference/Training	1,855.00	0.00	0.00	0.00	1,855.00	0.00
1202-4390 Communications Equipment Chrgs	26,983.00	6,747.00	6,747.00	0.00	20,236.00	25.00
1202-4394 Building Maintenance Charges	2,113.00	528.00	528.00	0.00	1,585.00	24.99
1202-4396 Insurance User Charges	34,716.00	8,679.00	8,679.00	0.00	26,037.00	25.00
Total Materials/Supplies/Other	74,717.00	17,158.15	17,158.15	183.96	57,374.89	23.21
1202-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
1202-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Finance Administration	1,145,711.00	271,130.68	271,130.68	104,155.82	770,424.50	32.76

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1203 Human Resources

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1203-4100 Personal Services						
1203-4102 Regular Salaries	170,127.00	53,685.07	53,685.07	0.00	116,441.93	31.56
1203-4111 Accrual Cash In	3,468.00	25.56	25.56	0.00	3,442.44	0.74
1203-4180 Retirement	34,394.00	9,637.94	9,637.94	0.00	24,756.06	28.02
1203-4188 Employee Benefits	172,729.00	40,731.53	40,731.53	0.00	131,997.47	23.58
1203-4189 Medicare Benefits	2,677.00	836.42	836.42	0.00	1,840.58	31.24
1203-4190 Other Post Employment Benefits (OPEB)	8,654.00	2,163.00	2,163.00	6,489.00	2.00	99.98
1203-4191 Instant Bonuses	2,000.00	304.41	304.41	0.00	1,695.59	15.22
1203-4193 Retention Bonus	0.00	7,500.00	7,500.00	0.00	-7,500.00	0.00
Total Personal Services	394,049.00	114,883.93	114,883.93	6,489.00	272,676.07	30.80
1203-4200 Contract Services						
1203-4201 Contract Serv/Private	201,293.00	9,711.05	9,711.05	10,913.48	180,668.47	10.25
1203-4251 Contract Service/Govt	11,000.00	0.00	0.00	0.00	11,000.00	0.00
Total Contract Services	212,293.00	9,711.05	9,711.05	10,913.48	191,668.47	9.72
1203-4300 Materials/Supplies/Other						
1203-4304 Telephone	1,900.00	326.09	326.09	0.00	1,573.91	17.16
1203-4305 Office Oper Supplies	4,000.00	489.19	489.19	0.00	3,510.81	12.23
1203-4315 Membership	800.00	0.00	0.00	0.00	800.00	0.00
1203-4317 Conference/Training	13,000.00	0.00	0.00	2,000.00	11,000.00	15.38
1203-4320 Medical Exams	12,000.00	395.00	395.00	0.00	11,605.00	3.29
1203-4390 Communications Equipment Chrgs	8,825.00	2,205.00	2,205.00	0.00	6,620.00	24.99
1203-4394 Building Maintenance Charges	612.00	153.00	153.00	0.00	459.00	25.00
1203-4396 Insurance User Charges	14,935.00	3,735.00	3,735.00	0.00	11,200.00	25.01
Total Materials/Supplies/Other	56,072.00	7,303.28	7,303.28	2,000.00	46,768.72	16.59
1203-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
1203-5400 Equipment/Furniture						

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1203 Human Resources

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Human Resources	662,414.00	131,898.26	131,898.26	19,402.48	511,113.26	22.84

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1204 Finance Cashier

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1204-4100 Personal Services						
1204-4102 Regular Salaries	395,047.00	100,154.77	100,154.77	0.00	294,892.23	25.35
1204-4111 Accrual Cash In	10,318.00	517.01	517.01	0.00	9,800.99	5.01
1204-4112 Part Time Temporary	46,056.00	13,663.50	13,663.50	0.00	32,392.50	29.67
1204-4180 Retirement	98,946.00	26,001.65	26,001.65	0.00	72,944.35	26.28
1204-4185 Alternative Retirement System-Parttime	5,588.00	0.00	0.00	0.00	5,588.00	0.00
1204-4188 Employee Benefits	100,012.00	24,345.85	24,345.85	0.00	75,666.15	24.34
1204-4189 Medicare Benefits	5,435.00	1,516.30	1,516.30	0.00	3,918.70	27.90
1204-4190 Other Post Employment Benefits (OPEB)	12,748.00	3,186.00	3,186.00	9,558.00	4.00	99.97
Total Personal Services	674,150.00	169,385.08	169,385.08	9,558.00	495,206.92	26.54
1204-4200 Contract Services						
1204-4201 Contract Serv/Private	113,827.00	18,889.09	18,889.09	4,516.00	90,421.91	20.56
1204-4251 Contract Services/Gov't	1,100.00	0.00	0.00	0.00	1,100.00	0.00
Total Contract Services	114,927.00	18,889.09	18,889.09	4,516.00	91,521.91	20.37
1204-4300 Materials/Supplies/Other						
1204-4304 Telephone	2,407.00	462.83	462.83	0.00	1,944.17	19.23
1204-4305 Office Operating Supplies	41,133.00	4,044.77	4,044.77	2,787.20	34,301.03	16.61
1204-4315 Membership	350.00	0.00	0.00	0.00	350.00	0.00
1204-4317 Conference/Training	500.00	0.00	0.00	0.00	500.00	0.00
1204-4390 Communications Equipment Chrgs	31,141.00	7,785.00	7,785.00	0.00	23,356.00	25.00
1204-4394 Building Maintenance Charges	1,828.00	456.00	456.00	0.00	1,372.00	24.95
1204-4396 Insurance User Charges	23,016.00	5,754.00	5,754.00	0.00	17,262.00	25.00
Total Materials/Supplies/Other	100,375.00	18,502.60	18,502.60	2,787.20	79,085.20	21.21
1204-5400 Equipment/Furniture						
1204-5401 Equip-Less Than \$1,000	0.00	317.58	317.58	0.00	-317.58	0.00
Total Equipment/Furniture	0.00	317.58	317.58	0.00	-317.58	0.00
Total Finance Cashier	889,452.00	207,094.35	207,094.35	16,861.20	665,496.45	25.18

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

1208 General Appropriations

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1208-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
1208-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
1208-4300 Materials/Supplies/Other						
1208-4304 Telephone	125.00	6.72	6.72	0.00	118.28	5.38
1208-4305 Office Oper Supplies	-12,000.00	463.48	463.48	1,465.55	-13,929.03	16.08
Total Materials/Supplies/Other	-11,875.00	470.20	470.20	1,465.55	-13,810.75	0.00
1208-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total General Appropriations	-11,875.00	470.20	470.20	1,465.55	-13,810.75	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

1214 Prospective Expenditures

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1214-4300 Materials/Supplies/Other						
1214-4322 Unclassified	125,513.00	0.00	0.00	0.00	125,513.00	0.00
Total Prospective Expenditures	125,513.00	0.00	0.00	0.00	125,513.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

1299 Interfund Transfers Out

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1299-4300 Materials/Supplies/Other						
1299-4399 OperatingTransfers Out	1,776,701.00	247,749.00	247,749.00	0.00	1,528,952.00	13.94
Total Interfund Transfers Out	1,776,701.00	247,749.00	247,749.00	0.00	1,528,952.00	13.94

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

2101 Police

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2101-4100 Personal Services						
2101-4102 Regular Salaries	5,403,331.00	1,329,295.12	1,329,295.12	0.00	4,074,035.88	24.60
2101-4105 Special Duty Pay	93,561.00	22,826.52	22,826.52	0.00	70,734.48	24.40
2101-4106 Regular Overtime	420,000.00	80,337.20	80,337.20	0.00	339,662.80	19.13
2101-4111 Accrual Cash In	792,868.00	201,429.87	201,429.87	0.00	591,438.13	25.41
2101-4117 Shift Differential	6,000.00	1,363.82	1,363.82	0.00	4,636.18	22.73
2101-4118 Training Officer	8,600.00	1,531.67	1,531.67	0.00	7,068.33	17.81
2101-4180 Retirement	2,722,027.00	883,835.32	883,835.32	4,005.00	1,834,186.68	32.62
2101-4184 IRC 415(B) Retirement	12,000.00	0.00	0.00	0.00	12,000.00	0.00
2101-4187 Uniform Allowance	25,114.00	7,546.42	7,546.42	0.00	17,567.58	30.05
2101-4188 Employee Benefits	984,681.00	238,515.51	238,515.51	0.00	746,165.49	24.22
2101-4189 Medicare Benefits	79,916.00	23,995.76	23,995.76	0.00	55,920.24	30.03
2101-4190 Other Post Employment Benefits (OPEB)	177,826.00	44,457.00	44,457.00	133,371.00	-2.00	100.00
Total Personal Services	10,725,924.00	2,835,134.21	2,835,134.21	137,376.00	7,753,413.79	27.71
2101-4200 Contract Services						
2101-4201 Contract Serv/Private	239,810.00	28,189.33	28,189.33	79,578.50	132,042.17	44.94
2101-4251 Contract Service/Govt	1,143,399.00	272,299.10	272,299.10	768,923.85	102,176.05	91.06
Total Contract Services	1,383,209.00	300,488.43	300,488.43	848,502.35	234,218.22	83.07
2101-4300 Materials/Supplies/Other						
2101-4304 Telephone	53,000.00	10,228.03	10,228.03	0.00	42,771.97	19.30
2101-4305 Office Oper Supplies	45,000.00	5,264.25	5,264.25	3,598.17	36,137.58	19.69
2101-4306 Prisoner Maintenance	11,100.00	770.15	770.15	1,414.85	8,915.00	19.68
2101-4307 Radio Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	0.00
2101-4309 Maintenance Materials	8,500.00	371.64	371.64	2,364.51	5,763.85	32.19
2101-4312 Travel Expense , POST	24,579.00	240.83	240.83	239.00	24,099.17	1.95
2101-4313 Travel Expense, STC	7,200.00	0.00	0.00	0.00	7,200.00	0.00
2101-4314 Uniforms	10,000.00	1,483.10	1,483.10	1,909.57	6,607.33	33.93
2101-4315 Membership	4,315.00	1,025.00	1,025.00	0.00	3,290.00	23.75
2101-4317 Conference/Training	74,330.00	12,677.54	12,677.54	7,604.10	54,048.36	27.29

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

2101 Police

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2101-4350 Safety Gear	4,000.00	0.00	0.00	356.37	3,643.63	8.91
2101-4390 Communications Equipment Chrgs	443,994.00	111,000.00	111,000.00	0.00	332,994.00	25.00
2101-4394 Building Maintenance Charges	11,250.00	2,814.00	2,814.00	0.00	8,436.00	25.01
2101-4395 Equip Replacement Charges	429,975.00	107,493.00	107,493.00	0.00	322,482.00	25.00
2101-4396 Insurance User Charges	1,192,175.00	298,044.00	298,044.00	0.00	894,131.00	25.00
Total Materials/Supplies/Other	2,320,418.00	551,411.54	551,411.54	17,486.57	1,751,519.89	24.52
2101-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
2101-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
2101-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Police	14,429,551.00	3,687,034.18	3,687,034.18	1,003,364.92	9,739,151.90	32.51

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

2102 Crossing Guard

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2102-4200 Contract Services						
2102-4201 Contract Serv/Private	200,970.00	0.00	0.00	0.00	200,970.00	0.00
Total Crossing Guard	200,970.00	0.00	0.00	0.00	200,970.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

2202 County Fire District Costs

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2202-4100 Personal Services						
2202-4111 Accrual Cash In	0.00	42,520.00	42,520.00	85,035.00	-127,555.00	0.00
Total Personal Services	0.00	42,520.00	42,520.00	85,035.00	-127,555.00	0.00
2202-4200 Contract Services						
2202-4251 Contract Services/Gov't	5,502,233.00	1,834,075.00	1,834,075.00	3,668,157.00	1.00	100.00
Total Contract Services	5,502,233.00	1,834,075.00	1,834,075.00	3,668,157.00	1.00	100.00
2202-4300 Materials/Supplies/Other						
Total Materials/Supplies/Other	0.00	0.00	0.00	0.00	0.00	0.00
2202-5600 Buildings/Improvements						
2202-5601 Buildings and Improvements	0.00	121,224.00	121,224.00	242,448.00	-363,672.00	0.00
Total Buildings/Improvements	0.00	121,224.00	121,224.00	242,448.00	-363,672.00	0.00
Total County Fire District Costs	5,502,233.00	1,997,819.00	1,997,819.00	3,995,640.00	-491,226.00	108.93

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

2203 Fire Department Legacy Costs

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2203-4100 Personal Services						
2203-4180 Retirement	817,969.00	817,969.00	817,969.00	18,513.00	-18,513.00	102.26
Total Personal Services	817,969.00	817,969.00	817,969.00	18,513.00	-18,513.00	102.26
2203-4300 Materials/Supplies/Other						
Total Materials/Supplies/Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Fire Department Legacy Costs	817,969.00	817,969.00	817,969.00	18,513.00	-18,513.00	102.26

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

2702 Emergency Management Response COVID-19

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2702-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
2702-4200 Contract Services						
2702-4201 Contract Serv/Private	0.00	22,655.54	22,655.54	0.00	-22,655.54	0.00
Total Contract Services	0.00	22,655.54	22,655.54	0.00	-22,655.54	0.00
2702-4300 Materials/Supplies/Other						
2702-4309 Maintenance Materials	0.00	154.38	154.38	0.00	-154.38	0.00
Total Materials/Supplies/Other	0.00	154.38	154.38	0.00	-154.38	0.00
2702-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Emergency Management Response COVID-19	0.00	22,809.92	22,809.92	0.00	-22,809.92	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

3104 Street Maint/Traffic Safety

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3104-4100 Personal Services						
3104-4102 Regular Salaries	347,839.00	79,330.80	79,330.80	0.00	268,508.20	22.81
3104-4106 Regular Overtime	16,651.00	900.00	900.00	0.00	15,751.00	5.41
3104-4111 Accrual Cash In	28,007.00	0.00	0.00	0.00	28,007.00	0.00
3104-4180 Retirement	99,092.00	23,635.08	23,635.08	0.00	75,456.92	23.85
3104-4188 Employee Benefits	61,746.00	13,722.32	13,722.32	0.00	48,023.68	22.22
3104-4189 Medicare Benefits	2,940.00	638.50	638.50	0.00	2,301.50	21.72
3104-4190 Other Post Employment Benefits (OPEB)	11,938.00	2,985.00	2,985.00	8,955.00	-2.00	100.02
Total Personal Services	568,213.00	121,211.70	121,211.70	8,955.00	438,046.30	22.91
3104-4200 Contract Services						
3104-4201 Contract Serv/Private	396,073.00	41,214.73	41,214.73	144,535.78	210,322.49	46.90
3104-4251 Contract Service/Govt	10,331.00	2,069.00	2,069.00	0.00	8,262.00	20.03
Total Contract Services	406,404.00	43,283.73	43,283.73	144,535.78	218,584.49	46.21
3104-4300 Materials/Supplies/Other						
3104-4303 Utilities	10,156.00	1,044.24	1,044.24	0.00	9,111.76	10.28
3104-4309 Maintenance Materials	115,000.00	5,121.10	5,121.10	0.00	109,878.90	4.45
3104-4394 Building Maintenance Charges	666.00	168.00	168.00	0.00	498.00	25.23
3104-4395 Equip Replacement Charges	62,182.00	15,546.00	15,546.00	0.00	46,636.00	25.00
3104-4396 Insurance User Charges	299,670.00	74,919.00	74,919.00	0.00	224,751.00	25.00
Total Materials/Supplies/Other	487,674.00	96,798.34	96,798.34	0.00	390,875.66	19.85
3104-5400 Equipment/Furniture						
3104-5405 Equipment more than \$5,000	12,000.00	0.00	0.00	0.00	12,000.00	0.00
Total Equipment/Furniture	12,000.00	0.00	0.00	0.00	12,000.00	0.00
Total Street Maint/Traffic Safety	1,474,291.00	261,293.77	261,293.77	153,490.78	1,059,506.45	28.13

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

3301 Downtown Enhancement

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3301-4100 Personal Services						
3301-4102 Regular Salaries	45,377.00	9,769.23	9,769.23	0.00	35,607.77	21.53
3301-4106 Regular Overtime	1,200.00	0.00	0.00	0.00	1,200.00	0.00
3301-4111 Accrual Cash In	6,450.00	0.00	0.00	0.00	6,450.00	0.00
3301-4180 Retirement	6,137.00	876.98	876.98	0.00	5,260.02	14.29
3301-4188 Employee Benefits	4,396.00	989.14	989.14	0.00	3,406.86	22.50
3301-4189 Medicare Benefits	671.00	145.57	145.57	0.00	525.43	21.69
3301-4190 Other Post Employment Benefits/OPEB	1,197.00	300.00	300.00	900.00	-3.00	100.25
Total Personal Services	65,428.00	12,080.92	12,080.92	900.00	52,447.08	19.84
3301-4200 Contract Services						
3301-4201 Contract Serv/Private	350,469.00	60,777.06	60,777.06	9,809.88	279,882.06	20.14
Total Contract Services	350,469.00	60,777.06	60,777.06	9,809.88	279,882.06	20.14
3301-4300 Materials/Supplies/Other						
3301-4309 Maintenance Materials	3,000.00	139.24	139.24	0.00	2,860.76	4.64
3301-4394 Building Maintenance Charges	221.00	54.00	54.00	0.00	167.00	24.43
3301-4395 Equip Replacement Chrgs	576.00	144.00	144.00	0.00	432.00	25.00
3301-4396 Insurance User Charges	5,351.00	1,338.00	1,338.00	0.00	4,013.00	25.00
Total Materials/Supplies/Other	9,148.00	1,675.24	1,675.24	0.00	7,472.76	18.31
3301-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
3301-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Downtown Enhancement	425,045.00	74,533.22	74,533.22	10,709.88	339,801.90	20.06

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

3302 Community Services

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3302-4100 Personal Services						
3302-4102 Regular Salaries	1,112,538.00	260,863.31	260,863.31	0.00	851,674.69	23.45
3302-4106 Regular Overtime	45,000.00	13,800.68	13,800.68	0.00	31,199.32	30.67
3302-4111 Accrual Cash In	64,082.00	8,140.11	8,140.11	0.00	55,941.89	12.70
3302-4112 Part Time Temporary	33,533.00	6,725.00	6,725.00	0.00	26,808.00	20.05
3302-4117 Shift Differential	7,525.00	1,505.92	1,505.92	0.00	6,019.08	20.01
3302-4118 Field Training Officer	600.00	0.00	0.00	0.00	600.00	0.00
3302-4180 Retirement	299,851.00	80,200.55	80,200.55	0.00	219,650.45	26.75
3302-4185 Alternative Retirement System-Parttime	50.00	0.00	0.00	0.00	50.00	0.00
3302-4187 Uniform Allowance	6,240.00	1,451.36	1,451.36	0.00	4,788.64	23.26
3302-4188 Employee Benefits	334,541.00	80,751.93	80,751.93	0.00	253,789.07	24.14
3302-4189 Medicare Benefits	16,715.00	4,241.95	4,241.95	0.00	12,473.05	25.38
3302-4190 Other Post Employment Benefits (OPEB)	38,367.00	9,591.00	9,591.00	28,773.00	3.00	99.99
Total Personal Services	1,959,042.00	467,271.81	467,271.81	28,773.00	1,462,997.19	25.32
3302-4200 Contract Services						
3302-4201 Contract Serv/Private	232,834.00	23,676.08	23,676.08	209,882.61	-724.69	100.31
3302-4251 Contract Services/Govt	113,206.00	28,301.55	28,301.55	89,137.65	-4,233.20	103.74
Total Contract Services	346,040.00	51,977.63	51,977.63	299,020.26	-4,957.89	101.43
3302-4300 Materials/Supplies/Other						
3302-4304 Telephone	7,733.00	568.65	568.65	0.00	7,164.35	7.35
3302-4305 Office Operating Supplies	20,000.00	840.72	840.72	40.34	19,118.94	4.41
3302-4307 Radio Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	0.00
3302-4309 Maintenance Materials	33,000.00	9,491.29	9,491.29	10,524.00	12,984.71	60.65
3302-4314 Uniforms	2,000.00	0.00	0.00	543.56	1,456.44	27.18
3302-4315 Membership	845.00	0.00	0.00	0.00	845.00	0.00
3302-4317 Conference/Training	2,115.00	0.00	0.00	199.00	1,916.00	9.41
3302-4390 Communications Equipment Chrgs	124,330.00	31,083.00	31,083.00	0.00	93,247.00	25.00
3302-4394 Building Maintenance Charges	7,088.00	1,773.00	1,773.00	0.00	5,315.00	25.01
3302-4395 Equip Replacement Chrgs	120,185.00	30,045.00	30,045.00	0.00	90,140.00	25.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

3302 Community Services

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
3302-4396 Insurance User Charges	148,057.00	37,014.00	37,014.00	0.00	111,043.00	25.00
Total Materials/Supplies/Other	466,353.00	110,815.66	110,815.66	11,306.90	344,230.44	26.19
3302-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
3302-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
3302-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Community Services	2,771,435.00	630,065.10	630,065.10	339,100.16	1,802,269.74	34.97

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

3304 North Pier Parking Structure

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
3304-4200 Contract Services						
3304-4201 Contract Serv/Private	108,800.00	5,316.10	5,316.10	23,243.81	80,240.09	26.25
3304-4251 Contract Services/Gov't	225.00	0.00	0.00	0.00	225.00	0.00
Total Contract Services	109,025.00	5,316.10	5,316.10	23,243.81	80,465.09	26.20
3304-4300 Materials/Supplies/Other						
3304-4303 Utilities	26,982.00	2,199.04	2,199.04	0.00	24,782.96	8.15
3304-4304 Telephone	699.00	185.10	185.10	0.00	513.90	26.48
3304-4309 Maintenance Materials	4,500.00	0.00	0.00	0.00	4,500.00	0.00
Total Materials/Supplies/Other	32,181.00	2,384.14	2,384.14	0.00	29,796.86	7.41
3304-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total North Pier Parking Structure	141,206.00	7,700.24	7,700.24	23,243.81	110,261.95	21.91

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

3305 Downtown Parking Lot A

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3305-4200 Contract Services						
3305-4201 Contract Serv/Private	41,807.00	5,528.17	5,528.17	0.00	36,278.83	13.22
Total Contract Services	41,807.00	5,528.17	5,528.17	0.00	36,278.83	13.22
3305-4300 Materials/Supplies/Other						
3305-4309 Maintenance Materials	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Total Materials/Supplies/Other	2,000.00	0.00	0.00	0.00	2,000.00	0.00
3305-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total Downtown Parking Lot A	43,807.00	5,528.17	5,528.17	0.00	38,278.83	12.62

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

3306 Co. Share Pkg Structure Rev.

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
3306-4200 Contract Services						
3306-4251 Contract Services/Gov't	117,896.00	0.00	0.00	0.00	117,896.00	0.00
Total Co. Share Pkg Structure Rev.	117,896.00	0.00	0.00	0.00	117,896.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4101 Community Dev/Planning

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4101-4100 Personal Services						
4101-4102 Regular Salaries	611,750.00	137,443.72	137,443.72	0.00	474,306.28	22.47
4101-4106 Regular Overtime	0.00	379.15	379.15	0.00	-379.15	0.00
4101-4111 Accrual Cash In	30,453.00	4,453.34	4,453.34	0.00	25,999.66	14.62
4101-4112 Part Time/Temporary	74,963.00	36,070.70	36,070.70	0.00	38,892.30	48.12
4101-4117 Shift Differential	1,000.00	188.80	188.80	0.00	811.20	18.88
4101-4180 Retirement	116,324.00	27,261.84	27,261.84	0.00	89,062.16	23.44
4101-4185 Alternative Retirement System-Parttime	150.00	0.00	0.00	0.00	150.00	0.00
4101-4187 Uniform Allowance	240.00	120.00	120.00	0.00	120.00	50.00
4101-4188 Employee Benefits	106,543.00	25,376.99	25,376.99	0.00	81,166.01	23.82
4101-4189 Medicare Benefits	10,861.00	2,635.83	2,635.83	0.00	8,225.17	24.27
4101-4190 Other Post Employment Benefits (OPEB)	16,530.00	4,134.00	4,134.00	12,402.00	-6.00	100.04
Total Personal Services	968,814.00	238,064.37	238,064.37	12,402.00	718,347.63	25.85
4101-4200 Contract Services						
4101-4201 Contract Serv/Private	26,300.00	14,520.00	14,520.00	319,780.00	-308,000.00	1,271.10
Total Contract Services	26,300.00	14,520.00	14,520.00	319,780.00	-308,000.00	1,271.10
4101-4300 Materials/Supplies/Other						
4101-4304 Telephone	2,000.00	132.96	132.96	0.00	1,867.04	6.65
4101-4305 Office Oper Supplies	2,500.00	541.98	541.98	0.00	1,958.02	21.68
4101-4314 Uniforms	229.00	0.00	0.00	0.00	229.00	0.00
4101-4315 Membership	3,415.00	0.00	0.00	0.00	3,415.00	0.00
4101-4317 Conference/Training	3,420.00	0.00	0.00	0.00	3,420.00	0.00
4101-4390 Communications Equipment Chrgs	17,484.00	4,371.00	4,371.00	0.00	13,113.00	25.00
4101-4394 Building Maintenance Charges	2,234.00	558.00	558.00	0.00	1,676.00	24.98
4101-4396 Insurance User Charges	38,394.00	9,600.00	9,600.00	0.00	28,794.00	25.00
Total Materials/Supplies/Other	69,676.00	15,203.94	15,203.94	0.00	54,472.06	21.82
Total Community Dev/Planning	1,064,790.00	267,788.31	267,788.31	332,182.00	464,819.69	56.35

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4104 Coastal Permit Auth Grant

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
4104-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
4104-4200 Contract Services						
4104-4201 Contract Serv/Private	0.00	0.00	0.00	2,875.00	-2,875.00	0.00
Total Contract Services	0.00	0.00	0.00	2,875.00	-2,875.00	0.00
4104-4300 Materials/Supplies/Other						
Total Materials/Supplies/Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Coastal Permit Auth Grant	0.00	0.00	0.00	2,875.00	-2,875.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4105 Zoning Ordinance Update

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4105-4200 Contract Services						
Total Zoning Ordinance Update	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4108 Housing Element Update

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
4108-4200 Contract Services						
4108-4201 Contract Serv/Private	85,000.00	0.00	0.00	0.00	85,000.00	0.00
Total Housing Element Update	85,000.00	0.00	0.00	0.00	85,000.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4201 Community Dev/Building

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4201-4100 Personal Services						
4201-4102 Regular Salaries	524,900.00	135,304.58	135,304.58	0.00	389,595.42	25.78
4201-4106 Regular Overtime	0.00	379.14	379.14	0.00	-379.14	0.00
4201-4111 Accrual Cash In	20,383.00	7,999.25	7,999.25	0.00	12,383.75	39.24
4201-4117 Shift Differential	1,000.00	188.80	188.80	0.00	811.20	18.88
4201-4180 Retirement	158,448.00	42,329.66	42,329.66	0.00	116,118.34	26.72
4201-4185 Alternative Retirement System-Parttime	150.00	0.00	0.00	0.00	150.00	0.00
4201-4187 Uniform Allowance	480.00	120.00	120.00	0.00	360.00	25.00
4201-4188 Employee Benefits	72,495.00	18,075.27	18,075.27	0.00	54,419.73	24.93
4201-4189 Medicare Benefits	7,766.00	2,131.93	2,131.93	0.00	5,634.07	27.45
4201-4190 Other Post Employment Benefits (OPEB)	16,962.00	4,242.00	4,242.00	12,726.00	-6.00	100.04
Total Personal Services	802,584.00	210,770.63	210,770.63	12,726.00	579,087.37	27.85
4201-4200 Contract Services						
4201-4201 Contract Serv/Private	114,747.00	0.00	0.00	112,502.00	2,245.00	98.04
Total Contract Services	114,747.00	0.00	0.00	112,502.00	2,245.00	98.04
4201-4300 Materials/Supplies/Other						
4201-4304 Telephone	5,700.00	824.17	824.17	0.00	4,875.83	14.46
4201-4305 Office Oper Supplies	5,000.00	124.30	124.30	0.00	4,875.70	2.49
4201-4315 Membership	2,005.00	0.00	0.00	420.00	1,585.00	20.95
4201-4317 Conference/Training	3,760.00	0.00	0.00	0.00	3,760.00	0.00
4201-4390 Communications Equipment Chrgs	24,090.00	6,024.00	6,024.00	0.00	18,066.00	25.01
4201-4394 Building Maintenance Charges	1,409.00	351.00	351.00	0.00	1,058.00	24.91
4201-4395 Equip Replacement Charges	25,400.00	6,351.00	6,351.00	0.00	19,049.00	25.00
4201-4396 Insurance User Charges	47,026.00	11,757.00	11,757.00	0.00	35,269.00	25.00
Total Materials/Supplies/Other	114,390.00	25,431.47	25,431.47	420.00	88,538.53	22.60
4201-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4201 Community Dev/Building

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
4201-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Community Dev/Building	1,031,721.00	236,202.10	236,202.10	125,648.00	669,870.90	35.07

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4202 Public Works Administration

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4202-4100 Personal Services						
4202-4102 Regular Salaries	643,088.00	128,334.70	128,334.70	0.00	514,753.30	19.96
4202-4106 Regular Overtime	5,000.00	3,250.00	3,250.00	0.00	1,750.00	65.00
4202-4111 Accrual Cash In	11,693.00	0.00	0.00	0.00	11,693.00	0.00
4202-4112 Part Time/Temporary	14,040.00	23,628.29	23,628.29	0.00	-9,588.29	168.29
4202-4180 Retirement	83,904.00	18,045.60	18,045.60	0.00	65,858.40	21.51
4202-4188 Employee Benefits	100,267.00	22,410.79	22,410.79	0.00	77,856.21	22.35
4202-4189 Medicare Benefits	9,806.00	2,351.67	2,351.67	0.00	7,454.33	23.98
4202-4190 Other Post Employment Benefits (OPEB)	27,204.00	6,801.00	6,801.00	20,403.00	0.00	100.00
Total Personal Services	895,002.00	204,822.05	204,822.05	20,403.00	669,776.95	25.16
4202-4200 Contract Services						
4202-4201 Contract Serv/Private	101,590.00	4,796.20	4,796.20	55,415.00	41,378.80	59.27
Total Contract Services	101,590.00	4,796.20	4,796.20	55,415.00	41,378.80	59.27
4202-4300 Materials/Supplies/Other						
4202-4304 Telephone	20,000.00	1,076.14	1,076.14	0.00	18,923.86	5.38
4202-4305 Office Oper Supplies	15,000.00	982.45	982.45	0.00	14,017.55	6.55
4202-4314 Uniforms	6,678.00	868.00	868.00	0.00	5,810.00	13.00
4202-4315 Membership	2,200.00	283.34	283.34	0.00	1,916.66	12.88
4202-4317 Conference/Training	12,795.00	0.00	0.00	1,149.75	11,645.25	8.99
4202-4390 Communications Equipment Chrgs	96,241.00	24,060.00	24,060.00	0.00	72,181.00	25.00
4202-4394 Building Maintenance Charges	6,478.00	1,620.00	1,620.00	0.00	4,858.00	25.01
4202-4395 Equip Replacement Charges	19,994.00	4,998.00	4,998.00	0.00	14,996.00	25.00
4202-4396 Insurance User Charges	301,703.00	75,426.00	75,426.00	0.00	226,277.00	25.00
Total Materials/Supplies/Other	481,089.00	109,313.93	109,313.93	1,149.75	370,625.32	22.96
4202-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
4202-5400 Equipment/Furniture						

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

4202 Public Works Administration

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
4202-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Public Works Administration	1,477,681.00	318,932.18	318,932.18	76,967.75	1,081,781.07	26.79

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4204 Building Maintenance

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4204-4100 Personal Services						
4204-4102 Regular Salaries	211,038.00	37,867.44	37,867.44	0.00	173,170.56	17.94
4204-4106 Regular Overtime	15,000.00	2,373.80	2,373.80	0.00	12,626.20	15.83
4204-4111 Accrual Cash In	23,824.00	0.00	0.00	0.00	23,824.00	0.00
4204-4180 Retirement	38,512.00	4,228.87	4,228.87	0.00	34,283.13	10.98
4204-4185 Alternative Retirement System-Parttime	125.00	0.00	0.00	0.00	125.00	0.00
4204-4188 Employee Benefits	49,372.00	10,609.16	10,609.16	0.00	38,762.84	21.49
4204-4189 Medicare Benefits	3,071.00	585.79	585.79	0.00	2,485.21	19.07
4204-4190 Other Post Employment Benefits (OPEB)	8,812.00	2,202.00	2,202.00	6,606.00	4.00	99.95
Total Personal Services	349,754.00	57,867.06	57,867.06	6,606.00	285,280.94	18.43
4204-4200 Contract Services						
4204-4201 Contract Serv/Private	166,808.00	12,346.81	12,346.81	91,220.25	63,240.94	62.09
4204-4251 Contract Service/Govt	225.00	0.00	0.00	0.00	225.00	0.00
Total Contract Services	167,033.00	12,346.81	12,346.81	91,220.25	63,465.94	62.00
4204-4300 Materials/Supplies/Other						
4204-4303 Utilities	161,950.00	29,315.48	29,315.48	0.00	132,634.52	18.10
4204-4309 Maintenance Materials	44,000.00	3,216.18	3,216.18	273.15	40,510.67	7.93
4204-4321 Building Sfty/Security	6,000.00	703.27	703.27	0.00	5,296.73	11.72
4204-4390 Communications Equipment Chrgs	5,457.00	1,365.00	1,365.00	0.00	4,092.00	25.01
4204-4394 Building Maintenance Charges	667.00	168.00	168.00	0.00	499.00	25.19
4204-4395 Equip Replacement Charges	17,145.00	4,287.00	4,287.00	0.00	12,858.00	25.00
4204-4396 Insurance User Charges	82,666.00	20,667.00	20,667.00	0.00	61,999.00	25.00
Total Materials/Supplies/Other	317,885.00	59,721.93	59,721.93	273.15	257,889.92	18.87
4204-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
4204-5400 Equipment/Furniture						

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4204 Building Maintenance

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
4204-5402 Equip-More Than \$1,000	0.00	1,500.00	1,500.00	0.00	-1,500.00	0.00
Total Equipment/Furniture	0.00	1,500.00	1,500.00	0.00	-1,500.00	0.00
4204-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Building Maintenance	834,672.00	131,435.80	131,435.80	98,099.40	605,136.80	27.50

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4210 Systemic Safety Analysis Report Program

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4210-4200 Contract Services						
4210-4201 Contract Serv/Private	0.00	3,552.26	3,552.26	5,677.54	-9,229.80	0.00
Total Systemic Safety Analysis Report Program	0.00	3,552.26	3,552.26	5,677.54	-9,229.80	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4601 Community Resources

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4601-4100 Personal Services						
4601-4102 Regular Salaries	359,883.00	96,110.38	96,110.38	0.00	263,772.62	26.71
4601-4106 Regular Overtime	5,007.00	19.50	19.50	0.00	4,987.50	0.39
4601-4111 Accrual Cash In	15,141.00	387.07	387.07	0.00	14,753.93	2.56
4601-4112 Part Time/Temporary	187,200.00	36,532.41	36,532.41	0.00	150,667.59	19.52
4601-4180 Retirement	126,477.00	43,606.05	43,606.05	0.00	82,870.95	34.48
4601-4185 Alternative Retirement System-Parttime	2,500.00	0.00	0.00	0.00	2,500.00	0.00
4601-4188 Employee Benefits	51,114.00	14,717.21	14,717.21	0.00	36,396.79	28.79
4601-4189 Medicare Benefits	5,763.00	2,051.51	2,051.51	0.00	3,711.49	35.60
4601-4190 Other Post Employment Benefits (OPEB)	13,136.00	3,285.00	3,285.00	9,855.00	-4.00	100.03
Total Personal Services	766,221.00	196,709.13	196,709.13	9,855.00	559,656.87	26.96
4601-4200 Contract Services						
4601-4201 Contract Serv/Private	50,125.00	13,042.06	13,042.06	99.00	36,983.94	26.22
4601-4221 Contract Rec Classes/Programs	199,500.00	116,526.90	116,526.90	3,185.00	79,788.10	60.01
Total Contract Services	249,625.00	129,568.96	129,568.96	3,284.00	116,772.04	53.22
4601-4300 Materials/Supplies/Other						
4601-4302 Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00
4601-4304 Telephone	5,000.00	467.54	467.54	0.00	4,532.46	9.35
4601-4305 Office Oper Supplies	6,500.00	440.55	440.55	25.70	6,033.75	7.17
4601-4308 Program Materials	10,000.00	70.97	70.97	73.31	9,855.72	1.44
4601-4315 Membership	3,075.00	395.00	395.00	0.00	2,680.00	12.85
4601-4317 Conference/Training	2,000.00	0.00	0.00	30.00	1,970.00	1.50
4601-4328 Hermosa Senior Center Programs	6,000.00	19.98	19.98	510.13	5,469.89	8.84
4601-4390 Communications Equipment Chrgs	43,356.00	10,839.00	10,839.00	0.00	32,517.00	25.00
4601-4394 Building Maintenance Charges	35,237.00	8,808.00	8,808.00	0.00	26,429.00	25.00
4601-4395 Equip Replacement Charges	18,957.00	4,740.00	4,740.00	0.00	14,217.00	25.00
4601-4396 Insurance User Charges	92,761.00	23,190.00	23,190.00	0.00	69,571.00	25.00
Total Materials/Supplies/Other	224,886.00	48,971.04	48,971.04	639.14	175,275.82	22.06

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

4601 Community Resources

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
4601-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
4601-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
4601-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Community Resources	1,240,732.00	375,249.13	375,249.13	13,778.14	851,704.73	31.35

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

001 General Fund

6101 Parks

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
6101-4100 Personal Services						
6101-4102 Regular Salaries	340,806.00	77,225.91	77,225.91	0.00	263,580.09	22.66
6101-4106 Regular Overtime	4,500.00	1,379.58	1,379.58	0.00	3,120.42	30.66
6101-4111 Accrual Cash In	18,697.00	0.00	0.00	0.00	18,697.00	0.00
6101-4180 Retirement	65,194.00	15,048.80	15,048.80	0.00	50,145.20	23.08
6101-4187 Uniform Allowance	912.00	228.00	228.00	0.00	684.00	25.00
6101-4188 Employee Benefits	87,636.00	20,226.15	20,226.15	0.00	67,409.85	23.08
6101-4189 Medicare Benefits	5,020.00	1,159.86	1,159.86	0.00	3,860.14	23.10
6101-4190 Other Post Employment Benefits (OPEB)	11,329.00	2,832.00	2,832.00	8,496.00	1.00	99.99
Total Personal Services	534,094.00	118,100.30	118,100.30	8,496.00	407,497.70	23.70
6101-4200 Contract Services						
6101-4201 Contract Serv/Private	248,731.00	27,352.46	27,352.46	256,770.00	-35,391.46	114.23
6101-4251 Contract Service/Govt	222.00	0.00	0.00	0.00	222.00	0.00
Total Contract Services	248,953.00	27,352.46	27,352.46	256,770.00	-35,169.46	114.13
6101-4300 Materials/Supplies/Other						
6101-4303 Utilities	335,061.00	2,720.98	2,720.98	0.00	332,340.02	0.81
6101-4309 Maintenance Materials	60,000.00	2,507.55	2,507.55	78.85	57,413.60	4.31
6101-4394 Building Maintenance Charges	21,867.00	5,466.00	5,466.00	0.00	16,401.00	25.00
6101-4395 Equip Replacement Chrgs	29,052.00	7,263.00	7,263.00	0.00	21,789.00	25.00
6101-4396 Insurance User Charges	112,084.00	28,020.00	28,020.00	0.00	84,064.00	25.00
Total Materials/Supplies/Other	558,064.00	45,977.53	45,977.53	78.85	512,007.62	8.25
6101-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
6101-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
6101-5600 Buildings/Improvements						

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

6101 Parks

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Parks	1,341,111.00	191,430.29	191,430.29	265,344.85	884,335.86	34.06

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8143 PCH Mobility Improvement Project

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8143-4200 Contract Services						
Total PCH Mobility Improvement Project	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8186 Street Improvement Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8186-4200 Contract Services						
Total Street Improvement Various Locations	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8538 Citywide Park Master Plan

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8538-4200 Contract Services						
8538-4201 Contract Serv/Private	42,065.00	0.00	0.00	1,654.00	40,411.00	3.93
Total Citywide Park Master Plan	42,065.00	0.00	0.00	1,654.00	40,411.00	3.93

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8609 Downtown Strategic Plan Implementation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8609-4200 Contract Services						
Total Downtown Strategic Plan Implementation	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8614 Police Facilities Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8614-4200 Contract Services						
8614-4201 Contract Serv/Private	0.00	0.00	0.00	142.66	-142.66	0.00
Total Police Facilities Improvements	0.00	0.00	0.00	142.66	-142.66	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8615 City Yard Renovations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8615-4200 Contract Services						
8615-4201 Contract Serv/Private	0.00	0.00	0.00	70,066.25	-70,066.25	0.00
Total City Yard Renovations	0.00	0.00	0.00	70,066.25	-70,066.25	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8650 Community Center Gen Improvement Phase 3

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8650-4200 Contract Services						
Total Community Center Gen Improvement Phase 3	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8672 Council Chambers Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8672-4200 Contract Services						
8672-4201 Contract Serv/Private	133,639.00	0.00	0.00	49,825.69	83,813.31	37.28
Total Council Chambers Improvements	133,639.00	0.00	0.00	49,825.69	83,813.31	37.28

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8674 Police Dept Substation Facility Improvem

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8674-4200 Contract Services						
Total Police Dept Substation Facility Improvem	0.00	0.00	0.00	0.00	0.00	0.00

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Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

001 General Fund

8683 Bard Street Closure

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8683-4200 Contract Services						
Total Bard Street Closure	0.00	0.00	0.00	0.00	0.00	0.00
Total General Fund	40,785,109.00	10,500,459.88	10,500,459.88	7,006,954.26	23,277,694.86	42.93

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

105 Lightg/Landscapg Dist Fund

1299 Interfund Transfers Out

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Transfers Out	11,054.00	2,763.00	2,763.00	0.00	8,291.00	25.00
Total Interfund Transfers Out	11,054.00	2,763.00	2,763.00	0.00	8,291.00	25.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

105 Lightg/Landscapg Dist Fund

2601 Lighting/Landscaping/Medians

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2601-4100 Personal Services						
2601-4102 Regular Salaries	61,460.00	5,757.49	5,757.49	0.00	55,702.51	9.37
2601-4106 Regular Overtime	5,000.00	0.00	0.00	0.00	5,000.00	0.00
2601-4111 Accrual Cash In	8,048.00	0.00	0.00	0.00	8,048.00	0.00
2601-4180 Retirement	22,481.00	1,023.22	1,023.22	0.00	21,457.78	4.55
2601-4188 Employee Benefits	15,731.00	3,449.13	3,449.13	0.00	12,281.87	21.93
2601-4189 Medicare Benefits	899.00	85.40	85.40	0.00	813.60	9.50
2601-4190 Other Post Employment Benefits (OPEB)	2,391.00	597.00	597.00	1,791.00	3.00	99.87
Total Personal Services	116,010.00	10,912.24	10,912.24	1,791.00	103,306.76	10.95
2601-4200 Contract Services						
2601-4201 Contract Serv/Private	56,000.00	3,600.00	3,600.00	48,765.00	3,635.00	93.51
2601-4251 Contract Service/Govt	36,889.00	0.00	0.00	0.00	36,889.00	0.00
Total Contract Services	92,889.00	3,600.00	3,600.00	48,765.00	40,524.00	56.37
2601-4300 Materials/Supplies/Other						
2601-4303 Utilities	294,532.00	33,295.41	33,295.41	0.00	261,236.59	11.30
2601-4309 Maintenance Materials	29,100.00	2,794.96	2,794.96	943.47	25,361.57	12.85
2601-4394 Building Maintenance Charges	667.00	168.00	168.00	0.00	499.00	25.19
2601-4395 Equip Replacement Charges	51,351.00	12,837.00	12,837.00	0.00	38,514.00	25.00
2601-4396 Insurance User Charges	153,199.00	38,301.00	38,301.00	0.00	114,898.00	25.00
Total Materials/Supplies/Other	528,849.00	87,396.37	87,396.37	943.47	440,509.16	16.70
Total Lighting/Landscaping/Medians	737,748.00	101,908.61	101,908.61	51,499.47	584,339.92	20.79
Total Lightg/Landscapg Dist Fund	748,802.00	104,671.61	104,671.61	51,499.47	592,630.92	20.86

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

115 State Gas Tax Fund

1299 Interfund Transfers Out

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Transfers Out	360,763.00	90,192.00	90,192.00	0.00	270,571.00	25.00
Total Interfund Transfers Out	360,763.00	90,192.00	90,192.00	0.00	270,571.00	25.00

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Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

115 State Gas Tax Fund

3104 Street Maint/Traffic Safety

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
3104-4300 Materials/Supplies/Other						
Total Materials/Supplies/Other	0.00	0.00	0.00	0.00	0.00	0.00
3104-5400 Equipment/Furniture						
Total Street Maint/Traffic Safety	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

115 State Gas Tax Fund

8143 PCH Mobility Improvement Project

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8143-4200 Contract Services						
8143-4201 Contract Serv/Private	34,581.00	0.00	0.00	0.00	34,581.00	0.00
Total PCH Mobility Improvement Project	34,581.00	0.00	0.00	0.00	34,581.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

115 State Gas Tax Fund

8173 8th Street Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8173-4200 Contract Services						
Total 8th Street Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

115 State Gas Tax Fund

8186 Street Improvement Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8186-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8186-4200 Contract Services						
8186-4201 Contract Serv/Private	674,946.00	0.00	0.00	0.00	674,946.00	0.00
Total Street Improvement Various Locations	674,946.00	0.00	0.00	0.00	674,946.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

115 State Gas Tax Fund

8190 Annual Street Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8190-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8190-4200 Contract Services						
8190-4201 Contract Serv/Private	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total Annual Street Improvements	200,000.00	0.00	0.00	0.00	200,000.00	0.00

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

115 State Gas Tax Fund

8192 Annual Striping Improvements

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8192-4200 Contract Services						
8192-4201 Contract Serv/Private	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Annual Striping Improvements	50,000.00	0.00	0.00	0.00	50,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

115 State Gas Tax Fund

8194 *** Title Not Found ***

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8194-4200 Contract Services						
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00
Total State Gas Tax Fund	1,320,290.00	90,192.00	90,192.00	0.00	1,230,098.00	6.83

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

117 AB939 Fund

5301 Source Redctn/Recycle Element

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5301-4100 Personal Services						
5301-4102 Regular Salaries	12,315.00	0.00	0.00	0.00	12,315.00	0.00
5301-4112 Part Time Temporary	1,404.00	0.00	0.00	0.00	1,404.00	0.00
5301-4180 Retirement	1,283.00	0.00	0.00	0.00	1,283.00	0.00
5301-4188 Employee Benefits	1,035.00	0.00	0.00	0.00	1,035.00	0.00
5301-4189 Medicare Benefits	212.00	0.00	0.00	0.00	212.00	0.00
Total Personal Services	16,249.00	0.00	0.00	0.00	16,249.00	0.00
5301-4200 Contract Services						
5301-4201 Contract Serv/Private	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total Contract Services	1,000.00	0.00	0.00	0.00	1,000.00	0.00
5301-4300 Materials/Supplies/Other						
5301-4315 Membership	2,350.00	1,940.77	1,940.77	0.00	409.23	82.59
Total Materials/Supplies/Other	2,350.00	1,940.77	1,940.77	0.00	409.23	82.59
Total AB939 Fund	19,599.00	1,940.77	1,940.77	0.00	17,658.23	9.90

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

121 Prop A Open Space Fund

1299 Interfund Transfers Out

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Transfers Out	20,557.00	5,139.00	5,139.00	0.00	15,418.00	25.00
Total Prop A Open Space Fund	20,557.00	5,139.00	5,139.00	0.00	15,418.00	25.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

122 Tyco Fund

8417 Storm Drain Improvements- Various Locati

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8417-4200 Contract Services						
8417-4201 Contract Serv/Private	413,308.00	0.00	0.00	0.00	413,308.00	0.00
Total Storm Drain Improvements- Various Locati	413,308.00	0.00	0.00	0.00	413,308.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

122 Tyco Fund

8629 Municipal Pier Structural Assess/Repair

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8629-4200 Contract Services						
8629-4201 Contract Serv/Private	173,075.00	0.00	0.00	6,570.00	166,505.00	3.80
Total Municipal Pier Structural Assess/Repair	173,075.00	0.00	0.00	6,570.00	166,505.00	3.80

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

122 Tyco Fund

8660 Municipal Pier Structural Repairs Phase3

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8660-4200 Contract Services						
8660-4201 Contract Serv/Private	275,473.00	0.00	0.00	0.00	275,473.00	0.00
Total Municipal Pier Structural Repairs Phase3	275,473.00	0.00	0.00	0.00	275,473.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

122 Tyco Fund

8692 14th Street Restroom Construction

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8692-4200 Contract Services						
8692-4201 Contract Serv/Private	400,000.00	0.00	0.00	0.00	400,000.00	0.00
Total 14th Street Restroom Construction	400,000.00	0.00	0.00	0.00	400,000.00	0.00
Total Tyco Fund	1,261,856.00	0.00	0.00	6,570.00	1,255,286.00	0.52

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

123 Tyco Tidelands

8629 Municipal Pier Structural Assess/Repair

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8629-4200 Contract Services						
Total Tyco Tidelands	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

8538 Citywide Park Master Plan

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8538-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8538-4200 Contract Services						
8538-4201 Contract Serv/Private	173,410.00	0.00	0.00	0.00	173,410.00	0.00
Total Citywide Park Master Plan	173,410.00	0.00	0.00	0.00	173,410.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

8545 Clark Stadium Bleachers

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8545-4200 Contract Services						
Total Clark Stadium Bleachers	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

8546 Citywide Park Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8546-4200 Contract Services						
Total Citywide Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

8547 Fort Lots-O-Fun Park Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8547-4200 Contract Services						
Total Fort Lots-O-Fun Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

8667 Community Center, Plaza, and Park Improv

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8667-4200 Contract Services						
Total Community Center, Plaza, and Park Improv	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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125 Park/Rec Facility Tax Fund

8669 City Park Restrooms and Renovation

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8669-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8669-4200 Contract Services						
8669-4201 Contract Serv/Private	113,621.00	0.00	0.00	0.00	113,621.00	0.00
Total City Park Restrooms and Renovation	113,621.00	0.00	0.00	0.00	113,621.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

125 Park/Rec Facility Tax Fund

8692 14th Street Restroom Construction

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8692-4200 Contract Services						
8692-4201 Contract Serv/Private	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total 14th Street Restroom Construction	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Park/Rec Facility Tax Fund	337,031.00	0.00	0.00	0.00	337,031.00	0.00

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CITY OF HERMOSA BEACH
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135 Bayview Dr Dist Admin Exp Fund

1299 Interfund Transfers Out

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Trsfr Out	2,307.00	576.00	576.00	0.00	1,731.00	24.97
Total Bayview Dr Dist Admin Exp Fund	2,307.00	576.00	576.00	0.00	1,731.00	24.97

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

136 Lower Pier Admin Exp Fund

1219 Administrative Charges

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1219-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Lower Pier Admin Exp Fund	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

137 Myrtle Dist Admin Exp Fund

1219 Administrative Charges

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1219-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Myrtle Dist Admin Exp Fund	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

138 Loma Dist Admin Exp Fund

1219 Administrative Charges

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1219-4200 Contract Services						
Total Administrative Charges	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

138 Loma Dist Admin Exp Fund

1299 Interfund Transfers Out

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Transfers Out	162.00	42.00	42.00	0.00	120.00	25.93
Total Loma Dist Admin Exp Fund	162.00	42.00	42.00	0.00	120.00	25.93

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

139 Beach Dr Assmnt Dist Admin Exp Fund

1219 Administrative Charges

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1219-4200 Contract Services						
1219-4201 Contract Serv/Private	1,550.00	0.00	0.00	0.00	1,550.00	0.00
Total Administrative Charges	1,550.00	0.00	0.00	0.00	1,550.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

139 Beach Dr Assmnt Dist Admin Exp Fund

1299 Interfund Transfers Out

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Transfers Out	1,891.00	474.00	474.00	0.00	1,417.00	25.07
Total Interfund Transfers Out	1,891.00	474.00	474.00	0.00	1,417.00	25.07
Total Beach Dr Assmnt Dist Admin Exp Fund	3,441.00	474.00	474.00	0.00	2,967.00	13.78

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

140 Community Dev Block Grant

4709 Hands Free Equipment Install (CDBG-CV)

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4709-4200 Contract Services						
Total Hands Free Equipment Install (CDBG-CV)	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

140 Community Dev Block Grant

8601 Prospect Ave Curb Ramps

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8601-4200 Contract Services						
8601-4201 Contract Serv/Private	63,710.00	0.00	0.00	0.00	63,710.00	0.00
Total Prospect Ave Curb Ramps	63,710.00	0.00	0.00	0.00	63,710.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

140 Community Dev Block Grant

8687 ADA Improvements at Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8687-4200 Contract Services						
8687-4201 Contract Serv/Private	0.00	739.48	739.48	0.00	-739.48	0.00
Total ADA Improvements at Various Locations	0.00	739.48	739.48	0.00	-739.48	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

140 Community Dev Block Grant

8691 ADA Improvements at Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8691-4200 Contract Services						
8691-4201 Contract Serv/Private	0.00	739.48	739.48	0.00	-739.48	0.00
Total ADA Improvements at Various Locations	0.00	739.48	739.48	0.00	-739.48	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

140 Community Dev Block Grant

8698 ADA Improvement

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8698-4200 Contract Services						
8698-4201 Contract Serv/Private	71,298.00	0.00	0.00	0.00	71,298.00	0.00
Total ADA Improvement	71,298.00	0.00	0.00	0.00	71,298.00	0.00
Total Community Dev Block Grant	135,008.00	1,478.96	1,478.96	0.00	133,529.04	1.10

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

145 Proposition A Fund

3403 Bus Pass Subsidy

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3403-4200 Contract Services						
3403-4251 Contract Service/Govt	1,700.00	0.00	0.00	0.00	1,700.00	0.00
Total Bus Pass Subsidy	1,700.00	0.00	0.00	0.00	1,700.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

145 Proposition A Fund

3404 Dial-A-Taxi Program

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3404-4200 Contract Services						
3404-4201 Contract Serv/Private	65,000.00	0.00	0.00	0.00	65,000.00	0.00
Total Dial-A-Taxi Program	65,000.00	0.00	0.00	0.00	65,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

145 Proposition A Fund

3408 Commuter Express

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3408-4100 Personal Services						
3408-4102 Regular Salaries	2,827.00	380.90	380.90	0.00	2,446.10	13.47
Total Personal Services	2,827.00	380.90	380.90	0.00	2,446.10	13.47
3408-4200 Contract Services						
3408-4251 Contract Service/Govt	37,769.00	0.00	0.00	0.00	37,769.00	0.00
Total Contract Services	37,769.00	0.00	0.00	0.00	37,769.00	0.00
Total Commuter Express	40,596.00	380.90	380.90	0.00	40,215.10	0.94

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

145 Proposition A Fund

3409 Recreation Transportation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3409-4200 Contract Services						
3409-4201 Contract Serv/Private	20,000.00	0.00	0.00	0.00	20,000.00	0.00
Total Recreation Transportation	20,000.00	0.00	0.00	0.00	20,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

145 Proposition A Fund

3410 Special Event Shuttle

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3410-4200 Contract Services						
3410-4201 Contract Serv/Private	35,000.00	0.00	0.00	0.00	35,000.00	0.00
Total Special Event Shuttle	35,000.00	0.00	0.00	0.00	35,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

145 Proposition A Fund

3411 After School Program Shuttle

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3411-4200 Contract Services						
3411-4201 Contract Serv/Private	36,000.00	0.00	0.00	0.00	36,000.00	0.00
Total After School Program Shuttle	36,000.00	0.00	0.00	0.00	36,000.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

145 Proposition A Fund

3414 *** Title Not Found ***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3414-5400 Equipment/Furniture						
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

145 Proposition A Fund

8101 Hermosa Ave Greenwich Village St Realign

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8101-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Hermosa Ave Greenwich Village St Realign	0.00	0.00	0.00	0.00	0.00	0.00
Total Proposition A Fund	198,296.00	380.90	380.90	0.00	197,915.10	0.19

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

146 Proposition C Fund

8101 Protective Bollards at Pier Plaza

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8101-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8101-4200 Contract Services						
8101-4201 Contract Serv/Private	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total Protective Bollards at Pier Plaza	10,000.00	0.00	0.00	0.00	10,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

146 Proposition C Fund

8102 Bus Stop Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8102-4200 Contract Services						
8102-4201 Contract Serv/Private	900,000.00	0.00	0.00	0.00	900,000.00	0.00
Total Bus Stop Improvements	900,000.00	0.00	0.00	0.00	900,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

146 Proposition C Fund

8193 Pedestrian Crossing Safety Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8193-4200 Contract Services						
8193-4201 Contract Serv/Private	350,000.00	0.00	0.00	0.00	350,000.00	0.00
Total Pedestrian Crossing Safety Improvements	350,000.00	0.00	0.00	0.00	350,000.00	0.00
Total Proposition C Fund	1,260,000.00	0.00	0.00	0.00	1,260,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

147 Measure R Fund

8143 PCH Mobility Improvement Project

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8143-4200 Contract Services						
8143-4201 Contract Serv/Private	243,662.00	0.00	0.00	0.00	243,662.00	0.00
Total PCH Mobility Improvement Project	243,662.00	0.00	0.00	0.00	243,662.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

147 Measure R Fund

8160 PCH Traffic Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8160-4200 Contract Services						
8160-4201 Contract Serv/Private	0.00	0.00	0.00	78,901.13	-78,901.13	0.00
Total PCH Traffic Improvements	0.00	0.00	0.00	78,901.13	-78,901.13	0.00

Expenditure Status Report

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147 Measure R Fund

8186 Street Improvement Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8186-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8186-4200 Contract Services						
8186-4201 Contract Serv/Private	532,477.00	0.00	0.00	0.00	532,477.00	0.00
Total Street Improvement Various Locations	532,477.00	0.00	0.00	0.00	532,477.00	0.00

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147 Measure R Fund

8188 Strand Bikeway/Walkway Improvements- 35th

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8188-4200 Contract Services						
8188-4201 Contract Serv/Private	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total Strand Bikeway/Walkway Improvements- 35th	10,000.00	0.00	0.00	0.00	10,000.00	0.00

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CITY OF HERMOSA BEACH
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147 Measure R Fund

8192 Various Street Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8192-4200 Contract Services						
Total Various Street Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

147 Measure R Fund

8193 Pedestrian Crossing Safety Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8193-4200 Contract Services						
8193-4201 Contract Serv/Private	100,000.00	0.00	0.00	0.00	100,000.00	0.00
Total Pedestrian Crossing Safety Improvements	100,000.00	0.00	0.00	0.00	100,000.00	0.00

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147 Measure R Fund

8196 *** Title Not Found ***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8196-4200 Contract Services						
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00
Total Measure R Fund	886,139.00	0.00	0.00	78,901.13	807,237.87	8.90

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 CITY OF HERMOSA BEACH
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148 Measure M

8186 Street Improvement Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8186-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8186-4200 Contract Services						
8186-4201 Contract Serv/Private	401,577.00	0.00	0.00	0.00	401,577.00	0.00
Total Street Improvement Various Locations	401,577.00	0.00	0.00	0.00	401,577.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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148 Measure M

8191 Annual Street Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8191-4200 Contract Services						
8191-4201 Contract Serv/Private	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Annual Street Improvements	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Measure M	451,577.00	0.00	0.00	0.00	451,577.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

149 Measure W Fund

8164 Hermosa Ave Green Street

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8164-4200 Contract Services						
8164-4201 Contract Serv/Private	140,000.00	0.00	0.00	0.00	140,000.00	0.00
Total Measure W Fund	140,000.00	0.00	0.00	0.00	140,000.00	0.00

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CITY OF HERMOSA BEACH
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150 Grants Fund
1201 City Manager

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1201-4200 Contract Services						
Total City Manager	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
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150 Grants Fund

1221 Green Business Program

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1221-4200 Contract Services						
1221-4201 Contract Serv/Private	0.00	0.00	0.00	7,500.00	-7,500.00	0.00
Total Green Business Program	0.00	0.00	0.00	7,500.00	-7,500.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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150 Grants Fund

2111 Bulletproof Vest Partnership

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2111-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
2111-4300 Materials/Supplies/Other						
2111-4350 Safety Gear	2,400.00	0.00	0.00	356.36	2,043.64	14.85
Total Bulletproof Vest Partnership	2,400.00	0.00	0.00	356.36	2,043.64	14.85

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

2119 Body Worn Camera

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2119-4200 Contract Services						
Total Body Worn Camera	0.00	0.00	0.00	0.00	0.00	0.00

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150 Grants Fund

2120 St Homeland Security Prg- Radio Upgrades

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2120-4200 Contract Services						
2120-4201 Contract Serv/Private	70,199.00	0.00	0.00	0.00	70,199.00	0.00
Total St Homeland Security Prg- Radio Upgrades	70,199.00	0.00	0.00	0.00	70,199.00	0.00

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150 Grants Fund

2121 *** Title Not Found ***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2121-4200 Contract Services						
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

3102 Beverage Recycle Grant

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3102-4200 Contract Services						
Total Beverage Recycle Grant	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

4107 Local Coastal Assistance Grant

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4107-4200 Contract Services						
Total Local Coastal Assistance Grant	0.00	0.00	0.00	0.00	0.00	0.00

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 CITY OF HERMOSA BEACH
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150 Grants Fund

4108 *** Title Not Found ***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4108-4200 Contract Services						
4108-4201 Contract Serv/Private	65,000.00	0.00	0.00	0.00	65,000.00	0.00
Total *** Title Not Found ***	65,000.00	0.00	0.00	0.00	65,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

4210 Systemic Safety Analysis Report Program

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4210-4200 Contract Services						
4210-4201 Contract Serv/Private	0.00	14,107.81	14,107.81	22,548.37	-36,656.18	0.00
Total Systemic Safety Analysis Report Program	0.00	14,107.81	14,107.81	22,548.37	-36,656.18	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

8103 Sea Level Rise Risk Assessment

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8103-4200 Contract Services						
8103-4201 Contract Serv/Private	247,050.00	0.00	0.00	0.00	247,050.00	0.00
Total Sea Level Rise Risk Assessment	247,050.00	0.00	0.00	0.00	247,050.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

8173 8th Street Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8173-4200 Contract Services						
Total 8th Street Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

8184 St Imp/21st Btwn PCH/Ardmore

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8184-4200 Contract Services						
8184-4201 Contract Serv/Private	0.00	0.00	0.00	73,640.00	-73,640.00	0.00
Total St Imp/21st Btwn PCH/Ardmore	0.00	0.00	0.00	73,640.00	-73,640.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

150 Grants Fund

8185 ADA Improvements- PCH between 2nd & 21st

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8185-4200 Contract Services						
8185-4201 Contract Serv/Private	0.00	0.00	0.00	35,046.32	-35,046.32	0.00
Total ADA Improvements- PCH between 2nd & 21st	0.00	0.00	0.00	35,046.32	-35,046.32	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

8542 Stormwater/Urban Run-off Diversion Proj

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8542-4200 Contract Services						
Total Stormwater/Urban Run-off Diversion Proj	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

8668 Library Community Needs Assessment

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8668-4200 Contract Services						
8668-4201 Contract Serv/Private	60,000.00	0.00	0.00	0.00	60,000.00	0.00
Total Library Community Needs Assessment	60,000.00	0.00	0.00	0.00	60,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

150 Grants Fund

8682 Electric Vehicle, Bicycle Transportation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8682-4200 Contract Services						
8682-4201 Contract Serv/Private	616,469.00	0.00	0.00	15,300.22	601,168.78	2.48
Total Electric Vehicle, Bicycle Transportation	616,469.00	0.00	0.00	15,300.22	601,168.78	2.48
Total Grants Fund	1,061,118.00	14,107.81	14,107.81	154,391.27	892,618.92	15.88

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

152 Air Quality Mgmt Dist Fund

3701 Emission Control

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
3701-4200 Contract Services						
3701-4201 Contract Serv/Private	20,000.00	0.00	0.00	0.00	20,000.00	0.00
Total Contract Services	20,000.00	0.00	0.00	0.00	20,000.00	0.00
3701-4300 Materials/Supplies/Other						
3701-4327 AQMD Incentives	28,000.00	360.00	360.00	0.00	27,640.00	1.29
Total Materials/Supplies/Other	28,000.00	360.00	360.00	0.00	27,640.00	1.29
3701-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
3701-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Air Quality Mgmt Dist Fund	48,000.00	360.00	360.00	0.00	47,640.00	0.75

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

153 Supp Law Enf Serv Fund (SLESF)

2106 C.O.P.S. Program

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2106-4200 Contract Services						
2106-4201 Contract Serv/Private	73,936.00	15,981.56	15,981.56	32,766.44	25,188.00	65.93
Total Contract Services	73,936.00	15,981.56	15,981.56	32,766.44	25,188.00	65.93
2106-4300 Materials/Supplies/Other						
2106-4350 Safety Gear	18,000.00	0.00	0.00	0.00	18,000.00	0.00
Total Materials/Supplies/Other	18,000.00	0.00	0.00	0.00	18,000.00	0.00
2106-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
2106-5400 Equipment/Furniture						
2106-5401 Equip-Less Than \$1,000	2,633.00	0.00	0.00	0.00	2,633.00	0.00
2106-5405 Equipment more than \$5,000	31,360.00	0.00	0.00	0.00	31,360.00	0.00
Total Equipment/Furniture	33,993.00	0.00	0.00	0.00	33,993.00	0.00
2106-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Supp Law Enf Serv Fund (SLESF)	125,929.00	15,981.56	15,981.56	32,766.44	77,181.00	38.71

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

157 FEMA/Cal OES

2702 Emergency Management Response COVID-19

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
2702-4100 Personal Services						
2702-4106 Regular Overtime	0.00	2,051.91	2,051.91	0.00	-2,051.91	0.00
2702-4112 Part Time Temporary	0.00	12,905.30	12,905.30	0.00	-12,905.30	0.00
2702-4189 Medicare Benefits	0.00	188.03	188.03	0.00	-188.03	0.00
Total Personal Services	0.00	15,145.24	15,145.24	0.00	-15,145.24	0.00
2702-4200 Contract Services						
2702-4201 Contract Serv/Private	0.00	39,060.91	39,060.91	263,836.43	-302,897.34	0.00
Total Contract Services	0.00	39,060.91	39,060.91	263,836.43	-302,897.34	0.00
2702-4300 Materials/Supplies/Other						
2702-4305 Office Operating Supplies	0.00	1,659.45	1,659.45	996.54	-2,655.99	0.00
2702-4309 Maintenance Materials	0.00	1,237.18	1,237.18	0.00	-1,237.18	0.00
2702-4320 Medical Exams	0.00	767.85	767.85	0.00	-767.85	0.00
Total Materials/Supplies/Other	0.00	3,664.48	3,664.48	996.54	-4,661.02	0.00
2702-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total FEMA/Cal OES	0.00	57,870.63	57,870.63	264,832.97	-322,703.60	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

160 Sewer Fund

1219 Administrative Charges

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1219-4200 Contract Services						
1219-4201 Contract Serv/Private	3,846.00	0.00	0.00	0.00	3,846.00	0.00
Total Administrative Charges	3,846.00	0.00	0.00	0.00	3,846.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

160 Sewer Fund

1299 Interfund Transfers Out

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1299-4300 Materials/Supplies/Other						
1299-4399 Operating Transfers Out	3,000,000.00	749,997.00	749,997.00	0.00	2,250,003.00	25.00
Total Interfund Transfers Out	3,000,000.00	749,997.00	749,997.00	0.00	2,250,003.00	25.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

160 Sewer Fund

3102 Sewers/Storm Drains

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3102-4100 Personal Services						
3102-4102 Regular Salaries	106,342.00	22,783.42	22,783.42	0.00	83,558.58	21.42
3102-4106 Regular Overtime	300.00	76.65	76.65	0.00	223.35	25.55
3102-4111 Accrual Cash In	2,829.00	0.00	0.00	0.00	2,829.00	0.00
3102-4180 Retirement	16,371.00	2,898.00	2,898.00	0.00	13,473.00	17.70
3102-4187 Uniform Allowance	24.00	6.00	6.00	0.00	18.00	25.00
3102-4188 Employee Benefits	16,298.00	3,368.40	3,368.40	0.00	12,929.60	20.67
3102-4189 Medicare Benefits	1,562.00	336.51	336.51	0.00	1,225.49	21.54
3102-4190 Other Post Employment Benefits (OPEB)	3,088.00	771.00	771.00	2,313.00	4.00	99.87
Total Personal Services	146,814.00	30,239.98	30,239.98	2,313.00	114,261.02	22.17
3102-4200 Contract Services						
3102-4201 Contract Serv/Private	250,068.00	2,309.10	2,309.10	166,870.25	80,888.65	67.65
3102-4251 Contract Service/Govt	4,376.00	0.00	0.00	0.00	4,376.00	0.00
Total Contract Services	254,444.00	2,309.10	2,309.10	166,870.25	85,264.65	66.49
3102-4300 Materials/Supplies/Other						
3102-4303 Utilities	894.00	0.00	0.00	0.00	894.00	0.00
3102-4309 Maintenance Materials	7,600.00	690.61	690.61	0.00	6,909.39	9.09
3102-4394 Building Maintenance Charges	267.00	66.00	66.00	0.00	201.00	24.72
3102-4395 Equip Replacement Charges	29,905.00	7,476.00	7,476.00	0.00	22,429.00	25.00
3102-4396 Insurance User Charges	36,731.00	9,183.00	9,183.00	0.00	27,548.00	25.00
Total Materials/Supplies/Other	75,397.00	17,415.61	17,415.61	0.00	57,981.39	23.10
3102-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
3102-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Sewers/Storm Drains	476,655.00	49,964.69	49,964.69	169,183.25	257,507.06	45.98

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160 Sewer Fund

3105 Used Oil Block Grant

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
3105-4200 Contract Services						
3105-4201 Contract Serv/Private	5,400.00	0.00	0.00	0.00	5,400.00	0.00
Total Used Oil Block Grant	5,400.00	0.00	0.00	0.00	5,400.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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160 Sewer Fund

8416 Sewer Improvements Various Locations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8416-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8416-4200 Contract Services						
Total Sewer Improvements Various Locations	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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160 Sewer Fund

8421 Annual Sewer Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8421-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8421-4200 Contract Services						
8421-4201 Contract Serv/Private	2,210,783.00	33,894.60	33,894.60	28,538.02	2,148,350.38	2.82
Total Annual Sewer Improvements	2,210,783.00	33,894.60	33,894.60	28,538.02	2,148,350.38	2.82

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

160 Sewer Fund

8423 Annual Sewer Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8423-4200 Contract Services						
8423-4201 Contract Serv/Private	250,000.00	0.00	0.00	0.00	250,000.00	0.00
Total Annual Sewer Improvements	250,000.00	0.00	0.00	0.00	250,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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160 Sewer Fund

8692 14th Street Beach Restroom Rehab

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8692-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8692-4200 Contract Services						
8692-4201 Contract Serv/Private	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total 14th Street Beach Restroom Rehab	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total Sewer Fund	6,146,684.00	833,856.29	833,856.29	197,721.27	5,115,106.44	16.78

Expenditure Status Report
CITY OF HERMOSA BEACH
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161 Storm Drains Fund

3109 Storm Drain

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3109-4100 Personal Services						
3109-4102 Regular Salaries	81,730.00	16,651.93	16,651.93	0.00	65,078.07	20.37
3109-4106 Regular Overtime	300.00	76.65	76.65	0.00	223.35	25.55
3109-4111 Accrual Cash In	5,877.00	0.00	0.00	0.00	5,877.00	0.00
3109-4180 Retirement	11,562.00	1,625.03	1,625.03	0.00	9,936.97	14.05
3109-4187 Uniform Allowance	24.00	6.00	6.00	0.00	18.00	25.00
3109-4188 Employee Benefits	11,975.00	2,330.06	2,330.06	0.00	9,644.94	19.46
3109-4189 Medicare Benefits	1,205.00	247.40	247.40	0.00	957.60	20.53
3109-4190 Other Post Employment Benefits/OPEB	2,153.00	537.00	537.00	1,611.00	5.00	99.77
Total Personal Services	114,826.00	21,474.07	21,474.07	1,611.00	91,740.93	20.10
3109-4200 Contract Services						
3109-4201 Contract Serv/Private	190,068.00	318.17	318.17	92,933.30	96,816.53	49.06
3109-4251 Contract Services/Gov't	8,539.00	0.00	0.00	0.00	8,539.00	0.00
Total Contract Services	198,607.00	318.17	318.17	92,933.30	105,355.53	46.95
3109-4300 Materials/Supplies/Other						
3109-4309 Maintenance Materials	5,000.00	0.00	0.00	0.00	5,000.00	0.00
3109-4394 Building Maintenance Charges	400.00	99.00	99.00	0.00	301.00	24.75
3109-4395 Equip Replacement Chrgs	37,935.00	9,483.00	9,483.00	0.00	28,452.00	25.00
3109-4396 Insurance User Charges	15,683.00	3,921.00	3,921.00	0.00	11,762.00	25.00
Total Materials/Supplies/Other	59,018.00	13,503.00	13,503.00	0.00	45,515.00	22.88
3109-5400 Equipment/Furniture						
3109-5405 Equipment more than \$5,000	0.00	25,317.34	25,317.34	0.00	-25,317.34	0.00
Total Equipment/Furniture	0.00	25,317.34	25,317.34	0.00	-25,317.34	0.00
Total Storm Drain	372,451.00	60,612.58	60,612.58	94,544.30	217,294.12	41.66

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

161 Storm Drains Fund

8164 Hermosa Ave Green Street

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8164-4200 Contract Services						
Total Hermosa Ave Green Street	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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161 Storm Drains Fund

8401 EWMP Update/Feasibility Study

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8401-4200 Contract Services						
Total EWMP Update/Feasibility Study	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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161 Storm Drains Fund

8417 Storm Drain Improvements- Various Locati

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8417-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8417-4200 Contract Services						
8417-4201 Contract Serv/Private	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00
Total Storm Drain Improvements- Various Locati	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00

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161 Storm Drains Fund

8419 16th Street Storm Drain Trash Capture Pr

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8419-4200 Contract Services						
8419-4201 Contract Serv/Private	120,000.00	0.00	0.00	0.00	120,000.00	0.00
Total 16th Street Storm Drain Trash Capture Pr	120,000.00	0.00	0.00	0.00	120,000.00	0.00

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161 Storm Drains Fund

8422 Annual Storm Drain Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8422-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8422-4200 Contract Services						
8422-4201 Contract Serv/Private	500,000.00	0.00	0.00	0.00	500,000.00	0.00
Total Annual Storm Drain Improvements	500,000.00	0.00	0.00	0.00	500,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

161 Storm Drains Fund

8423 Sewer Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8423-4200 Contract Services						
Total Sewer Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

161 Storm Drains Fund

8424 Annual Storm Drain Improvements

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8424-4200 Contract Services						
8424-4201 Contract Serv/Private	250,000.00	0.00	0.00	0.00	250,000.00	0.00
Total Annual Storm Drain Improvements	250,000.00	0.00	0.00	0.00	250,000.00	0.00
Total Storm Drains Fund	2,242,451.00	60,612.58	60,612.58	94,544.30	2,087,294.12	6.92

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

170 Asset Seizure/Forft Fund

2103 Special Investigations

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
2103-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
2103-5400 Equipment/Furniture						
Total Special Investigations	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

170 Asset Seizure/Forft Fund

2105 Police K-9 Program

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
2105-4200 Contract Services						
2105-4201 Contract Serv/Private	2,500.00	330.00	330.00	107.75	2,062.25	17.51
Total Contract Services	2,500.00	330.00	330.00	107.75	2,062.25	17.51
2105-4300 Materials/Supplies/Other						
2105-4309 Maintenance Materials	675.00	0.00	0.00	54.74	620.26	8.11
2105-4317 Conference/Training	3,000.00	750.00	750.00	2,250.00	0.00	100.00
Total Materials/Supplies/Other	3,675.00	750.00	750.00	2,304.74	620.26	83.12
2105-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
2105-5400 Equipment/Furniture						
2105-5401 Equip-Less Than \$1,000	600.00	286.20	286.20	0.00	313.80	47.70
Total Equipment/Furniture	600.00	286.20	286.20	0.00	313.80	47.70
Total Police K-9 Program	6,775.00	1,366.20	1,366.20	2,412.49	2,996.31	55.77

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

170 Asset Seizure/Forft Fund

2116 Mounted Patrol Unit

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
2116-4200 Contract Services						
Total Mounted Patrol Unit	0.00	0.00	0.00	0.00	0.00	0.00
Total Asset Seizure/Forft Fund	6,775.00	1,366.20	1,366.20	2,412.49	2,996.31	55.77

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

180 Fire Protection Fund

2202 Fire Protection

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2202-4200 Contract Services						
2202-4251 Contract Services/Gov't	43,062.00	14,356.00	14,356.00	28,706.00	0.00	100.00
Total Fire Protection Fund	43,062.00	14,356.00	14,356.00	28,706.00	0.00	100.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

190 RTI Undersea Cable

8417 Storm Drain Improvements- Various Locati

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8417-4200 Contract Services						
8417-4201 Contract Serv/Private	386,692.00	0.00	0.00	0.00	386,692.00	0.00
Total Storm Drain Improvements- Various Locati	386,692.00	0.00	0.00	0.00	386,692.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

190 RTI Undersea Cable

8631 14Th. St. Beach Restroom Rehabilitation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8631-4200 Contract Services						
Total 14Th. St. Beach Restroom Rehabilitation	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

190 RTI Undersea Cable

8695 Parking Lot A Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8695-4200 Contract Services						
8695-4201 Contract Serv/Private	482,260.00	0.00	0.00	0.00	482,260.00	0.00
Total Parking Lot A Improvements	482,260.00	0.00	0.00	0.00	482,260.00	0.00
Total RTI Undersea Cable	868,952.00	0.00	0.00	0.00	868,952.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

191 RTI Tidelands

8417 Storm Drain Improvements- Various Locati

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8417-4200 Contract Services						
8417-4201 Contract Serv/Private	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total Storm Drain Improvements- Various Locati	200,000.00	0.00	0.00	0.00	200,000.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

191 RTI Tidelands

8629 Municipal Pier Structural Assess/Repair

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8629-4200 Contract Services						
8629-4201 Contract Serv/Private	240,000.00	0.00	0.00	0.00	240,000.00	0.00
Total Municipal Pier Structural Assess/Repair	240,000.00	0.00	0.00	0.00	240,000.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

191 RTI Tidelands

8692 14th Street Restroom Construction

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8692-4200 Contract Services						
8692-4201 Contract Serv/Private	190,000.00	0.00	0.00	0.00	190,000.00	0.00
Total 14th Street Restroom Construction	190,000.00	0.00	0.00	0.00	190,000.00	0.00
Total RTI Tidelands	630,000.00	0.00	0.00	0.00	630,000.00	0.00

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 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

201 2015 Lease Revenue Bonds

1220 Legal Settlements- E&B Resources

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1220-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
1220-6700 Interest						
1220-6701 Interest	285,712.00	500,000.00	500,000.00	0.00	-214,288.00	175.00
Total Interest	285,712.00	500,000.00	500,000.00	0.00	-214,288.00	175.00
1220-6800 Principal						
1220-6801 Principal Payment	500,000.00	149,106.26	149,106.26	0.00	350,893.74	29.82
Total Principal	500,000.00	149,106.26	149,106.26	0.00	350,893.74	29.82
1220-6900 Lease Payments						
Total Lease Payments	0.00	0.00	0.00	0.00	0.00	0.00
Total 2015 Lease Revenue Bonds	785,712.00	649,106.26	649,106.26	0.00	136,605.74	82.61

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

1201 City Manager

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1201-4200 Contract Services						
1201-4201 Contract Serv/Private	173,000.00	0.00	0.00	0.00	173,000.00	0.00
Total City Manager	173,000.00	0.00	0.00	0.00	173,000.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

2202 Fire Protection

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2202-5600 Buildings/Improvements						
2202-5601 Buildings	363,672.00	0.00	0.00	0.00	363,672.00	0.00
Total Fire Protection	363,672.00	0.00	0.00	0.00	363,672.00	0.00

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301 Capital Improvement Fund

8103 *** Title Not Found ***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8103-4200 Contract Services						
8103-4201 Contract Serv/Private	32,008.00	0.00	0.00	0.00	32,008.00	0.00
Total *** Title Not Found ***	32,008.00	0.00	0.00	0.00	32,008.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8129 Pier Avenue/PCH to Ardmore

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8129-4200 Contract Services						
Total Pier Avenue/PCH to Ardmore	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8143 PCH Mobility Improvement Project

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8143-4200 Contract Services						
8143-4201 Contract Serv/Private	263,437.00	0.00	0.00	0.00	263,437.00	0.00
Total PCH Mobility Improvement Project	263,437.00	0.00	0.00	0.00	263,437.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8173 8th Street Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8173-4200 Contract Services						
Total 8th Street Improvements	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8192 Annual Striping Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8192-4200 Contract Services						
8192-4201 Contract Serv/Private	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Annual Striping Improvements	50,000.00	0.00	0.00	0.00	50,000.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8417 Storm Drain Improvements- Various Locati

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8417-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8417-4200 Contract Services						
8417-4201 Contract Serv/Private	44,966.00	0.00	0.00	43,589.70	1,376.30	96.94
Total Storm Drain Improvements- Various Locati	44,966.00	0.00	0.00	43,589.70	1,376.30	96.94

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8542 Stormwater/Urban Run-Off Diversion Proj

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8542-4200 Contract Services						
Total Stormwater/Urban Run-Off Diversion Proj	0.00	0.00	0.00	0.00	0.00	0.00

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301 Capital Improvement Fund

8544 Feasibility. Greenbelt Path

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8544-4200 Contract Services						
8544-4201 Contract Serv/Private	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total Feasibility. Greenbelt Path	10,000.00	0.00	0.00	0.00	10,000.00	0.00

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CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8546 Citywide Park Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8546-4200 Contract Services						
8546-4201 Contract Serv/Private	0.00	0.00	0.00	750.00	-750.00	0.00
Total Citywide Park Improvements	0.00	0.00	0.00	750.00	-750.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8602 City Wide ADA Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8602-4200 Contract Services						
8602-4201 Contract Serv/Private	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total City Wide ADA Improvements	50,000.00	0.00	0.00	0.00	50,000.00	0.00

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301 Capital Improvement Fund

8608 Pub Works Yard Relocation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8608-4200 Contract Services						
8608-4201 Contract Serv/Private	60,000.00	0.00	0.00	1,480.44	58,519.56	2.47
Total Pub Works Yard Relocation	60,000.00	0.00	0.00	1,480.44	58,519.56	2.47

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8609 Downtown Strategic Plan Implementation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8609-4200 Contract Services						
8609-4201 Contract Serv/Private	468,161.00	0.00	0.00	13,998.75	454,162.25	2.99
Total Downtown Strategic Plan Implementation	468,161.00	0.00	0.00	13,998.75	454,162.25	2.99

Expenditure Status Report

CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8614 Police Facilities Improvements

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8614-4200 Contract Services						
8614-4201 Contract Serv/Private	0.00	0.00	0.00	1,200.61	-1,200.61	0.00
Total Police Facilities Improvements	0.00	0.00	0.00	1,200.61	-1,200.61	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8615 New Corporate Yard Facility

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8615-4200 Contract Services						
8615-4201 Contract Serv/Private	1,313,498.00	0.00	0.00	114,036.25	1,199,461.75	8.68
Total New Corporate Yard Facility	1,313,498.00	0.00	0.00	114,036.25	1,199,461.75	8.68

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8650 Community Center Gen Improv- Phase III

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8650-4200 Contract Services						
8650-4201 Contract Serv/Private	0.00	1,740.00	1,740.00	0.00	-1,740.00	0.00
Total Community Center Gen Improv- Phase III	0.00	1,740.00	1,740.00	0.00	-1,740.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8660 Municipal Pier Electrical Repairs

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8660-4200 Contract Services						
8660-4201 Contract Serv/Private	259,711.00	0.00	0.00	0.00	259,711.00	0.00
Total Municipal Pier Electrical Repairs	259,711.00	0.00	0.00	0.00	259,711.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8669 City Park Restroom Renovations

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8669-4100 Personal Services						
Total Personal Services	0.00	0.00	0.00	0.00	0.00	0.00
8669-4200 Contract Services						
8669-4201 Contract Serv/Private	1,431,999.00	0.00	0.00	17,520.00	1,414,479.00	1.22
Total City Park Restroom Renovations	1,431,999.00	0.00	0.00	17,520.00	1,414,479.00	1.22

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CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8670 Tree Well Grates

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8670-4200 Contract Services						
Total Tree Well Grates	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8682 Electrical Vehicle & Bicycle Transportat

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8682-4200 Contract Services						
8682-4201 Contract Serv/Private	47,186.00	0.00	0.00	0.00	47,186.00	0.00
Total Electrical Vehicle & Bicycle Transportat	47,186.00	0.00	0.00	0.00	47,186.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8683 Bard Street Closure

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8683-4200 Contract Services						
Total Bard Street Closure	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8684 Emergency Op Center Renovations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8684-4200 Contract Services						
8684-4201 Contract Serv/Private	192,880.00	0.00	0.00	0.00	192,880.00	0.00
Total Emergency Op Center Renovations	192,880.00	0.00	0.00	0.00	192,880.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8689 Clark Building Renovations

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8689-4200 Contract Services						
8689-4201 Contract Serv/Private	420,072.00	0.00	0.00	55,000.00	365,072.00	13.09
Total Clark Building Renovations	420,072.00	0.00	0.00	55,000.00	365,072.00	13.09

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301 Capital Improvement Fund

8692 14th Street Restroom Construction

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8692-4200 Contract Services						
8692-4201 Contract Serv/Private	160,000.00	0.00	0.00	0.00	160,000.00	0.00
Total 14th Street Restroom Construction	160,000.00	0.00	0.00	0.00	160,000.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8693 Community Theater Needs Assessment

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8693-4200 Contract Services						
8693-4201 Contract Serv/Private	79,295.00	1,483.35	1,483.35	1,837.35	75,974.30	4.19
Total Community Theater Needs Assessment	79,295.00	1,483.35	1,483.35	1,837.35	75,974.30	4.19

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CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8694 Parking Structure (Lot C) Assessment

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8694-4200 Contract Services						
8694-4201 Contract Serv/Private	40,000.00	0.00	0.00	0.00	40,000.00	0.00
Total Parking Structure (Lot C) Assessment	40,000.00	0.00	0.00	0.00	40,000.00	0.00

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CITY OF HERMOSA BEACH
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301 Capital Improvement Fund

8695 Parking Lot A Improvements

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8695-4200 Contract Services						
8695-4201 Contract Serv/Private	150,000.00	0.00	0.00	0.00	150,000.00	0.00
Total Parking Lot A Improvements	150,000.00	0.00	0.00	0.00	150,000.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8696 Police Station Basement Restroom Improve

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8696-4200 Contract Services						
8696-4201 Contract Serv/Private	33,000.00	0.00	0.00	4,500.00	28,500.00	13.64
Total Police Station Basement Restroom Improve	33,000.00	0.00	0.00	4,500.00	28,500.00	13.64

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8699 *** Title Not Found ***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
8699-4200 Contract Services						
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

301 Capital Improvement Fund

8760 *** Title Not Found ***

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8760-4200 Contract Services						
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Improvement Fund	5,642,885.00	3,223.35	3,223.35	253,913.10	5,385,748.55	4.56

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

705 Insurance Fund

1133 City Attorney Litigation

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1133-4200 Contract Services						
1133-4201 Contract Serv/Private	130,000.00	50,612.59	50,612.59	2,319.59	77,067.82	40.72
Total City Attorney Litigation	130,000.00	50,612.59	50,612.59	2,319.59	77,067.82	40.72

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

705 Insurance Fund

1209 Liability Insurance

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1209-4100 Personal Services						
1209-4102 Regular Salaries	44,845.00	176,793.71	176,793.71	0.00	-131,948.71	394.23
1209-4111 Accrual Cash In	426.00	12.78	12.78	0.00	413.22	3.00
1209-4180 Retirement	13,965.00	4,001.06	4,001.06	0.00	9,963.94	28.65
1209-4188 Employee Benefits	8,511.00	2,135.30	2,135.30	0.00	6,375.70	25.09
1209-4189 Medicare Benefits	685.00	205.83	205.83	0.00	479.17	30.05
Total Personal Services	68,432.00	183,148.68	183,148.68	0.00	-114,716.68	267.64
1209-4200 Contract Services						
1209-4201 Contract Serv/Private	692,139.00	666,993.50	666,993.50	0.00	25,145.50	96.37
Total Contract Services	692,139.00	666,993.50	666,993.50	0.00	25,145.50	96.37
1209-4300 Materials/Supplies/Other						
1209-4324 Claims/Settlements	300,000.00	106,609.87	106,609.87	0.00	193,390.13	35.54
Total Materials/Supplies/Other	300,000.00	106,609.87	106,609.87	0.00	193,390.13	35.54
Total Liability Insurance	1,060,571.00	956,752.05	956,752.05	0.00	103,818.95	90.21

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 CITY OF HERMOSA BEACH
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705 Insurance Fund

1210 Auto/Property/Bonds

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1210-4200 Contract Services						
1210-4201 Contract Serv/Private	79,968.00	49,047.00	49,047.00	0.00	30,921.00	61.33
Total Contract Services	79,968.00	49,047.00	49,047.00	0.00	30,921.00	61.33
1210-4300 Materials/Supplies/Other						
1210-4324 Claims/Settlements	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total Materials/Supplies/Other	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total Auto/Property/Bonds	89,968.00	49,047.00	49,047.00	0.00	40,921.00	54.52

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705 Insurance Fund

1215 Unemployment

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1215-4100 Personal Services						
1215-4186 Unemployment Claims	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Unemployment	30,000.00	0.00	0.00	0.00	30,000.00	0.00

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CITY OF HERMOSA BEACH
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705 Insurance Fund

1217 Workers' Compensation

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1217-4100 Personal Services						
1217-4102 Regular Salaries	44,845.00	13,516.98	13,516.98	0.00	31,328.02	30.14
1217-4111 Accrual Cash In	426.00	12.78	12.78	0.00	413.22	3.00
1217-4180 Retirement	13,965.00	4,001.10	4,001.10	0.00	9,963.90	28.65
1217-4188 Employee Benefits	8,511.00	2,135.25	2,135.25	0.00	6,375.75	25.09
1217-4189 Medicare Benefits	685.00	205.80	205.80	0.00	479.20	30.04
Total Personal Services	68,432.00	19,871.91	19,871.91	0.00	48,560.09	29.04
1217-4200 Contract Services						
1217-4201 Contract Serv/Private	389,158.00	286,051.00	286,051.00	0.00	103,107.00	73.51
Total Contract Services	389,158.00	286,051.00	286,051.00	0.00	103,107.00	73.51
1217-4300 Materials/Supplies/Other						
1217-4305 Office Oper Supplies	100.00	1.15	1.15	0.00	98.85	1.15
1217-4317 Conference/Training	1,000.00	0.00	0.00	0.00	1,000.00	0.00
1217-4324 Claims/Settlements	981,000.00	102,336.62	102,336.62	0.00	878,663.38	10.43
Total Materials/Supplies/Other	982,100.00	102,337.77	102,337.77	0.00	879,762.23	10.42
Total Workers' Compensation	1,439,690.00	408,260.68	408,260.68	0.00	1,031,429.32	28.36

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

705 Insurance Fund

1299 Interfund Transfers Out

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1299-4300 Materials/Supplies/Other						
Total Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Total Insurance Fund	2,750,229.00	1,464,672.32	1,464,672.32	2,319.59	1,283,237.09	53.34

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7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

1121 City Clerk

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1121-5400 Equipment/Furniture						
1121-5401 Equip-Less Than \$1,000	624.00	0.00	0.00	0.00	624.00	0.00
Total City Clerk	624.00	0.00	0.00	0.00	624.00	0.00

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

1141 City Treasurer

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1141-5400 Equipment/Furniture						
1141-5401 Equip-Less Than \$1,000	1,630.00	0.00	0.00	0.00	1,630.00	0.00
Total City Treasurer	1,630.00	0.00	0.00	0.00	1,630.00	0.00

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715 Equipment Replacement Fund

1201 City Manager

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1201-4200 Contract Services						
1201-4201 Contract Serv/Private	11,200.00	0.00	0.00	32,139.51	-20,939.51	286.96
Total Contract Services	11,200.00	0.00	0.00	32,139.51	-20,939.51	286.96
1201-5400 Equipment/Furniture						
1201-5401 Equip-Less Than \$1,000	678.00	0.00	0.00	0.00	678.00	0.00
Total Equipment/Furniture	678.00	0.00	0.00	0.00	678.00	0.00
Total City Manager	11,878.00	0.00	0.00	32,139.51	-20,261.51	270.58

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715 Equipment Replacement Fund

1202 Finance Administration

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1202-5400 Equipment/Furniture						
1202-5401 Equip-Less Than \$1,000	815.00	0.00	0.00	0.00	815.00	0.00
1202-5402 Equip-More Than \$1,000	0.00	2,637.48	2,637.48	0.00	-2,637.48	0.00
Total Finance Administration	815.00	2,637.48	2,637.48	0.00	-1,822.48	323.62

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CITY OF HERMOSA BEACH
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715 Equipment Replacement Fund

1203 Human Resources

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1203-5400 Equipment/Furniture						
1203-5401 Equip-Less Than \$1,000	263.00	0.00	0.00	0.00	263.00	0.00
Total Human Resources	263.00	0.00	0.00	0.00	263.00	0.00

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CITY OF HERMOSA BEACH
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715 Equipment Replacement Fund

1204 Finance Cashier

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1204-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
1204-5400 Equipment/Furniture						
1204-5401 Equip-Less Than \$1,000	2,419.00	0.00	0.00	0.00	2,419.00	0.00
1204-5402 Equip-More Than \$1,000	1,347.00	0.00	0.00	0.00	1,347.00	0.00
Total Finance Cashier	3,766.00	0.00	0.00	0.00	3,766.00	0.00

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CITY OF HERMOSA BEACH
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715 Equipment Replacement Fund

1206 Information Technology

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1206-4200 Contract Services						
1206-4201 Contract Serv/Private	673,124.00	204,199.47	204,199.47	211,761.90	257,162.63	61.80
Total Contract Services	673,124.00	204,199.47	204,199.47	211,761.90	257,162.63	61.80
1206-4300 Materials/Supplies/Other						
1206-4304 Telephone	36,750.00	8,021.91	8,021.91	0.00	28,728.09	21.83
1206-4305 Office Oper Supplies	15,000.00	3,152.87	3,152.87	0.00	11,847.13	21.02
1206-4396 Insurance User Charges	89.00	21.00	21.00	0.00	68.00	23.60
Total Materials/Supplies/Other	51,839.00	11,195.78	11,195.78	0.00	40,643.22	21.60
1206-4900 Depreciation						
1206-4901 Depreciation/Mach/Equipment	42,556.00	0.00	0.00	0.00	42,556.00	0.00
Total Depreciation	42,556.00	0.00	0.00	0.00	42,556.00	0.00
1206-5400 Equipment/Furniture						
1206-5401 Equip-Less Than \$1,000	26,920.00	1,500.92	1,500.92	1,040.06	24,379.02	9.44
1206-5402 Equip-More Than \$1,000	29,381.00	0.00	0.00	0.00	29,381.00	0.00
1206-5405 Equipment more than \$5,000	89,893.00	0.00	0.00	40,242.16	49,650.84	44.77
Total Equipment/Furniture	146,194.00	1,500.92	1,500.92	41,282.22	103,410.86	29.26
Total Information Technology	913,713.00	216,896.17	216,896.17	253,044.12	443,772.71	51.43

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CITY OF HERMOSA BEACH
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715 Equipment Replacement Fund

1208 General Appropriations

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
1208-4200 Contract Services						
1208-4201 Contract Serv/Private	12,000.00	728.95	728.95	2,947.81	8,323.24	30.64
Total Contract Services	12,000.00	728.95	728.95	2,947.81	8,323.24	30.64
1208-4900 Depreciation						
1208-4901 Depreciation/Mach/Equipment	6,956.00	0.00	0.00	0.00	6,956.00	0.00
Total Depreciation	6,956.00	0.00	0.00	0.00	6,956.00	0.00
1208-5400 Equipment/Furniture						
1208-5401 Equip-Less Than \$1,000	590.00	0.00	0.00	0.00	590.00	0.00
Total Equipment/Furniture	590.00	0.00	0.00	0.00	590.00	0.00
Total General Appropriations	19,546.00	728.95	728.95	2,947.81	15,869.24	18.81

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

2101 Police

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2101-4200 Contract Services						
2101-4201 Contract Serv/Private	36,136.00	20,686.19	20,686.19	14,461.37	988.44	97.26
Total Contract Services	36,136.00	20,686.19	20,686.19	14,461.37	988.44	97.26
2101-4300 Materials/Supplies/Other						
2101-4310 Motor Fuels And Lubes	80,000.00	3.74	3.74	596.26	79,400.00	0.75
2101-4311 Auto Maintenance	45,000.00	4,081.80	4,081.80	1,911.72	39,006.48	13.32
Total Materials/Supplies/Other	125,000.00	4,085.54	4,085.54	2,507.98	118,406.48	5.27
2101-4900 Depreciation						
2101-4901 Depreciation/Mach/Equipment	55,725.00	0.00	0.00	0.00	55,725.00	0.00
2101-4902 Depreciation/Vehicles	195,858.00	0.00	0.00	0.00	195,858.00	0.00
Total Depreciation	251,583.00	0.00	0.00	0.00	251,583.00	0.00
2101-5400 Equipment/Furniture						
2101-5401 Equip-Less Than \$1,000	1,015.00	0.00	0.00	0.00	1,015.00	0.00
2101-5402 Equip-More Than \$1,000	5,700.00	0.00	0.00	0.00	5,700.00	0.00
2101-5403 Vehicles	0.00	49,410.86	49,410.86	165,663.34	-215,074.20	0.00
2101-5405 Equipment more than \$5,000	26,898.00	0.00	0.00	2,760.00	24,138.00	10.26
Total Equipment/Furniture	33,613.00	49,410.86	49,410.86	168,423.34	-184,221.20	648.07
2101-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Police	446,332.00	74,182.59	74,182.59	185,392.69	186,756.72	58.16

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CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

2201 Fire

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
2201-4300 Materials/Supplies/Other						
Total Fire	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

2601 Lighting/Landscaping/Medians

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
2601-4200 Contract Services						
2601-4201 Contract Serv/Private	7,200.00	0.00	0.00	0.00	7,200.00	0.00
Total Contract Services	7,200.00	0.00	0.00	0.00	7,200.00	0.00
2601-4300 Materials/Supplies/Other						
2601-4310 Motor Fuels And Lubes	3,723.00	0.00	0.00	0.00	3,723.00	0.00
2601-4311 Auto Maintenance	1,300.00	0.00	0.00	0.00	1,300.00	0.00
Total Materials/Supplies/Other	5,023.00	0.00	0.00	0.00	5,023.00	0.00
2601-4900 Depreciation						
2601-4901 Depreciation/Mach/Equipment	7,942.00	0.00	0.00	0.00	7,942.00	0.00
2601-4902 Depreciation/Vehicles	11,036.00	0.00	0.00	0.00	11,036.00	0.00
Total Depreciation	18,978.00	0.00	0.00	0.00	18,978.00	0.00
2601-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Lighting/Landscaping/Medians	31,201.00	0.00	0.00	0.00	31,201.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

3102 Sewers/Storm Drains

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3102-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
3102-4300 Materials/Supplies/Other						
3102-4309 Maintenance Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00
3102-4310 Motor Fuels And Lubes	4,500.00	0.00	0.00	0.00	4,500.00	0.00
3102-4311 Auto Maintenance	1,500.00	253.48	253.48	0.00	1,246.52	16.90
Total Materials/Supplies/Other	7,000.00	253.48	253.48	0.00	6,746.52	3.62
3102-4900 Depreciation						
3102-4901 Depreciation/Mach/Equipment	14,052.00	0.00	0.00	0.00	14,052.00	0.00
3102-4902 Depreciation/Vehicles	6,391.00	0.00	0.00	0.00	6,391.00	0.00
Total Depreciation	20,443.00	0.00	0.00	0.00	20,443.00	0.00
3102-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Sewers/Storm Drains	27,443.00	253.48	253.48	0.00	27,189.52	0.92

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

3104 Street Maint/Traffic Safety

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3104-4300 Materials/Supplies/Other						
3104-4310 Motor Fuels And Lubes	7,520.00	96.27	96.27	0.00	7,423.73	1.28
3104-4311 Auto Maintenance	5,977.00	331.05	331.05	70.03	5,575.92	6.71
Total Materials/Supplies/Other	13,497.00	427.32	427.32	70.03	12,999.65	3.68
3104-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
3104-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Street Maint/Traffic Safety	13,497.00	427.32	427.32	70.03	12,999.65	3.68

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

3109 Storm Drains

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3109-4200 Contract Services						
3109-4201 Contract Serv/Private	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Total Contract Services	7,000.00	0.00	0.00	0.00	7,000.00	0.00
3109-4300 Materials/Supplies/Other						
3109-4309 Maintenance Materials	600.00	0.00	0.00	0.00	600.00	0.00
3109-4310 Motor Fuels And Lubes	6,000.00	0.00	0.00	0.00	6,000.00	0.00
3109-4311 Auto Maintenance	1,430.00	0.00	0.00	0.00	1,430.00	0.00
Total Materials/Supplies/Other	8,030.00	0.00	0.00	0.00	8,030.00	0.00
3109-4900 Depreciation						
Total Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
3109-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Storm Drains	15,030.00	0.00	0.00	0.00	15,030.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

3302 Community Services

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
3302-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
3302-4300 Materials/Supplies/Other						
3302-4310 Motor Fuels And Lubes	20,000.00	0.00	0.00	0.00	20,000.00	0.00
3302-4311 Auto Maintenance	8,000.00	1,051.45	1,051.45	46.37	6,902.18	13.72
Total Materials/Supplies/Other	28,000.00	1,051.45	1,051.45	46.37	26,902.18	3.92
3302-4900 Depreciation						
3302-4901 Depreciation/Mach/Equipment	18,124.00	0.00	0.00	0.00	18,124.00	0.00
3302-4902 Depreciation/Vehicles	25,175.00	0.00	0.00	0.00	25,175.00	0.00
Total Depreciation	43,299.00	0.00	0.00	0.00	43,299.00	0.00
3302-5400 Equipment/Furniture						
3302-5401 Equip-Less Than \$1,000	176,515.00	29,376.54	29,376.54	88,034.60	59,103.86	66.52
3302-5402 Equip-More Than \$1,000	6,985.00	0.00	0.00	0.00	6,985.00	0.00
3302-5403 Vehicles	0.00	0.00	0.00	29,766.05	-29,766.05	0.00
Total Equipment/Furniture	183,500.00	29,376.54	29,376.54	117,800.65	36,322.81	80.21
Total Community Services	254,799.00	30,427.99	30,427.99	117,847.02	106,523.99	58.19

Expenditure Status Report

CITY OF HERMOSA BEACH
7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

4101 Community Dev/Planning

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
4101-5400 Equipment/Furniture						
4101-5401 Equip-Less Than \$1,000	2,235.00	0.00	0.00	0.00	2,235.00	0.00
4101-5402 Equip-More Than \$1,000	2,694.00	0.00	0.00	0.00	2,694.00	0.00
Total Community Dev/Planning	4,929.00	0.00	0.00	0.00	4,929.00	0.00

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

4201 Community Dev/Building

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4201-4200 Contract Services						
4201-4201 Contract Serv/Private	0.00	18,522.66	18,522.66	97,025.60	-115,548.26	0.00
Total Contract Services	0.00	18,522.66	18,522.66	97,025.60	-115,548.26	0.00
4201-4300 Materials/Supplies/Other						
4201-4310 Motor Fuels And Lubes	1,320.00	0.00	0.00	0.00	1,320.00	0.00
4201-4311 Auto Maintenance	1,670.00	43.96	43.96	0.00	1,626.04	2.63
Total Materials/Supplies/Other	2,990.00	43.96	43.96	0.00	2,946.04	1.47
4201-4900 Depreciation						
4201-4902 Depreciation/Vehicles	3,321.00	0.00	0.00	0.00	3,321.00	0.00
Total Depreciation	3,321.00	0.00	0.00	0.00	3,321.00	0.00
4201-5400 Equipment/Furniture						
4201-5401 Equip-Less Than \$1,000	492.00	0.00	0.00	2,640.46	-2,148.46	536.68
4201-5402 Equip-More Than \$1,000	1,409.00	0.00	0.00	0.00	1,409.00	0.00
Total Equipment/Furniture	1,901.00	0.00	0.00	2,640.46	-739.46	138.90
Total Community Dev/Building	8,212.00	18,566.62	18,566.62	99,666.06	-110,020.68	1,439.75

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

4202 Public Works Administration

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4202-4200 Contract Services						
4202-4201 Contract Serv/Private	29,964.00	698.00	698.00	27,735.60	1,530.40	94.89
Total Contract Services	29,964.00	698.00	698.00	27,735.60	1,530.40	94.89
4202-4300 Materials/Supplies/Other						
4202-4310 Motor Fuels And Lubes	1,877.00	0.00	0.00	0.00	1,877.00	0.00
4202-4311 Auto Maintenance	2,200.00	33.69	33.69	0.00	2,166.31	1.53
Total Materials/Supplies/Other	4,077.00	33.69	33.69	0.00	4,043.31	0.83
4202-4900 Depreciation						
4202-4901 Depreciation/Mach/Equipment	5,560.00	0.00	0.00	0.00	5,560.00	0.00
4202-4902 Depreciation/Vehicles	3,344.00	0.00	0.00	0.00	3,344.00	0.00
Total Depreciation	8,904.00	0.00	0.00	0.00	8,904.00	0.00
4202-5400 Equipment/Furniture						
4202-5401 Equip-Less Than \$1,000	1,216.00	0.00	0.00	0.00	1,216.00	0.00
4202-5402 Equip-More Than \$1,000	3,551.00	0.00	0.00	0.00	3,551.00	0.00
Total Equipment/Furniture	4,767.00	0.00	0.00	0.00	4,767.00	0.00
Total Public Works Administration	47,712.00	731.69	731.69	27,735.60	19,244.71	59.66

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

4204 Building Maintenance

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4204-4200 Contract Services						
4204-4201 Contract Serv/Private	89,422.00	8,340.44	8,340.44	360.00	80,721.56	9.73
Total Contract Services	89,422.00	8,340.44	8,340.44	360.00	80,721.56	9.73
4204-4300 Materials/Supplies/Other						
4204-4310 Motor Fuels And Lubes	2,190.00	96.27	96.27	0.00	2,093.73	4.40
4204-4311 Auto Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total Materials/Supplies/Other	3,190.00	96.27	96.27	0.00	3,093.73	3.02
4204-4900 Depreciation						
4204-4901 Depreciation/Mach/Equipment	2,063.00	0.00	0.00	0.00	2,063.00	0.00
4204-4902 Depreciation/Vehicles	12,935.00	0.00	0.00	0.00	12,935.00	0.00
Total Depreciation	14,998.00	0.00	0.00	0.00	14,998.00	0.00
4204-5400 Equipment/Furniture						
4204-5402 Equip-More Than \$1,000	1,336.00	0.00	0.00	0.00	1,336.00	0.00
Total Equipment/Furniture	1,336.00	0.00	0.00	0.00	1,336.00	0.00
4204-5600 Buildings/Improvements						
Total Buildings/Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Total Building Maintenance	108,946.00	8,436.71	8,436.71	360.00	100,149.29	8.07

Expenditure Status Report
CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

4206 Equipment Service

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4206-4100 Personal Services						
4206-4102 Regular Salaries	172,584.00	41,330.02	41,330.02	0.00	131,253.98	23.95
4206-4106 Regular Overtime	6,000.00	390.84	390.84	0.00	5,609.16	6.51
4206-4111 Accrual Cash In	5,121.00	0.00	0.00	0.00	5,121.00	0.00
4206-4180 Retirement	51,513.00	13,039.08	13,039.08	0.00	38,473.92	25.31
4206-4188 Employee Benefits	50,883.00	12,078.50	12,078.50	0.00	38,804.50	23.74
4206-4189 Medicare Benefits	2,509.00	606.88	606.88	0.00	1,902.12	24.19
4206-4190 Other Post Employment Benefits (OPEB)	6,431.00	1,608.00	1,608.00	4,824.00	-1.00	100.02
Total Personal Services	295,041.00	69,053.32	69,053.32	4,824.00	221,163.68	25.04
4206-4200 Contract Services						
4206-4201 Contract Serv/Private	6,259.00	950.00	950.00	1,642.50	3,666.50	41.42
4206-4251 Contract Services/Govt	250.00	0.00	0.00	0.00	250.00	0.00
Total Contract Services	6,509.00	950.00	950.00	1,642.50	3,916.50	39.83
4206-4300 Materials/Supplies/Other						
4206-4309 Maintenance Materials	3,700.00	146.66	146.66	0.00	3,553.34	3.96
4206-4310 Motor Fuels And Lubes	3,000.00	0.00	0.00	0.00	3,000.00	0.00
4206-4311 Auto Maintenance	1,300.00	0.00	0.00	0.00	1,300.00	0.00
4206-4396 Insurance User Charges	73,643.00	18,411.00	18,411.00	0.00	55,232.00	25.00
Total Materials/Supplies/Other	81,643.00	18,557.66	18,557.66	0.00	63,085.34	22.73
4206-4900 Depreciation						
4206-4901 Depreciation/Mach/Equipment	425.00	0.00	0.00	0.00	425.00	0.00
Total Depreciation	425.00	0.00	0.00	0.00	425.00	0.00
4206-5400 Equipment/Furniture						
Total Equipment/Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Total Equipment Service	383,618.00	88,560.98	88,560.98	6,466.50	288,590.52	24.77

Expenditure Status Report
 CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

4601 Community Resources

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
4601-4200 Contract Services						
Total Contract Services	0.00	0.00	0.00	0.00	0.00	0.00
4601-4300 Materials/Supplies/Other						
4601-4310 Motor Fuels And Lubes	800.00	0.00	0.00	0.00	800.00	0.00
4601-4311 Auto Maintenance	168.00	0.00	0.00	0.00	168.00	0.00
Total Materials/Supplies/Other	968.00	0.00	0.00	0.00	968.00	0.00
4601-4900 Depreciation						
4601-4901 Depreciation/Mach/Equipment	9,159.00	0.00	0.00	0.00	9,159.00	0.00
Total Depreciation	9,159.00	0.00	0.00	0.00	9,159.00	0.00
4601-5400 Equipment/Furniture						
4601-5402 Equip-More Than \$1,000	1,329.00	0.00	0.00	0.00	1,329.00	0.00
Total Equipment/Furniture	1,329.00	0.00	0.00	0.00	1,329.00	0.00
Total Community Resources	11,456.00	0.00	0.00	0.00	11,456.00	0.00

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

6101 Parks

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
6101-4300 Materials/Supplies/Other						
6101-4310 Motor Fuels And Lubes	4,990.00	96.28	96.28	0.00	4,893.72	1.93
6101-4311 Auto Maintenance	2,500.00	60.01	60.01	0.00	2,439.99	2.40
Total Materials/Supplies/Other	7,490.00	156.29	156.29	0.00	7,333.71	2.09
6101-4900 Depreciation						
6101-4902 Depreciation/Vehicles	11,841.00	0.00	0.00	0.00	11,841.00	0.00
Total Depreciation	11,841.00	0.00	0.00	0.00	11,841.00	0.00
6101-5400 Equipment/Furniture						
6101-5405 Equipment more than \$5,000	12,732.00	12,731.78	12,731.78	0.00	0.22	100.00
Total Equipment/Furniture	12,732.00	12,731.78	12,731.78	0.00	0.22	100.00
Total Parks	32,063.00	12,888.07	12,888.07	0.00	19,174.93	40.20

Expenditure Status Report

CITY OF HERMOSA BEACH
 7/1/2020 through 9/30/2020

715 Equipment Replacement Fund

8672 Council Chambers Improvements

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
8672-4200 Contract Services						
8672-4201 Contract Serv/Private	176,999.00	169,829.02	169,829.02	0.00	7,169.98	95.95
Total Council Chambers Improvements	176,999.00	169,829.02	169,829.02	0.00	7,169.98	95.95
Total Equipment Replacement Fund	2,514,472.00	624,567.07	624,567.07	725,669.34	1,164,235.59	53.70
Grand Total	70,436,443.00	14,445,435.19	14,445,435.19	8,901,201.63	47,089,806.18	33.15

2020 - 21
COVID-19 Revenue Tracking Report- September 2020

	2020-21					Current YTD to Current Budget		19-20 YTD to Budget	18-19 YTD to Budget
	2020-21 COVID-19 Adopted Budget	Current Month	This Month Prior Year	Current YTD	Prior Year YTD	Balance	% Received	% Received	% Received
001 General Fund									
Total Taxes	28,244,926	794,883	950,463	1,853,486	2,179,525	26,391,440	6.6%	7.3%	8.2%
Total Licenses And Permits	905,881	71,409	79,954	177,011	249,228	728,870	19.5%	20.5%	23.2%
Total Fines & Forfeitures	1,033,230	309,764	198,907	831,274	768,040	201,956	80.5%	36.0%	29.4%
Total Use Of Money & Property	802,659	34,325	82,767	108,846	242,233	693,813	13.6%	21.5%	23.2%
Total Intergovernmental/State	143,510	0	0	7,917	10,237	135,593	5.5%	6.9%	5.7%
Total Current Service Charges	4,674,001	455,465	523,876	1,584,659	1,847,552	3,089,342	33.9%	25.0%	27.8%
Total Other Revenue	3,462,879	287,830	39,077	858,826	117,233	2,604,053	24.8%	22.2%	22.8%
Total General Fund	39,267,086	1,953,676	1,875,042	5,422,018	5,414,049	33,845,068	13.8%	12.7%	13.7%

COVID-19 Revenue Tracking Report- September 2020

2020-21 Revenue

Revenue Accounts with COVID-19 Impacts

		2020-21				Current YTD to Current Budget		19-20 YTD to Budget	18-19 YTD to Budget	
		COVID-19 2020-21 Adopted Budget	Current Month	This Month Prior Year	Current YTD	Prior Year YTD	Balance	% Received	% Received	% Received
001 General Fund										
3100	Taxes									
3101	Current Year Secured	15,939,215	0	0	0	0	15,939,215	0.0%	0.0%	0.0%
3102	Current Year Unsecured	572,826	0	0	434,258	423,526	138,568	75.8%	75.1%	73.7%
3103	Prior Year Collections	0	0	0	13,852	(2,859)	(13,852)	N/A	0.0%	0.0%
3106	Supplemental Roll SB813	332,773	0	0	79,795	69,227	252,978	24.0%	18.2%	15.0%
3107	Transfer Tax	252,800	0	34,896	89,435	63,124	163,365	35.4%	21.9%	9.8%
3108	Sales Tax	2,750,820	226,367	265,012	226,367	265,012	2,524,453	8.2%	8.4%	15.9%
3109	1/2 Cent Sales Tx (Prop 172, PSAF)	226,706	19,517	18,954	19,517	18,954	207,189	8.6%	7.7%	7.7%
3110	Time Warner Cable TV Franchise	180,000	0	0	0	0	180,000	0.0%	0.0%	0.0%
3111	Electric Franchise	77,790	0	0	0	0	77,790	0.0%	0.0%	0.0%
3112	Gas Franchise	40,597	0	0	0	0	40,597	0.0%	0.0%	0.0%
3113	Refuse Franchise	254,418	18,028	16,254	52,849	48,591	201,569	20.8%	19.7%	20.3%
* 3114	Transient Occupancy Tax	1,440,460	232,007	352,993	401,332	746,445	1,039,128	27.9%	22.7%	23.2%
3115	Business License	732,024	115,818	72,045	184,678	174,356	547,346	25.2%	15.9%	14.4%
3120	Utility User Tax	2,147,057	183,146	190,309	351,403	373,149	1,795,654	16.4%	16.6%	17.6%
3122	Property tax In-lieu of Veh Lic Fees	3,126,440	0	0	0	0	3,126,440	0.0%	0.0%	0.0%
3123	Frontier Cable Franchise Fee	171,000	0	0	0	0	171,000	0.0%	0.0%	0.0%
Total Taxes		28,244,926	794,883	950,463	1,853,486	2,179,525	26,391,440	6.6%	7.3%	8.2%
3200	Licenses And Permits									
3202	Dog Licenses	18,000	4,543	3,818	5,411	4,239	12,590	30.1%	33.6%	22.2%
3204	Building Permits	688,000	51,329	52,458	122,571	173,851	565,429	17.8%	18.5%	22.6%
3205	Electric Permits	67,200	5,530	8,176	17,061	23,030	50,139	25.4%	23.9%	25.1%
3206	Plumbing Permits	58,800	3,956	7,906	14,345	25,638	44,455	24.4%	32.7%	27.4%
3207	Occupancy Permits	16,000	900	1,314	4,191	2,190	11,809	26.2%	15.6%	42.1%
3208	Grease Trap Permits	2,380	365	102	1,007	644	1,373	42.3%	27.1%	51.6%
3209	Garage Sales	70	21	14	56	42	14	80.0%	21.0%	0.0%
3211	Banner Permits	980	56	108	56	378	924	5.7%	21.9%	4.2%
3213	Animal Redemption Fee	400	0	0	0	51	400	0.0%	12.8%	0.0%
3214	Amplified Sound Permit	2,868	0	447	(204)	1,169	3,072	(7.1%)	11.4%	23.3%
3215	Temporary Sign Permit	440	0	85	0	340	440	0.0%	16.0%	68.3%
3217	Open Fire Permit	0	0	22	0	88	0	N/A	8.8%	0.0%
3219	Newsrack Permits	162	0	0	0	0	162	0.0%	0.0%	0.0%
3225	Taxicab Franchise Fees	0	0	0	0	0	0	N/A	0.0%	1.4%
3226	Admin Permit - Limited Outdoor Seating	0	0	0	513	0	(513)	N/A	0.0%	50.0%
3227	Mechanical Permits	46,200	4,634	5,214	10,914	16,263	35,286	23.6%	36.3%	28.8%
3228	Concealed Weapons Permit	100	0	0	0	0	100	0.0%	0.0%	0.0%
3230	Temporary Minor Special Event Permit	2,565	0	0	0	0	2,565	0.0%	0.0%	60.0%
3236	Drone Permit Fee	1,450	75	290	1,090	1,305	360	75.2%	39.6%	10.2%
3239	A-Frame sign Permit	266	0	0	0	0	266	0.0%	0.0%	93.0%
Total Licenses And Permits		905,881	71,409	79,954	177,011	249,228	728,870	19.5%	20.5%	23.2%

*Transient Occupancy Tax YTD August Occupancy Rates: 20-21: 51% 19-20: 87.8% 18-19: 90.4% (September rates available November 1)

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		2020-21				Current YTD to Current Budget		19-20 YTD to Budget	18-19 YTD to Budget	
		COVID-19 2020-21 Adopted Budget	Current Month	This Month Prior Year	Current YTD	Prior Year YTD	Balance	% Received	% Received	% Received
001 General Fund (continued)										
3300	Fines & Forfeitures									
3301	Municipal Court Fines	0	5,737	5,611	11,853	13,757	(11,853)	N/A	14.2%	13.9%
3302	Court Fines /Parking	1,004,230	281,228	193,296	790,271	747,084	213,959	78.7%	37.7%	30.2%
3305	Administrative Fines	7,000	20,600	0	23,100	5,600	(16,100)	330.0%	28.0%	18.5%
3306	Nuisance Abatement- Restrooms	22,000	2,200	0	6,050	1,600	15,950	27.5%	4.4%	30.6%
Total Fines & Forfeitures		1,033,230	309,764	198,907	831,274	768,040	201,956	80.5%	36.0%	29.4%
3400	Use Of Money & Property									
3401	Interest Income	201,627	0	23,081	6,283	55,513	195,344	3.1%	25.6%	15.4%
3402	Rents & Concessions	0	0	0	0	104	0	N/A	5.8%	19.1%
3404	Community Center Leases	12,700	0	2,117	0	6,350	12,700	0.0%	24.9%	33.2%
3405	Community Center Rentals	103,430	4,775	16,785	13,913	39,759	89,518	13.5%	22.1%	17.9%
3406	Community Center Theatre	46,150	0	10,751	0	24,394	46,150	0.0%	21.2%	54.1%
3414	Fund Exchange	0	0	0	0	0	0	N/A	0.0%	0.0%
3418	Special Events	52,540	0	5,415	0	15,732	52,540	0.0%	22.5%	24.4%
3422	Beach/Plaza Promotions	30,000	0	0	0	0	30,000	0.0%	0.0%	0.0%
3425	Ground Lease	40,366	3,282	3,282	6,564	9,845	33,802	16.3%	25.0%	25.0%
3427	Cell Site License- Sprint	44,291	3,398	3,294	13,477	9,882	30,814	30.4%	24.7%	24.7%
3428	Cell Site License - Verizon	34,733	2,866	2,782	8,597	8,347	26,136	24.8%	25.3%	24.7%
3429	Inmate Phone Services	1,000	0	30	0	30	1,000	0.0%	3.1%	42.4%
3431	Storage Facility Operating Lease	180,000	20,000	15,000	60,000	45,000	120,000	33.3%	25.0%	25.0%
3432	Film Permits	55,760	0	225	0	27,249	55,760	0.0%	36.3%	26.6%
3450	Investment Discount	62	4	5	12	27	50	20.0%	3.5%	13.9%
Total Use Of Money & Property		802,659	34,325	82,767	108,846	242,233	693,813	13.6%	21.5%	23.2%
3500	Intergovernmental/State									
3507	Highway Maintenance	2,300	0	0	0	0	2,300	0.0%	0.0%	0.0%
3508	Mandated Costs	11,000	0	0	7,917	10,237	3,083	72.0%	127.7%	106.4%
3509	Homeowner Property Tax Relief	82,723	0	0	0	0	82,723	0.0%	0.0%	0.0%
3510	POST- Peace Officer Standards and Training	24,579	0	0	0	0	24,579	0.0%	0.0%	0.0%
3511	STC-Service Officer Training	7,200	0	0	0	0	7,200	0.0%	0.0%	0.0%
3575	VLF Coll Excess of \$14m-Rev Code 11001.5	15,708	0	0	0	0	15,708	0.0%	0.0%	0.0%
Total Intergovernmental/State		143,510	0	0	7,917	10,237	135,593	5.5%	6.9%	5.7%
3800	Current Service Charges									
3801	Residential Inspection	50,600	7,337	6,396	22,517	17,466	28,083	44.5%	35.5%	18.5%
3802	Planning Sign Permit/Master Sign Program	10,185	1,312	0	1,968	4,459	8,217	19.3%	26.9%	38.1%
3803	Negative Declaration	3,503	0	0	0	0	3,503	0.0%	0.0%	0.0%
3804	General Plan Maintenance Fees	180,100	8,484	11,607	21,504	34,845	158,596	11.9%	16.1%	19.8%
3805	Amendment to Planning Entitlement	26,484	4,414	(4,285)	13,242	8,570	13,242	50.0%	50.0%	20.0%
3807	Refuse Lien Fees/Consolidated	3,861	0	0	0	0	3,861	0.0%	0.0%	0.0%
3809	Tentative Map Review	19,284	0	0	2,411	4,681	16,874	12.5%	40.0%	75.0%
3810	Final Map Review	2,888	0	0	722	701	2,166	25.0%	10.0%	33.3%

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001 General Fund (continued)										
3811	Zone Change	4,176	0	0	0	0	4,176	0.0%	0.0%	100.0%
3812	Conditional Use Permit - Comm/Other	15,030	0	4,864	0	4,864	15,030	0.0%	50.0%	0.0%
3813	Plan Check Fees	252,000	6,943	29,350	71,924	68,757	180,076	28.5%	16.9%	22.7%
3814	Appeal to City Council From Staff	0	0	0	0	0	0	N/A	0.0%	0.0%
3815	Public Works Services	84,430	13,353	11,255	36,184	31,925	48,246	42.9%	24.1%	19.8%
3816	Utility Trench Service Connect Permit	96,568	8,217	2,164	20,890	10,204	75,678	21.6%	6.7%	10.1%
3817	Address Change Request Fee	2,480	744	0	992	955	1,488	40.0%	28.3%	15.0%
3818	Police Services	2,400	60	497	1,023	1,314	1,377	42.6%	131.4%	24.7%
3819	Jail Services	2,730	0	0	0	530	2,730	0.0%	4.4%	38.3%
3821	Daily Permit Lot A/Parking Structure	26,167	3,100	5,053	7,409	16,554	18,758	28.3%	30.1%	24.1%
3823	Special Event Security/Police	52,000	0	0	0	928	52,000	0.0%	1.1%	24.4%
3824	500' Noticing	19,376	1,384	2,688	6,920	6,720	12,456	35.7%	62.5%	11.1%
3825	Public Notice Posting	4,675	187	182	1,683	1,456	2,992	36.0%	40.0%	32.0%
3827	Library Grounds Maintenance	9,586	0	0	0	0	9,586	0.0%	0.0%	0.0%
3831	Non-Utility Street Excavation Permit	41,640	4,002	7,776	13,010	21,384	28,630	31.2%	36.7%	28.3%
3834	Encroachment Permit	0	1,358	5,076	2,627	57,826	(2,627)	N/A	18.1%	27.9%
3836	Refund Transaction Fee	465	15	75	945	870	(480)	203.2%	96.7%	65.6%
3837	Returned Check Charge	1,000	0	92	0	576	1,000	0.0%	144.0%	47.0%
3838	Sale Of Maps/Publications	0	0	0	0	57	0	N/A	0.0%	0.0%
3839	Photocopy Charges	300	30	30	93	45	207	30.9%	11.3%	30.5%
3840	Ambulance Transport	597,213	22,881	38,009	106,987	136,581	490,226	17.9%	22.9%	30.3%
3841	Police Towing	84,750	6,321	7,884	17,169	18,834	67,581	20.3%	23.8%	23.7%
3842	Parking Meters	1,216,953	172,576	179,423	573,855	658,447	643,098	47.2%	32.8%	31.7%
3843	Parking Permits-Annual	387,000	4,754	3,871	22,470	20,571	364,531	5.8%	4.8%	4.6%
3844	Daily Parking Permits	2,000	435	120	985	811	1,015	49.3%	44.6%	39.3%
3845	Lot A Revenue	250,014	44,530	42,969	130,496	131,785	119,518	52.2%	24.1%	27.5%
3846	No Pier Pkg Structure Revenue	320,896	42,251	54,602	93,340	215,778	227,556	29.1%	30.8%	32.8%
3847	In Lieu Fee / Parking Facility	57,800	0	0	57,800	0	0	100.0%	0.0%	0.0%
3848	Driveway Permits	3,500	516	534	1,390	1,074	2,110	39.7%	35.8%	78.3%
3849	Guest Permits	622	28	143	122	651	500	19.6%	37.5%	40.2%
3850	Contractors Permits	40,000	4,386	5,032	14,858	25,840	25,142	37.1%	64.6%	29.0%
3851	Cash Key Revenue	0	0	(52)	143	(61)	(143)	N/A	11.0%	(14.6%)
3852	Recreation Program Transaction Fee	26,475	4,125	5,670	11,970	16,995	14,505	45.2%	38.6%	39.0%
3855	Bus Passes	900	0	101	0	245	900	0.0%	17.5%	20.5%
3856	500' - 2nd Noticing	1,653	0	0	0	535	1,653	0.0%	0.0%	0.0%
3857	Parking Plan Application	9,246	0	0	9,246	0	0	100.0%	103.9%	0.0%
3858	Monthly Permit Lot A/Parking Structure	47,393	6,696	11,718	18,352	31,124	29,041	38.7%	28.9%	27.1%
3859	Admin Permit - Abandon Conditional Use Perm	662	0	0	0	0	662	0.0%	0.0%	0.0%
3861	Fire Alarm Sys Insp - New Installation	0	6	0	6	0	(6)	N/A	0.0%	0.0%
3862	Alarm Permit Fee	5,565	231	560	819	1,220	4,746	14.7%	23.0%	10.5%
3865	Lot B Revenue	47,328	10,064	7,919	29,824	22,459	17,504	63.0%	21.6%	24.1%
3867	Precise Development Plans	16,147	0	0	5,203	0	10,944	32.2%	0.0%	50.0%
3868	Public Noticing/300 Ft Radius	4,160	0	0	3,328	1,616	832	80.0%	20.0%	71.2%
3877	Business License Registration	6,166	1,341	1,100	3,323	3,695	2,843	53.9%	30.8%	43.3%

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001 General Fund (continued)										
3879	Business License Renewal Fee	14,231	4,009	2,720	11,902	9,707	2,329	83.6%	26.2%	31.7%
3880	Tobacco Retailer Application	2,080	0	0	0	0	2,080	0.0%	0.0%	0.0%
3881	Tobacco Retailer Renewal	4,956	0	0	0	0	4,956	0.0%	0.0%	0.0%
3883	Final/Tentative Map Extension	1,016	0	0	1,016	0	0	100.0%	0.0%	0.0%
3884	Lot Line Adjustment	6,874	0	0	0	0	6,874	0.0%	0.0%	0.0%
3886	Text Amendment/Private	5,847	0	0	0	0	5,847	0.0%	0.0%	0.0%
3888	Slope/Grade Height Determination	8,739	0	0	0	0	8,739	0.0%	0.0%	41.4%
3890	300 Ft Radius Noticing/Appeal to City Council	248	0	0	0	0	248	0.0%	0.0%	49.0%
3891	Appeal of Plnq Comm Action to Council	2,577	0	0	0	0	2,577	0.0%	0.0%	0.0%
3893	Contract Recreation Classes	266,570	47,896	53,319	165,444	172,655	101,126	62.1%	44.3%	39.5%
3894	Other Recreation Programs	153,810	890	11,793	890	32,120	152,920	0.6%	13.1%	28.8%
3895	Zoning Information Letters	597	0	0	0	193	597	0.0%	33.3%	0.0%
3897	Admin Fee/TULIP Ins Certificate	750	0	648	0	1,081	750	0.0%	69.8%	244.5%
3899	Condo - CUP/PDP	20,812	0	0	7,805	10,102	13,008	37.5%	40.0%	95.6%
Total Current Service Charges		4,527,478	434,876	510,904	1,514,804	1,809,746	3,012,674	33.5%	25.6%	27.7%
3900	Other Revenue									
3902	Refunds/Reimb Previous Years	0	0	0	0	0	0	N/A	0.0%	0.0%
3903	Contributions Non Govt	0	0	20	0	4,764	0	N/A	0.0%	0.0%
3904	General Miscellaneous	0	0	0	0	275	0	N/A	0.0%	0.0%
3907	Pkg Str Utility Reimb From Beach House	4,100	0	0	0	0	4,100	0.0%	0.0%	13.1%
3908	Hermosa Sr Ctr Donations/Memberships	3,045	0	812	105	2,127	2,940	3.4%	25.0%	21.3%
3914	Planning EIR Admin Reimbursement	5,000	0	0	0	0	5,000	0.0%	0.0%	0.0%
3955	Operating Transfers In	3,396,734	283,061	33,577	849,183	100,731	2,547,551	25.0%	25.0%	25.0%
3938	Solid Waste Contract Admin Fee	54,000	4,769	4,668	9,538	9,336	44,462	17.7%	17.3%	17.4%
3960	Verizon PEG Grant	0	0	0	0	0	0	N/A	0.0%	0.0%
Total Other Revenue		3,462,879	287,830	39,077	858,826	117,233	2,604,053	24.8%	22.2%	22.8%
6800	Current Service Charges Continued									
6801	Mural Review	3,210	0	0	0	1,558	3,210	0.0%	100.0%	100.0%
6802	Sign Variance	0	0	0	0	0	0	N/A	0.0%	0.0%
6803	General Plan Amendment/ Map or Text	5,341	0	0	0	0	5,341	0.0%	0.0%	0.0%
6804	Temporary Use Permit	0	0	533	0	533	0	N/A	0.0%	0.0%
6808	Request for Reasonable Accomodation	0	0	0	0	895	0	N/A	100.0%	0.0%
6809	Categorical Exemption	4,825	193	187	1,737	1,122	3,088	36.0%	60.0%	50.0%
6810	Deed Restriction/Covenant Review	11,312	707	0	1,414	1,372	9,898	12.5%	25.0%	304.6%
6811	Landscape Plan Review	6,080	1,520	885	2,736	2,349	3,344	45.0%	26.5%	53.3%
6813	Zoning Code Interpretation Review	1,995	0	129	532	645	1,463	26.7%	35.7%	66.7%
6818	New/Modified Business Zoning Review	9,900	858	1,152	2,442	1,856	7,458	24.7%	0.0%	0.0%
6819	Historic Resource Review	0	0	0	839	0	(839)	N/A	0.0%	0.0%
6820	Appeal to the Planning Commission	0	0	0	0	0	0	N/A	0.0%	0.0%
6821	Solar Plan Check/Inspection	2,086	0	0	834	556	1,252	40.0%	13.7%	166.7%
6822	Temporary Certificate of Occupancy	330	0	0	0	64	330	0.0%	0.0%	0.0%

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001 General Fund (continued)										
6825	Clean Bay Restaurant - NPDES Inspection	20,600	0	0	0	0	20,600	0.0%	0.0%	0.0%
6826	Light Industry - NPDES Inspection	0	0	0	0	0	0	N/A	0.0%	0.0%
6828	Public Improvement Plan Check	37,913	7,500	3,489	18,351	4,652	19,562	48.4%	8.0%	25.9%
6832	DUI Collision Response	1,039	0	0	0	773	1,039	0.0%	133.0%	0.0%
6834	Citation Sign-off	735	0	48	0	240	735	0.0%	25.0%	40.0%
6836	Police Business Background Check	281	0	0	0	0	281	0.0%	0.0%	0.0%
6837	Deceased Animal Pickup	122	0	59	0	59	122	0.0%	50.0%	0.0%
6839	Pet Home Quarantine Review	61	0	0	0	0	61	0.0%	0.0%	0.0%
6840	Multiple Dog Review	460	0	0	0	224	460	0.0%	200.0%	0.0%
6841	Fire Sprinkler System Insp - New Install	0	0	0	0	0	0	N/A	0.0%	0.0%
6842	Miscellaneous Fire Code Permit	0	0	0	0	0	0	N/A	0.0%	0.0%
6850	Annual Business Fire Inspection	0	0	0	0	0	0	N/A	0.0%	0.0%
6851	Business Licenses State Mandated Fee (CASF	4,095	1,070	803	3,102	2,832	993	75.8%	28.3%	0.0%
6852	Tobacco Retailer License	0	792	0	2,860	0	(2,860)	N/A	0.0%	0.0%
6860	Refuse Lien Fees/Athens	336	0	0	0	0	336	0.0%	0.0%	0.0%
6861	Oversized Vehicle Permit	660	88	0	396	172	264	60.0%	25.0%	33.3%
6866	Records Technology Fee	0	0	0	0	0	0	N/A	0.0%	0.0%
6867	Credit Card Processing Fee	31,111	7,508	6,417	23,418	20,777	7,693	75.3%	34.6%	49.3%
6871	Sewer Service Charge Rebate	(14,743)	(745)	(730)	(2,383)	(2,872)	(12,360)	16.2%	26.1%	21.5%
6872	PY Sewer Service Charge Rebate	0	0	0	0	0	0	N/A	0.0%	0.0%
6873	Impound Fee- Bicycle, Scooters & Wheeled	139	0	0	0	0	139	0.0%	0.0%	0.0%
6874	Limited Live Entertainment Permit Fee	514	0	0	0	0	514	0.0%	0.0%	0.0%
6875	Solid Waste Contract Reimbursement	0	0	0	0	0	0	N/A	0.0%	0.0%
6883	Short-term Vacation Rental Permit	17,350	0	0	0	0	17,350	0.0%	0.0%	0.0%
6884	M-1 Permit	771	0	0	0	0	771	0.0%	0.0%	0.0%
6885	Temporary Outdoor Dining/Retail Permit	0	1,098	0	13,578	0	(13,578)	N/A	0.0%	0.0%
Total Current Service Charges (Continued)		146,523	20,589	12,972	69,856	37,807	76,667	47.7%	12.0%	37.8%
Total General Fund		39,267,086	1,953,676	1,875,042	5,422,018	5,414,049	33,845,068	13.8%	12.7%	13.7%

CIP Report by Project
9/30/2020

Project Title/Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
<u>PCH- Aviation Mobility Project (12-143)</u>							
001-	8143-4201	Contract Serv/Private	-	-	-	-	
115-	8143-4201	Contract Serv/Private	34,581.00	-	-	34,581.00	0.00%
145-	8143-4201	Contract Serv/Private	-	-	-	-	0.00%
146-	8143-4201	Contract Serv/Private	-	-	-	-	0.00%
147-	8143-4201	Contract Serv/Private	243,662.00	-	-	243,662.00	0.00%
301-	8143-4201	Contract Serv/Private	263,437.00	-	-	263,437.00	0.00%
			541,680.00	-	-	541,680.00	0.00%
<u>PCH Traffic Improvements (12-160)</u>							
147-	8160-4201	Contract Serv/Private	-	-	78,901.13	(78,901.13)	
301-	8160-4201	Contract Serv/Private	-	-	-	-	
			-	-	78,901.13	(78,901.13)	
<u>Street Improvement - 21st between PCH/Ardmore (16-184)</u>							
150-	8184-4201	Contract Serv/Private	-	-	73,640.00	(73,640.00)	
			-	-	73,640.00	(73,640.00)	
<u>ADA Improvements - PCH between 2nd & 21st Street (16-185)</u>							
150-	8185-4201	Contract Serv/Private	-	-	35,046.32	(35,046.32)	
			-	-	35,046.32	(35,046.32)	
<u>Street Improvements - Various Locations (17-186)</u>							
001-	8186-4201	Contract Serv/Private	-	-	-	-	0.00%
115-	8186-4201	Contract Serv/Private	674,946.00	-	-	674,946.00	0.00%
122-	8186-4201	Contract Serv/Private	-	-	-	-	0.00%
145-	8186-4201	Contract Serv/Private	-	-	-	-	0.00%
146-	8186-4201	Contract Serv/Private	-	-	-	-	0.00%
147-	8186-4201	Contract Serv/Private	532,477.00	-	-	532,477.00	0.00%
148-	8186-4201	Contract Serv/Private	401,577.00	-	-	401,577.00	0.00%
301-	8186-4201	Contract Serv/Private	-	-	-	-	0.00%
			1,609,000.00	-	-	1,609,000.00	0.00%
<u>Strand Bikeway and Walkway Improv at 35th St (17-188)</u>							
147-	8188-4201	Contract Serv/Private	10,000.00	-	-	10,000.00	0.00%
			10,000.00	-	-	10,000.00	0.00%
<u>Storm Drain Improv - Various Locations (17-417)</u>							
122-	8417-4201	Contract Serv/Private	413,308.00	-	-	413,308.00	0.00%
161-	8417-4201	Contract Serv/Private	1,000,000.00	-	-	1,000,000.00	0.00%
190-	8417-4201	Contract Serv/Private	386,692.00	-	-	386,692.00	0.00%
191-	8417-4201	Contract Serv/Private	200,000.00	-	-	200,000.00	0.00%
301-	8417-4201	Contract Serv/Private	44,966.00	-	43,589.70	1,376.30	96.94%
			2,044,966.00	-	43,589.70	2,001,376.30	2.13%
<u>Citywide Parks Master Plan (13-538)</u>							
001-	8538-4201	Contract Serv/Private	42,065.00	-	1,654.00	40,411.00	3.93%
125-	8538-4102	Regular Salaries	173,410.00	-	-	173,410.00	0.00%
			215,475.00	-	1,654.00	213,821.00	0.77%
<u>Feasibility, Greenbelt Path (17-544)</u>							
301-	8544-4201	Contract Serv/Private	10,000.00	-	-	10,000.00	0.00%
			10,000.00	-	-	10,000.00	0.00%
<u>Citywide Park Improvements (17-546)</u>							
125-	8546-4201	Contract Serv/Private	-	-	-	-	
301-	8546-4201	Contract Serv/Private	-	-	750.00	(750.00)	

CIP Report by Project
9/30/2020

Project Title/Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
	-	-	-	750.00	(750.00)	
<u>City Wide ADA Improvements</u>						
301- 8602-4201 Contract Serv/Private	50,000.00	-	-	-	50,000.00	0.00%
	50,000.00	-	-	-	50,000.00	0.00%
<u>Downtown Strategic Plan (12-609)</u>						
001- 8609-4201 Contract Serv/Private	-	-	-	-	-	
301- 8609-4201 Contract Serv/Private	468,161.00	-	-	13,998.75	454,162.25	2.99%
	468,161.00	-	-	13,998.75	454,162.25	2.99%
<u>Police Facility Improvements (14-614)</u>						
001- 8614-4201 Contract Serv/Private	-	-		142.66	(142.66)	
301- 8614-4201 Contract Serv/Private	-	-	-	1,200.61	(1,200.61)	
	-	-	-	1,343.27	(1,343.27)	
<u>City Yard Renovation (15-615)</u>						
001- 8615-4201 Contract Serv/Private	-	-	-	70,066.25	(70,066.25)	
301- 8615-4201 Contract Serv/Private	1,313,498.00	-	-	114,036.25	1,199,461.75	8.68%
	1,313,498.00	-	-	184,102.50	1,129,395.50	14.02%
<u>Municipal Pier Structural Assessment & Repairs (16-629)</u>						
122- 8629-4201 Contract Serv/Private	173,075.00	-	-	6,570.00	166,505.00	3.80%
191- 8629-4201 Contract Serv/Private	240,000.00	-	-	-	240,000.00	0.00%
	413,075.00	-	-	6,570.00	406,505.00	1.59%
<u>Community Center Gen Improvements (15-650)</u>						
001- 8650-4201 Contract Serv/Private	-	-	-	-	-	
301- 8650-4201 Contract Serv/Private	-	-	1,740.00	-	(1,740.00)	
	-	-	1,740.00	-	(1,740.00)	
<u>Municipal Pier Structural Repairs Phase 3 (15-660)</u>						
122- 8660-4201 Contract Serv/Private	275,473.00	-	-	-	275,473.00	0.00%
301- 8660-4201 Contract Serv/Private	259,711.00	-	-	-	259,711.00	0.00%
	535,184.00	-	-	-	535,184.00	0.00%
<u>Library Community Needs Assessment (15-668)</u>						
150- 8668-4201 Contract Serv/Private	60,000.00	-	-	-	60,000.00	0.00%
	60,000.00	-	-	-	60,000.00	0.00%
<u>City Park Restroom Renovations (15-669)</u>						
125- 8669-4201 Contract Serv/Private	113,621.00	-	-	-	113,621.00	0.00%
301- 8669-4201 Contract Serv/Private	1,431,999.00	-	-	-	1,431,999.00	0.00%
	1,545,620.00	-	-	-	1,545,620.00	0.00%
<u>Council Chambers Improvements (15-672)</u>						
001- 8672-4201 Contract Serv/Private	133,639.00	-	-	49,825.69	83,813.31	37.28%
715- 8672-4201 Contract Serv/Private	176,999.00	-	169,829.02	-	7,169.98	95.95%
	310,638.00	-	169,829.02	49,825.69	90,983.29	70.71%
<u>Electrical Vehicle and Bicycle Transportation (16-682)</u>						
150- 8682-4201 Contract Serv/Private	616,469.00	-	-	15,300.22	601,168.78	2.48%
301- 8682-4201 Contract Serv/Private	47,186.00	-	-	-	47,186.00	0.00%
	663,655.00	-	-	15,300.22	648,354.78	2.31%
<u>Emergency Operations Center Renovations (17-684)</u>						
301- 8684-4201 Contract Serv/Private	192,880.00	-	-	-	192,880.00	0.00%
	192,880.00	-	-	-	192,880.00	0.00%

CIP Report by Project
9/30/2020

Project Title/Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
<u>ADA Improvements - Various Locations (17-687)</u>						
140- 8687-4201 Contract Serv/Private	-	-	739.48	-	(739.48)	
	-	-	739.48	-	(739.48)	
<u>Clark Building Renovations (17-689)</u>						
301- 8689-4201 Contract Serv/Private	420,072.00	-	-	-	420,072.00	0.00%
	420,072.00	-	-	-	420,072.00	0.00%
<u>ADA Improvements - Various Locations (18-691)</u>						
140- 8691-4201 Contract Serv/Private	-	-	739.48	-	(739.48)	
	-	-	739.48	-	(739.48)	
<u>14th Street Beach Restroom Rehab (18-692)</u>						
122- 8692-4201 Contract Serv/Private	400,000.00	-	-	-	400,000.00	0.00%
125- 8692-4201 Contract Serv/Private	50,000.00	-	-	-	50,000.00	0.00%
160- 8692-4201 Contract Serv/Private	200,000.00	-	-	-	200,000.00	0.00%
191- 8692-4201 Contract Serv/Private	190,000.00	-	-	-	190,000.00	0.00%
301- 8692-4201 Contract Serv/Private	160,000.00	-	-	-	160,000.00	0.00%
	1,000,000.00	-	-	-	1,000,000.00	0.00%
<u>Annual Streen Improvement</u>						
115- 8190-4201 Contract Serv/Private	200,000.00	-	-	-	200,000.00	0.00%
	200,000.00	-	-	-	200,000.00	0.00%
<u>Proposition C Fund</u>						
146- 8101-4201 Contract Serv/Private	10,000.00	-	-	-	10,000.00	0.00%
	10,000.00	-	-	-	10,000.00	0.00%
<u>Proposition C Fund, Bus Stop Improvnebt</u>						
146- 8102-4201 Contract Serv/Private	900,000.00	-	-	-	900,000.00	0.00%
	900,000.00	-	-	-	900,000.00	0.00%
<u>Sea Level Rise Risk Assessment</u>						
150- 8103-4201 Contract Serv/Private	247,050.00	-	-	-	247,050.00	0.00%
301- 8103-4201 Contract Serv/Private	32,008.00	-	-	-	32,008.00	0.00%
	279,058.00	-	-	-	279,058.00	0.00%
<u>Annual Sewer Improvements</u>						
160- 8421-4201 Contract Serv/Private	2,210,783.00	33,894.60	33,894.60	28,538.02	2,148,350.38	2.82%
	2,210,783.00	33,894.60	33,894.60	28,538.02	2,148,350.38	2.82%
<u>Storm Drains Fund</u>						
149- 8164-4201 Contract Serv/Private	140,000.00	-	-	-	140,000.00	0.00%
161- 8164-4201 Contract Serv/Private	-	-	-	-	-	
	140,000.00	-	-	-	140,000.00	0.00%
<u>Annual Street Improvements</u>						
148- 8191-42201 Contract Serv/Private	50,000.00	-	-	-	50,000.00	0.00%
	50,000.00	-	-	-	50,000.00	0.00%
<u>Community Theater Needs Assessment</u>						
301- 8693-4201 Contract Serv/Private	79,295.00	-	1,483.35	1,837.35	75,974.30	4.19%
	79,295.00	-	1,483.35	1,837.35	75,974.30	4.19%
<u>Community Dev Block Grant</u>						
140- 8698-4201 Contract Serv/Private	71,298.00	-	-	-	71,298.00	0.00%
	71,298.00	-	-	-	71,298.00	0.00%

CIP Report by Project
9/30/2020

Project Title/Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
<u>Storms Drain Fund</u>						
161- 8419-4201 Contract Serv/Private	120,000.00	-	-	-	120,000.00	0.00%
	120,000.00	-	-	-	120,000.00	0.00%
<u>Storms Drain Fund</u>						
161- 8422-4201 Contract Serv/Private	500,000.00	-	-	-	500,000.00	0.00%
	500,000.00	-	-	-	500,000.00	0.00%
<u>Annual Sewer Improvements</u>						
160- 8423-4201 Contract Serv/Private	250,000.00	-	-	-	250,000.00	0.00%
	250,000.00	-	-	-	250,000.00	0.00%
<u>Annual Storm Drain Improvements</u>						
161- 8424-4201 Contract Serv/Private	250,000.00	-	-	-	250,000.00	0.00%
	250,000.00	-	-	-	250,000.00	0.00%
<u>Storms Drain Fund</u>						
140 8601-4201 Contract Serv/Private	63,710.00	-	-	-	63,710.00	0.00%
	63,710.00	-	-	-	63,710.00	0.00%
<u>Public Works Yard Relocation</u>						
301- 8608-4201 Contract Serv/Private	60,000.00	-	-	1,480.44	58,519.56	2.47%
	60,000.00	-	-	1,480.44	58,519.56	2.47%
<u>Community Theater Needs Assessment</u>						
301- 8694-4201 Contract Serv/Private	40,000.00	-	-	-	40,000.00	0.00%
	40,000.00	-	-	-	40,000.00	0.00%
<u>Parking Lot A Improvements</u>						
190- 8695-4201 Contract Serv/Private	482,260.00	-	-	-	482,260.00	0.00%
301- 8695-4201 Contract Serv/Private	150,000.00	-	-	-	150,000.00	0.00%
	632,260.00	-	-	-	632,260.00	0.00%
<u>Police Station Basement Restrooms Improvements</u>						
301- 8696-4201 Contract Serv/Private	33,000.00	-	-	4,500.00	28,500.00	13.64%
	33,000.00	-	-	4,500.00	28,500.00	13.64%
<u>Annual Street Improvements</u>						
115- 8192-4201 Contract Serv/Private	50,000.00				50,000.00	0.00%
301- 8192-4201 Contract Serv/Private	50,000.00	-	-	-	50,000.00	0.00%
	100,000.00	-	-	-	100,000.00	0.00%
<u>Pedestrian Crossing Safety Improvements</u>						
146 8193-4201 Contract Serv/Private	350,000.00				350,000.00	0.00%
147 8193-4201 Contract Serv/Private	100,000.00	-	-	-	100,000.00	0.00%
	450,000.00	-	-	-	450,000.00	0.00%
Grand Total	17,843,308.00	33,894.60	208,425.93	541,077.39	17,093,804.68	4.20%



Staff Report

Staff Report

REPORT 20-0690

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

CITY TREASURER'S REPORT AND CASH BALANCE REPORT

(City Treasurer Karen Nowicki)

Recommended Action:

The City Treasurer recommends that the City Council receive and file the September 2020 City Treasurer's Report and Cash Balance Report.

Summary:

Investments in the report meet the requirements of the City of Hermosa Beach's adopted investment policy.

Attached is a report of all inactive Public Deposits for the month of September 2020. This is the most current available investment information.

Attachments:

1. September 2020 City Treasurer's Report
2. September 2020 Cash Balance Report

Respectfully Submitted by: Karen Nowicki, City Treasurer

Noted for Fiscal Impact: Viki Copeland, Finance Director

Noted: Suja Lowenthal, City Manager

**TREASURER'S REPORT
SEPTEMBER 2020**

INSTITUTIONS

INVESTMENT TYPE/INSTITUTION	CUSIP #	BOOK VALUE	DATE OF INVESTMENT	DATE OF MATURITY	ORIGINAL COST	MARKET VALUE	COST/MARKET DIFFERENCE	FACE/PAR VALUE	RATE OF INTEREST	YIELD TO MATURITY
POOLED INVESTMENTS										
LAIF (Local Agency Investment Fund)		\$ 10,276,571.78						\$10,276,571.78	0.685%	
LACPIF (Los Angeles County Pooled Investment Funds)		\$ 16,819,930.74						\$16,819,930.74	0.680%	Rate for August *
Pooled Investments % of Total Investment	75.868%	\$27,096,502.52								

NEGOTIABLE CDS

American Express Centurion	02587DF86	\$247,000.00	11/04/2015	11/04/2020	\$247,000.00	\$247,506.31	\$506.31	\$247,000.00	2.250%	2.250%
Synchrony Bank	87164YKW3	\$247,000.00	11/20/2015	11/20/2020	\$247,000.00	\$247,720.29	\$720.29	\$247,000.00	2.190%	2.190%
Comenity Capital Bank	20033ANX0	\$249,000.00	01/19/2016	01/19/2021	\$249,000.00	\$250,320.06	\$1,320.06	\$249,000.00	1.890%	1.890%
EnerBank USA	29266NX51	\$247,000.00	01/28/2016	01/28/2021	\$247,000.00	\$248,414.78	\$1,414.78	\$247,000.00	1.890%	1.890%
World Foremost Bank Sydney	981571CQ3	\$200,000.00	06/09/2016	06/09/2021	\$200,000.00	\$201,990.03	\$1,990.03	\$200,000.00	1.680%	1.680%
Wells Fargo Bank NA Siouxfall	9497485W3	\$249,000.00	06/17/2016	06/17/2021	\$249,000.00	\$251,645.98	\$2,645.98	\$249,000.00	1.730%	1.730%
First Bank of Puerto Rico	33767AZY09	\$248,000.00	08/26/2016	08/26/2021	\$248,000.00	\$250,580.73	\$2,580.73	\$248,000.00	1.440%	1.440%
Beneficial Mutual Savings	08173QBR6	\$248,000.00	09/12/2016	09/12/2021	\$248,000.00	\$250,781.02	\$2,781.02	\$248,000.00	1.480%	1.480%
Countryside Federal Credit Union	22239MAL2	\$249,000.00	10/18/2016	10/18/2021	\$249,000.00	\$252,499.13	\$3,499.13	\$249,000.00	1.630%	1.630%
Venture Bank	92326XDE8	\$249,000.00	12/02/2016	09/02/2021	\$249,000.00	\$251,706.20	\$2,706.20	\$249,000.00	1.480%	1.480%
Stearns Bank NA	857894SK6	\$242,000.00	01/13/2017	01/13/2022	\$242,000.00	\$247,437.73	\$5,437.73	\$242,000.00	2.000%	2.000%
East Boston Savings Bank	27113PBM2	\$248,000.00	01/20/2017	01/20/2022	\$248,000.00	\$253,487.11	\$5,487.11	\$248,000.00	1.960%	1.960%
Goldman Sachs Bank	38148PKT3	\$246,000.00	06/14/2017	06/14/2022	\$246,000.00	\$254,835.24	\$8,835.24	\$246,000.00	2.270%	2.270%
Barclays Bank	06740KKD8	\$246,814.28	07/22/2017	07/12/2022	\$247,000.00	\$255,657.25	\$8,657.25	\$247,000.00	2.130%	2.230%
Marlin Business Bank	57116APQ5	\$249,000.00	08/22/2017	08/23/2022	\$249,000.00	\$257,632.71	\$8,632.71	\$249,000.00	1.980%	1.980%
Merrick Bank South Jordan	59013JC49	\$249,000.00	10/19/2017	10/20/2022	\$249,000.00	\$258,739.83	\$9,739.83	\$249,000.00	2.020%	2.020%
Northfield Bank	66612ABX5	\$247,000.00	10/24/2017	10/25/2022	\$247,000.00	\$256,979.49	\$9,979.49	\$247,000.00	2.070%	2.070%
Morgan Stanley Bank	61747MH95	\$249,000.00	02/01/2018	02/01/2023	\$249,000.00	\$260,111.32	\$11,111.32	\$249,000.00	2.510%	2.510%
Allegiance Bank	01748DBA3	\$246,000.00	02/07/2018	02/07/2023	\$246,000.00	\$263,094.15	\$17,094.15	\$246,000.00	2.460%	2.460%
CitiBank NA	17312QN39	\$245,000.00	06/15/2018	06/15/2023	\$245,000.00	\$265,229.82	\$20,229.82	\$245,000.00	3.000%	3.000%
BMW Bank North America	05580AMX9	\$245,000.00	06/15/2018	06/15/2023	\$245,000.00	\$265,229.82	\$20,229.82	\$245,000.00	3.000%	3.000%
Industrial & Commercial Bank of China	45581EAX9	\$249,000.00	08/17/2018	06/30/2023	\$249,000.00	\$270,213.28	\$21,213.28	\$249,000.00	3.040%	3.040%
Bank Midwest Spirit Lake	063615BM9	\$244,636.04	09/17/2018	09/15/2023	\$245,000.00	\$265,971.06	\$20,971.06	\$245,000.00	2.860%	3.030%
UBS Bank	90348JEJ5	\$249,000.00	10/17/2018	10/17/2023	\$249,000.00	\$272,853.30	\$23,853.30	\$249,000.00	3.060%	3.060%
Spring Bank	849430AY9	\$249,000.00	10/24/2018	10/24/2023	\$249,000.00	\$272,231.85	\$23,231.85	\$249,000.00	2.970%	2.970%
Morgan Stanley Private Bank	61760AUJ6	\$246,000.00	01/17/2019	01/17/2024	\$246,000.00	\$269,770.08	\$23,770.08	\$246,000.00	2.870%	2.870%
Country Bank New York	22230PBY5	\$249,000.00	01/25/2019	01/25/2024	\$249,000.00	\$271,980.31	\$22,980.31	\$249,000.00	2.750%	2.750%
Eaglebank Bethesda	27002YEQ5	\$249,000.00	06/20/2019	06/20/2024	\$249,000.00	\$268,031.00	\$19,031.00	\$249,000.00	2.140%	2.140%
Revere Bank	761402BY1	\$248,000.00	06/28/2019	06/28/2024	\$248,000.00	\$267,054.44	\$19,054.44	\$248,000.00	2.140%	2.140%
Firstier Bank	33766LAJ7	\$249,000.00	08/23/2019	08/23/2024	\$249,000.00	\$265,425.22	\$16,425.22	\$249,000.00	1.830%	1.830%
Washington Federal	938828BN9	\$249,000.00	08/28/2019	08/28/2024	\$249,000.00	\$265,482.63	\$16,482.63	\$249,000.00	1.830%	1.830%
Sallie Mae Bank	7954504W2	\$247,000.00	10/17/2019	10/23/2024	\$247,000.00	\$263,398.54	\$16,398.54	\$247,000.00	1.780%	1.780%
Raymond James Bank	75472RAK7	\$246,407.20	11/08/2019	11/08/2024	\$247,000.00	\$262,498.80	\$15,498.80	\$262,498.80	1.690%	1.690%
Live Oak Banking	538036HP2	\$249,000.00	01/24/2020	01/20/2025	\$249,000.00	\$265,807.60	\$16,807.60	\$249,000.00	1.730%	1.730%
Horizon Bank	44042TCD4	\$249,000.00	04/15/2020	04/15/2025	\$249,000.00	\$260,259.37	\$11,259.37	\$249,000.00	1.240%	1.240%

Negotiable CD % of Total Investment 24.132% \$8,618,857.52

TOTAL ALL INVESTMENTS \$ 35,715,360.04 \$8,620,000.00 \$9,032,576.48 \$412,576.48 \$35,732,001.32

Average Rate of Interest

2.064%

Average Yield to Maturity

2.150%

In compliance with the California Code Section 53646, the Treasurer of the City of Hermosa Beach hereby certifies that sufficient investment liquidity and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months.

*September rate publishes the first week of November.

APPROVED: KAREN NOWICKI, CITY TREASURER

**CASH BALANCE REPORT
SEPTEMBER 2020**

FUND NUMBER	FUND NAME	GENERAL ACCOUNT					9/30/2020 BALANCE
		8/31/2020 BALANCE	CASH	ADJUSTMENTS	CHECKS	ADJUSTMENTS	
001	GENERAL	\$5,839,796.68	\$1,901,630.43	\$29,791.61	(\$1,108,636.43)	(\$225,144.22)	\$6,437,438.07
105	LIGHTING/LANDSCAPING	\$17,740.32		\$3,083.26	(\$24,798.07)	(315.69)	(\$4,290.18)
115	STATE GAS TAX	\$413,628.36	\$109,039.28	(\$29,376.94)			\$493,290.70
117	AB939	\$128,461.75	\$4,026.17	\$0.07	(\$18,500.00)		\$113,987.99
121	PROP A OPEN SPACE	\$0.00					\$0.00
122	TYCO	\$1,406,209.90		\$1,961.28			\$1,408,171.18
125	PARK REC FAC TAX	\$343,472.55	\$40,798.00	\$535.96			\$384,806.51
135	BAYVIEW DRIVE DISTRICT ADMIN EXPENSE	\$3,469.53		(\$187.43)			\$3,282.10
138	LOMA DISTRICT ADMIN EXPENSE	(\$547.97)		(\$14.00)			(\$561.97)
139	BEACH DRIVE ASSESSMENT DISTRICT ADMIN EXPENSE	\$2,896.70		(\$154.18)			\$2,742.52
140	COMMUNITY DEVELOPMENT BLOCK GRANT	(\$177,292.99)		\$177,294.00			\$1.01
145	PROPOSITION A	\$525,955.85	\$34,851.97	(\$34,147.22)		(19.47)	\$526,641.13
146	PROPOSITION C	\$1,114,892.06	\$28,859.05	\$1,595.23			\$1,145,346.34
147	MEASURE R	\$323,670.08	\$21,619.69	\$481.58			\$345,771.35
148	MEASURE M	\$124,106.72	\$24,457.67	\$207.20			\$148,771.59
150	GRANTS	\$454,418.81		\$83,018.36	(\$14,107.81)		\$523,329.36
152	AIR QUALITY MANAGEMENT DISTRICT	\$63,333.49		(\$25.86)		(5.97)	\$63,301.66
153	SUPPLEMENTAL LAW ENFORCEMENT SERVICES	\$318,364.15		\$443.44	(\$418.11)		\$318,389.48
157	FEMA/CalOES	(\$265,173.18)		(\$7,043.05)	(\$30,041.15)	(45.03)	(\$302,302.41)
158	CARES ACT	\$80,726.00	\$40,363.00				\$121,089.00
160	SEWER MAINTENANCE	\$4,692,311.91	\$3,403.00	(\$258,048.77)	(\$65,391.65)	(1,182.93)	\$4,371,091.56
161	STORM DRAIN FUND	\$1,822,068.94		\$50,426.34	(\$31,817.25)	(864.16)	\$1,839,813.87
170	ASSET SEIZURE/FORFEITURE	\$629,020.62	\$3,774.10	\$881.03	(\$1,116.20)		\$632,559.55
180	FIRE PROTECTION	\$18,964.15	\$1,950.03	\$24.17	(\$3,589.00)		\$17,349.35
190	RTI UNDERSEA CABLE	\$485,762.91		\$265,045.54			\$750,808.45
191	RTI UNDERSEA CABLE TIDELANDS	\$252,842.27		\$192,620.31			\$445,462.58
201	2015 LEASE REVENUE BONDS	\$0.00					\$0.00
301	CAPITAL IMPROVEMENT	\$10,069,268.46		(\$823,205.44)	(\$3,107.10)		\$9,242,955.92
609	BAYVIEW DRIVE REDEMPTION	\$72,730.83		\$101.38			\$72,832.21
610	LOWER PIER DISTRICT REDEMPTION	\$3,113.39		\$4.34			\$3,117.73
611	BEACH DRIVE ASSESSMENT DISTRICT REDEMPTION	\$60,560.62		\$84.43			\$60,645.05
612	BEACH DRIVE ASSESSMENT DISTRICT RESERVE	\$4,573.05		\$6.38			\$4,579.43
619	BAYVIEW DRIVE DISTRICT RESERVE	\$15,015.57		\$20.93			\$15,036.50
705	INSURANCE	\$8,901,593.43		(\$1,098,291.43)	(191,984.13)	(1,571.29)	\$7,609,746.58
715	EQUIPMENT REPLACEMENT	\$5,232,339.85	\$8,893.64	\$196,249.00	(\$280,458.67)	(\$2,272.57)	\$5,154,751.25
	TOTAL GENERAL ACCOUNT	\$42,978,294.81	\$2,223,666.03	(\$1,246,618.48)	(\$1,773,965.57)	(\$231,421.33)	\$41,949,955.46

ACCOUNTS	BALANCE 8/31/2020	DEPOSITS	CHARGES	BALANCE 9/30/2020
PAYROLL	\$46,997.10	\$1,252,516.45	(\$1,255,570.02)	\$43,943.53
CABLE TV DEPOSIT	\$16,763.73			\$16,763.73
	\$63,760.83	\$1,252,516.45	(\$1,255,570.02)	\$60,707.26
TOTAL ALL ACCOUNTS				\$42,010,662.72

INVESTMENTS
\$35,715,360.04

INTEREST COLLECTED
TO DATE FOR FY 20/21
\$86,560.30

BANK BALANCES	
GENERAL	\$7,374,119.99
TRUST ACCOUNTS	\$107,632.55
	\$7,481,752.54
OUTSTANDING CHECKS	(\$1,186,449.86)
	\$6,295,302.68
INVESTMENTS	\$35,715,360.04
BALANCE	\$42,010,662.72

APPROVED : KAREN NOWICKI, CITY TREASURER



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

REPORT 20-0691

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

CANCELLATION OF CERTAIN CHECKS (City Treasurer Karen Nowicki)

Recommended Action:

The City Treasurer recommends that the City Council approve cancellation of certain checks.

Summary:

Please ratify the following request for cancellation of the check(s) listed below:

Check #: 95829
Date Issued: 9/29/2020
Amount: \$169.00
Payee: Shelley Arredondo
Vendor did not receive check.

Respectfully Submitted by: Karen Nowicki, City Treasurer

Noted for Fiscal Impact: Viki Copeland, Finance Director

Noted: Suja Lowenthal, City Manager



Staff Report

Staff Report

REPORT 20-0698

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020

CAPITAL IMPROVEMENT PROGRAM STATUS REPORT
AS OF OCTOBER 19, 2020
(Public Works Director Marnell Gibson)

Recommended Action:

Staff recommends that the City Council receive and file the Capital Improvement Program Status Report as of October 19, 2020.

Number of Projects /Studies by Phase	# of Projects /Studies
Study/Conceptual Planning	6
Preliminary Design	17
Final Engineering Design	11
Project Approvals/ Bidding	1
Construction	1
Closeout	2
<i>Total Projects</i>	<i>31</i>
<i>Total Studies</i>	<i>7</i>

Number of Projects /Studies by Completion Timeline	# of Projects /Studies
1 - Complete by end of FY 19-20	10
2 - Complete in FY 20-21	7
3 - 3 years to completion	0
4 - 5 years to completion	0
5 - TBD	19
Projects/Studies Complete	2
<i>Total Projects</i>	<i>31</i>
<i>Total Studies</i>	<i>7</i>

Staff Report

REPORT 20-0698

Number of Projects /Studies by Category

of Projects /Studies

Street & Highway Improvements	10
Sewer & Storm Drain Improvements	6
Park Improvements	2
Public Building & Ground Improvements	20
<i>Total Projects</i>	<i>31</i>
<i>Total Studies</i>	<i>7</i>

Number of Projects /Studies by Manager

of Projects /Studies

Lead

Support

Total

Lucho Rodriguez	7	0	7
Reed Salan	0	0	0
Romany Basilyous	7	0	7
Andrew Nguyen	7	2	9
Doug Krauss	2	1	3
Leeanne Singleton	1	0	1
Kelly Orta	2	0	2
TBD	13	0	13
<i>Total Projects/Studies</i>	<i>38</i>		

Attachments:

Capital Improvement Program Status Report as of October 19, 2020.

Respectfully Submitted by: Marnell Gibson, Public Works Director

Approved: Suja Lowenthal, City Manager

Project Category	CIP No.	Project Name	Project Budget	Project Manager	Study/Conceptual Planning	Preliminary Design	Final Engineering Design	Project Approvals/Bidding	Construction	Closeout	Tentative Date to Next Milestone/ Update	Estimated Project Completion Date	Current Project Status	Project Description
SH	102	Bus Stops Improvements	\$ 900,000	Romany Basilyous		X					03/21	12/21	Preliminary Design.	This project will improve bus stops throughout the City. These improvements will include Americans with Disabilities Act (ADA) accessible curb ramps, concrete bus pads, crosswalk, striping improvements, furnishing, and other general improvements within direct vicinity of the bus stops.
SH	143	PCH Mobility Improvement Project	\$ 541,680	Lucho Rodriguez	X						TBD	TBD	On Hold. Study/Conceptual Planning. Staff in conversation with Cal Trans, Metro and Council of Governments for funding possibilities.	This project would retain the existing number of lanes including north and south bound flex lanes and maintain lane widths of ten (10) feet, and flex lanes of twelve (12) feet with zero (0) feet shoulders. Collectively, the improvements will address existing, near-term, and long-range future traffic conditions along this corridor by improving intersection operations, reducing instances of unsafe turning movements, create a safe and more comfortable environment for pedestrians and transit riders, and improving the efficient movement of vehicles along the corridor.
SH	164	Hermosa Avenue Green Street	\$ 140,000	Doug Krauss Lucho Rodriguez		X					TBD	TBD	Preliminary Design. Secure design services as part of Study 103 Sea Level Rise Risk Assessment Grant along with City of Torrance securing grant and design services to prepare plans and specifications.	The project will design and implement Low Impact Development (LID) and green infrastructure on Hermosa Ave from 4th Street to Herondo Avenue, which will include a variety of green street design elements. This project is part of Study 103 Sea Level Rise Risk Assessment Grant recipient for preliminary design. This project is also part of a multicity green street project lead by City of Torrance.
SH	186	Street Improvements - Various Locations	\$ 1,609,000	Romany Basilyous			X				Complete Final Engineering Design - 10/20	06/21	Final Engineering Design. Finalizing plans and specifications in house.	This project provides for pavement rehabilitation of streets at various locations. The project will also repair/replace deteriorated portions of sidewalk, curb and gutter, and curb ramps. This project also includes the resurfacing of 24th Street between Valley Drive and Park Avenue. The scope of work includes the construction of curb and gutter as needed to correct street drainage deficiencies as well as lowering of public utilities (by utility companies) to standard depth to permit the proper street construction. This work will be performed following the sewer and storm drain repairs identified in the Sewer and Drainage Master Plans. Project will be bided out together with Project 190.
SH	188	Strand Bikeway and Walkway Improvements at 35th Street	\$ 10,000	TBD		X					TBD	TBD	Preliminary Design. Secure design services as part of Study 103 Sea Level Rise Risk Assessment Grant.	This project would provide improved accessibility and connectivity for bicyclists travelling between the Cities of Hermosa Beach and Manhattan Beach via The Strand at 35th Street. The project will also consider the addition of a dedicated ADA path to provide greater ADA accessibility to The Strand. This project is part of Study 103 Sea Level Rise Risk Assessment Grant recipient for preliminary design.
SH	190	Annual Street Improvements	\$ 200,000	Romany Basilyous			X				Complete Final Engineering Design - 10/20	06/21	Final Engineering Design. Finalizing plans and specifications in house.	This project provides for pavement rehabilitation of streets at various locations. The project will also repair/replace deteriorated portions of sidewalk, curb and gutter, and curb ramps. This work will be performed following the sewer and storm drain repairs identified in the Sewer and Drainage Master Plans. Project will be combined with Project 186.
SH	191	Annual Street Improvements	\$ 50,000	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project provides for pavement rehabilitation of streets at various locations. The project will also repair/replace deteriorated portions of sidewalk, curb and gutter, and curb ramps. This work will be performed following the sewer and storm drain repairs identified in the Sewer and Drainage Master Plans.
SH	192	Annual Striping Improvements (NEW)	\$ 100,000	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project provides traffic striping, markings, and signage improvements and modifications throughout the City at various locations to improve safety and visibility. This project will help address needed thermoplastic striping which the City is not capable of installing directly.
SH	193	Pedestrian Crossing Safety Improvements (NEW)	\$ 450,000	Andrew Nguyen		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project will implement rectangular rapid flashing beacons and other measures at several uncontrolled pedestrian crossings on Hermosa Avenue at 4th, 6th, 19th, 24th, 25th Streets, and at Herondo Street and Monterey Blvd. and the crossing in front of Clark Building on Valley Drive.

Categories:
SH = Street/Highway
SSD = Sewer/Storm Drain
PI = Parks
PBG = Public Building and Ground

Project Category	CIP No.	Project Name	Project Budget	Project Manager	Study/Conceptual Planning	Preliminary Design	Final Engineering Design	Project Approvals/Bidding	Construction	Closeout	Tentative Date to Next Milestone/ Update	Estimated Project Completion Date	Current Project Status	Project Description
SSD	417	Annual Storm Drain Improvements - Various Locations	\$ 2,044,966	Romany Basilyous			X				Complete Final Engineering Design - 12/20	06/21	Final Engineering Design. On-call design firm finalizing plans and specifications.	Storm drain improvements throughout the City. Locations will be as identified and prioritized per the Storm Drain Master Plan. Projects will address deficiencies, ponding, and repairs as well as where new storm drains are needed citywide. This project will also address operational deficiencies at the outfall structures at 18th Street and 19th Street. Improvements include for design and construction activities on an annual basis. Project to be bided out together with Project 422.
SSD	419	Storm Drain Pipe Screens	\$ 120,000	Romany Basilyous					X		Complete Construction - 12/20	12/20	Construction. Obtaining permits from LA County. Construction to be completed by December.	The City has revised its strategy for addressing the Santa Monica Bay Debris Total Maximum Daily Load (TMDL) using State Board-approved full capture devices or systems to achieve 100% reduction of trash from the Municipal Separate Storm Sewer System (MS4). The City will install approximately 160 screen assemblies inside various storm drain catch basins throughout the City, in front of the outlet pipe, preventing debris from entering the storm drain system. They City has installed approximately 120 screens previously.
SSD	421	Annual Sewer Improvements	\$ 2,210,783	Andrew Nguyen			X				Complete Final Engineering Design - 10/20	12/20	Final Engineering Design. On-call design firm finalizing plans and specifications.	This project includes design and construction of sewer improvements and repairs based on the Sewer Master Plan.
SSD	422	Annual Storm Drain Improvements	\$ 500,000	Romany Basilyous			X				Complete Final Engineering Design - 12/20	06/21	Final Engineering Design. On-call design firm finalizing plans and specifications.	Storm drain improvements throughout the City. Locations will be as identified and prioritized per the Storm Drain Master Plan. Projects will address deficiencies, ponding, and repairs as well as where new storm drains are needed citywide. This project will also address operational deficiencies at the outfall structures at 18th Street and 19th Street. Improvements include for design and construction activities on an annual basis. Project will be bid out together with Project 417.
SSD	423	Annual Sewer Improvements	\$ 250,000	Andrew Nguyen		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project includes design and construction of sewer improvements and repairs based on the Sewer Master Plan.
SSD	424	Annual Storm Drain Improvements	\$ 250,000	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	Storm drain improvements throughout the City. Locations will be as identified and prioritized per the Storm Drain Master Plan. Projects will address deficiencies, ponding, and repairs as well as where new storm drains are needed citywide. This project will also address operational deficiencies at the outfall structures at various locations. Improvements include for design and construction activities on an annual basis.
PBG	601	Prospect Avenue Curb Ramps	\$ 63,710	Andrew Nguyen			X				Complete Final Engineering Design - 10/20	06/21	Final Engineering Design. Finalizing plans and specifications.	This project provides improvements and relocation of sidewalks, curb ramps and obstructions along Prospect Avenue in order to comply with the Americans with Disabilities Act (ADA) and meet the latest Federal Standards. Project to be bided out together with Project 698.
PBG	602	City Wide ADA Improvements (NEW)	\$ 50,000	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project provides improvements city wide in order to comply with the Americans with Disabilities Act (ADA) and meet the latest Federal Standards along with the City's Transition Plan being developed.
PBG	608	Downtown Lighting Improvements	\$ 60,000	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project will improve safety, security and ambiance in the downtown area through lighting improvements as determined by the Downtown Security Assessment Report.
PBG	609	Downtown Strategic Plan Implementation	\$ 468,161	Andrew Nguyen			X				Complete Final Engineering Design - 10/20	12/20	Final Engineering Design. Preparing plans and specifications for Pier Plaza catenary lights and light dimming units.	The purpose of this project is to mitigate safety concerns with lighting improvements for the City's downtown area. This project will install catenary lights and dimming units on Pier Plaza.
PBG	615	New Corporate Yard Facilities	\$ 1,313,498	Doug Krauss Lucho Rodriguez		X					Complete Preliminary Design - 12/20	12/21	Preliminary Design. Environmental consultant preparing studies to respond to County's comments.	This project is for the design and construction of a new city yard. Construction will be done in two phases. Phase 1 to include one metal prefabricated building to house a new mechanic, paint/sign shop and contracted services. New wash down station area. Phase 2 to include demolition of existing buildings. Construction of new administration building. General yard improvements (fencing, landscaping, drainage).
PBG	629	Municipal Pier Structural Assessment and Repairs	\$ 413,075	Lucho Rodriguez			X				Complete Final Engineering Design - 10/20	12/21	Final Engineering Design. Next steps are to submit to Coastal Commission for approval in conjunction with CIP 660	Repairs of the municipal pier structural elements including the piles, pile caps, deck and the lifeguard storage room.
PBG	660	Municipal Pier Electrical Repairs	\$ 535,184	Lucho Rodriguez			X				Complete Final Engineering Design - 10/20	12/21	Final Engineering Design. Next steps are to submit to Coastal Commission for approval in conjunction with CIP 629	The pier electrical repairs will involve the replacement of existing conduit, junction boxes, connections and wiring so that the lights can be functional. The project will also eliminate the service box towards the end of the pier and create a new service connection point for the foghorn at the end of the pier. This project will also include the replacement of the bollard lighting at the pier with new LED lighting fixtures.
PBG	669	City Park Restrooms and Renovation	\$ 1,545,620	Lucho Rodriguez				X			Complete Project Approvals/Bidding - 11/20	12/21	Project Approvals/Bidding. Plans received from designer . Advertising for construction bids in November.	This project consists of construction of new ADA compliant restrooms at Forts Lots-of-Fun, Seaview Parkette, South Park, and Clark Field. This project also plans to renovate existing restrooms at South Park and Clark Field.

Categories:
SH = Street/Highway
SSD = Sewer/Storm Drain
PI = Parks
PBG = Public Building and Ground

Project Category	CIP No.	Project Name	Project Budget	Project Manager	Study/Conceptual Planning	Preliminary Design	Final Engineering Design	Project Approvals/Bidding	Construction	Closeout	Tentative Date to Next Milestone/ Update	Estimated Project Completion Date	Current Project Status	Project Description
PBG	672	Council Chamber Audiovisual Improvements	\$ 310,638	Romany Basilyous						X	Closeout	Closeout	Closeout. Construction completed. Working on equipment change order.	Project will replace audio visual equipment in the Council Chambers including additional enhancements such as Video Wall Solution (110" seamless sidewall display) and 55" lobby overflow display.
PBG	682	Parking Lot D Improvements	\$ 663,655	Doug Krauss			X				Complete Final Engineering Design - 4/21	03/22	Final Engineering Design. Construction pending California Coastal Conservancy Board approval of grant in April 2021.	The project will install a rapid electric vehicle charging station, expand bicycle parking and capture and treat storm water run-off from road and parking surfaces.
PBG	684	Emergency Operations Center (EOC) Renovations	\$ 192,880	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	This project will add restrooms to the EOC and renovate the adjacent room for future EOC uses. The EOC is located within a building designated as a historical building, which will require a Certificate of Appropriateness to complete the repairs. This project will be completed in two phases. Phase 1 includes restroom construction including flooring, lighting, wall and ceiling repairs, painting, new plumbing, and installing fixtures. Phase 2 includes complete room renovation including new flooring, ceiling, lighting, furnishings, and relocation of Emergency System IT equipment, including a new switch, 2 UPC batteries, and firewall to support the EOC. Security Improvements to include new key fob locking systems.
PBG	689	Clark Building Renovations	\$ 420,072	Lucho Rodriguez		X					Complete Preliminary Design - 12/20	12/21	Preliminary Design. On-call consultant preparing conceptual design. Gathering community input.	The project proposes: 1. Design, Operational Review 2. Kitchen Remodel - including new commercial appliances, sinks, countertops, lighting, tile, flooring, doors and ADA upgrades. 3. Restrooms Remodel - including new flooring, fixtures, stalls, sinks, toilets, lighting, and ADA upgrades. Electrical, plumbing, sewer line upgrades. 4. Install new Heating, ventilation, and air conditioning. 5. Acoustic panels and new lighting throughout ballroom area. 6. ADA upgrades to entrance building entrance points.
PBG	692	14th Street Beach Restroom Rehabilitation	\$ 1,000,000	TBD	X						TBD	TBD	Study/Conceptual Planning.	This project proposes to construct a new restroom facility which includes replacement of the entire building; restrooms; appurtenant plumbing; ADA improvements for compliance. This project will also include the replacement of the existing sewer lift station components which includes 2 submersible pumps; motor control panel; associated plumbing; addition of telemetry for condition/outage notifications.
PBG	695	Parking Lot A Improvements	\$ 632,260	TBD		X					TBD	TBD	Preliminary Design. Secure design services to prepare plans and specifications.	This project will consist of upgrading Parking Lot A to meet ADA standards, with improvements including: • New layout to maximize parking capacity and improve circulation. • Consideration of the layout of parking spaces on 11th Street and explore incorporating 11th Street parking spaces into the Lot A pay station system. • New surfacing and lighting. • New trash enclosures adjacent to commercial buildings and removal of the trash enclosure and joint compactor. • Low impact development elements including permeable pavers and landscaping. Coastal Commission permits will be required.
PBG	696	Police Station Improvements	\$ 33,000	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	The Police Station is in need of improvements including increased security measures and improvements to report writing room and evidence and property room. The restrooms in the basement of the Police Station are in need of improvements.
PBG	698	ADA improvements	\$ 120,000	Andrew Nguyen			X				Complete Final Engineering Design - 10/20	06/21	Final Engineering Design. Finalizing plans and specifications.	The project proposes: Improvements and relocation of sidewalks, curb ramps and obstructions along Prospect Avenue in order to follow the Americans with Disabilities Act (ADA) and meet the latest Federal Standards. Project to be bided out together with Project 601.

Project Category	CIP No.	Project Name	Project Budget	Project Manager	Study/Conceptual Planning	Preliminary Design	Final Engineering Design	Project Approvals/Bidding	Construction	Closeout	Tentative Date to Next Milestone/ Update	Estimated Project Completion Date	Current Project Status	Project Description
SH	101	Hermosa Avenue Greenwich Village Street Realignment (STUDY)	\$10,000	TBD		X					TBD	TBD	Preliminary Design. Secure design services as part of Study 103 Sea Level Rise Risk Assessment Grant.	This study will evaluate potential improvements at the intersections of: • Hermosa Avenue and Greenwich Village; and • Manhattan Avenue and Greenwich Village/27th Street The study will evaluate opportunities improve the flow and visibility for pedestrian, bikes, and vehicles at the two intersections. This study is part of Study 103 Sea Level Rise Risk Assessment Grant recipient for preliminary design.
PBG	103	Sea Level Rise Risk Assessment (NEW) (STUDY)	\$279,058	TBD		X					TBD	TBD	Preliminary Design. Pending staff availability.	This study will assess the risk of sea level rise in three areas along Hermosa Avenue, 35th Street, Greenwich Village, and 4th Street to Herondo Avenue. It incorporates three other projects. Project 164 Hermosa Avenue Green Street, Project 188 Strand Bikeway and Walkway Improvements at 35th Street, and Study 101 Hermosa Avenue Greenwich Village Street Realignment.
PI	538	Citywide Park Master Plan (STUDY)	\$215,475	Leeanne Singleton	X						TBD	TBD	Study/Conceptual Planning.	The City is seeking to prepare a Parks Master Plan that achieves the following goals: • Engages the community and local recreational organizations in a dialogue about parks and open space resources in Hermosa Beach; • Identifies the current demand/utilization and the future/evolving parks and recreational facility needs for the Hermosa Beach community; • Leverages the vision and goals of the recently adopted General Plan and the Community Decision-Making Tool; • Identifies an appropriate balance between organized and informal recreational activities at the City's parks and open spaces; • Serves as a dynamic useful planning and implementation document that enjoys broad community and political support; • Provides a comprehensive strategy to maintain, rehabilitate and improve the City's network of parks, facilities, and open space assets, including current unfunded park and recreational opportunities; • Evaluates the effective use of the City's financial and physical resources and opportunities to fund implementation of the recommendations in the Master Plan.
PI	544	Greenbelt Accessible Path Assessment (STUDY)	\$10,000	TBD	X						TBD	TBD	On Hold. Secure design services to prepare a conceptual design/feasibility of a path on the Green Belt.	Determine the feasibility of installing an ADA surface path on the Greenbelt to provide a firm, natural looking and permeable path that increases accessibility for the disabled and boosts accessibility for all.
PBG	668	Library Community Needs Assessment (STUDY)	\$42,522	Kelly Orta	X						TBD	TBD	On Hold. On hold until funding opportunities become available for a new or renovated library facility.	Phase II consists of preparation of conceptual designs and estimates for: • Keeping the city's library at its current location, to include: Renovation and expansion of existing building or adding a second floor to the existing building (before preparation of renovation schemes for the existing building, the structural condition must be assessed to make sure that the building is not beyond its useful life); Construction of a two (2) story library building at the existing location; or • Construction of a new library at a new site • Relocation of "Friends of the Library" from Bard Street to a more appropriate location. Funding is reimbursed to the City through the Library's Excess Operating Funds through agreement with the LA County Library. Other funding options will be explored.
PBG	693	Community Theater Needs Assessment (STUDY)	\$79,295	Kelly Orta						X	Closeout	Closeout	Closeout. Assessment report has been completed.	This needs assessment will include an analysis and conceptual cost estimates of two scenarios: a. A major renovation of the Community Theatre to transform it into a regional performing arts center; and b. A conservative renovation to upgrade the Community Theatre, taking into consideration its current users and maintaining the community focus of the facility. Market trends for similar and/or other theaters will also be included.
PBG	694	Parking Structure (Lot C) Structural Assessment (STUDY)	\$40,000	Andrew Nguyen	X						Complete Final Engineering Design - 11/20	12/20	Study/Conceptual Planning. On-call consultant preparing assessment of parking structure.	Prepare a structural assessment report for the parking structure, to analyze cracks in walls and decks.



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

REPORT 20-0680

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

PLANNING COMMISSION TENTATIVE FUTURE AGENDA ITEMS

(Community Development Director Ken Robertson)

Recommended Action:

Staff recommends that the City Council receive and file the November 17, 2020 Planning Commission tentative future agenda items.

Attachments:

Planning Commission November 17, 2020 Tentative Future Agenda

Respectfully submitted by: Ken Robertson, Community Development Director

Approved: Suja Lowenthal, City Manager

Tentative Future Agenda

PLANNING COMMISSION
City of Hermosa Beach

November 17, 2020

Regular Meeting

6:00 P.M.

Project Title	Public Notice	Meeting Date
⇒ 2629 Manhattan Avenue – Conditional Use Permit for roof mounted wireless (Verizon)	11/5/20	11/17/20
⇒ 2200 Pacific Coast Highway – New Parking Plan for use of shared parking with Hope Chapel to accommodate existing and future medical office uses	11/5/20	11/17/20
⇒ 1100 Aviation Boulevard – Conditional Use Permit Amendment for Spumoni Trattoria & Pizzeria	11/5/20	11/17/20
⇒ Tri-Annual Report for On-Sale Alcoholic Beverage Conditional Use Permits	n/a	11/17/20
⇒ Text Amendments for Planning Commission to recommend to City Council regarding Limited Live Entertainment Permits	11/5/20	11/17/20

Upcoming and Pending Projects
⇒ Trans Pacific Fiber Optic Cable – Environmental Impact Report Certification and Project Entitlements – alternative sites at 6 th Street or 10 th Street
⇒ Discussion of historic resource eligibility and evaluation for new projects
⇒ 911 1 st Street – Zone and General Plan Amendment, Precise Development Plan and Planned Unit Development for multiple unit condominium project
⇒ City Yard – Precise Development Plan, Conditional Use Permit, and Environmental Review



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

REPORT 20-0679

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**ACTION SHEET OF THE PLANNING COMMISSION
MEETING OF OCTOBER 20, 2020**

Recommended Action:

Staff recommends that the City Council receive and file the action sheet of the Planning Commission meeting of October 20, 2020.

Attachments:

Action Sheet of the October 20, 2020 Planning Commission meeting

Approved: Ken Robertson, Community Development Director

Noted: Suja Lowenthal, City Manager



City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA
90254

Action Minutes - Draft

Planning Commission

Chair
Rob Saemann

Vice Chair
Marie Rice

Commissioners
David Pedersen
Stephen Izant
Peter Hoffman

Tuesday, October 20, 2020

6:00 PM

Council Chambers (Virtually)

THIS MEETING IS HELD PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020. ANY OR ALL PLANNING COMMISSION MEMBERS MAY ATTEND AND PARTICIPATE BY TELECONFERENCE/VIRTUAL MEETING. MEMBERS OF THE PUBLIC MAY PARTICIPATE BY TELECONFERENCE.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Present: 5 - Commissioner Peter Hoffman, Chair Rob Saemann, Vice Chair Marie Rice, Commissioner David Pedersen, and Commissioner Stephen Izant

Absent: 0

All Planning Commissioners attended remotely.

Also Present Remotely: Ken Robertson, Community Development Director
Patrick Donegan, Assistant City Attorney
Christy Teague, Senior Planner
Yuritzy Randle, Assistant Planner
Melanie Emas, Assistant Planner

- 4. Oral / Written Communications**

Attending remotely to speak: Kathie Stemig.

Section I

CONSENT CALENDAR

5. [REPORT 20-0669](#) Approval of the September 15, 2020 Planning Commission Action Minutes

Attachments: [September 15, 2020 Planning Commission action minutes](#)

ACTION: Motion by Commissioner Pedersen and seconded by Vice Chair Rice to approve the September 15, 2020 action minutes as presented. The motion carried by the following vote:

Aye: 4 - Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

Abstain: 1 - Commissioner Hoffman

Section II

PUBLIC HEARING

6. [REPORT 20-0670](#) Information Only: Public Hearing Notices and Project Zoning Maps

Attachments: [1. Public Notices](#)
[2. Project Zoning Maps](#)

7. [REPORT 20-0675](#) CON 20-1 Conditional Use Permit (20-1) and Precise Development Plan Amendment (20-4) for the completion of a two-unit detached condominium project, to construct the second of the two condominium units previously approved, located at 1461 Monterey Boulevard and determination that the project is Categorically Exempt from the California Environmental Quality Act.

Attachments: [1. Proposed Resolution](#)
[2. Site Photographs](#)
[3. Applicant Submittal](#)
[4. 2015 Approved Plans](#)
[5. PC Resolution No. 15-10](#)
[6. CC Resolution No.16-7032](#)
[7. Recorded Final Parcel Map](#)
[8. Radius Map](#)
[9. Poster Verification](#)

Attending remotely to speak: Stacy Straus and Joseph Fournier.

ACTION: Motion by Commissioner Hoffman and seconded by Vice Chair Rice to adopt the resolution, as presented, approving the Conditional Use Permit and Precise Development Plan Amendment for the completion of a two-unit detached

condominium project, to construct the second of the two condominium units previously approved located at 1461 Monterey Boulevard, and determine the project is categorically exempt from the California Environmental Quality Act (CEQA). The motion carried by the following vote:

Aye: 5 - Commissioner Hoffman, Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

This final action is subject to potential review by the City Council pursuant to Chapter 2.52 of the Municipal Code*, or may be appealed to the City Council by any party if filed by November 9, 2020.

8. [REPORT](#)
[20-0668](#)

PDP 20-6 Precise Development Plan for a three-story attached duplex with an attached Junior Accessory Dwelling Unit (JADU) located at 24 3rd Street and determination that the project is Categorically Exempt from the California Environmental Quality Act (CEQA).

Attachments: [1. Proposed Resolution](#)
[2. Site Photographs](#)
[3. Applicant Submittal](#)
[4. Radius Map](#)
[5. Poster Verification](#)
[6. Supplemental - eComments, added 10-20-20](#)
[7. Supplemental - Letter from Gabriella Heffernan, added 10-20-20](#)

Attending remotely to speak: Brandon Straus, Louie Tomaro, Kathie Stemig, Justin Beimforde, and Gabriela Heffernan.

ACTION: Motion by Commissioner Hoffman and seconded by Chair Saemann to adopt the resolution, with the amendments noted below, approving the Precise Development Plan for a three-story attached duplex with an attached Junior Accessory Dwelling Unit (JADU) located at 24 3rd Street and determination that the project is Categorically Exempt from the California Environmental Quality Act.

Amend the second sentence in Section 4, #2 to read:

In addition, one shared guest parking space will be provided for both units and will be located in the southeast corner of the lot.

Amend Condition of Approval (COA) #14 to read: A minimum of one 24-inch box size tree shall be provided within the City's public right-of-way fronting 3rd Street within the encroachment area and the tree species shall be listed on the Public Works Department's Approved Tree List.

Add a new sentence to the end of COA #16: The applicant will be required to install the sewer lateral, to connect to the sewer main, within 3rd Court and on private property.

The motion carried by the following vote:

Aye: 5 - Commissioner Hoffman, Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

This final action is subject to potential review by the City Council pursuant to Chapter 2.52 of the Municipal Code*, or may be appealed to the City Council by any party if filed by November 9, 2020.

9. [REPORT](#)
[20-0626](#)

TEXT 20-02 - Consideration of a Text Amendment to amend HBMC Chapter 17.44 Off-street parking to allow the use of mechanical vehicle lifts as a method to provide required parking, adopt proposed definition of “mechanical vehicle lift,” and determination that the project is categorically exempt from the California Environmental Quality Act (CEQA).

Attachments: [1. May 19 2020 Planning Commission Agenda](#)
[2. August 18 2020 Planning Commission Agenda](#)
[3. Draft Resolution.pdf](#)
[4. Proposed Text Amendment](#)
[5. Supplemental - Memorandum, added 10-19-20](#)

Vice Chair Rice and Commissioner Pedersen recused themselves.

ACTION: Motion by Chair Saemann and seconded by Commissioner Hoffman to adopt the resolution, as presented, recommending the City Council adopt a text amendment to HBMC Chapter 17.44 Off-street parking to allow the use of mechanical vehicle lifts as a method to provide required parking, adopt proposed definition of “mechanical vehicle lift,” and determination that the project is categorically exempt from the California Environmental Quality Act (CEQA).

The motion carried by the following vote:

Aye: 3 - Commissioner Hoffman, Chair Saemann, and Commissioner Izant

Absent: 0

Recused: 2 - Vice Chair Rice, and Commissioner Pedersen

This final action is subject to potential review by the City Council pursuant to Chapter 2.52 of the Municipal Code.*

10. [REPORT](#)
[20-0674](#)

Planning Commission consideration, review, and recommendation to City Council regarding the City’s Limited Live Entertainment Pilot Program set to expire December 2020.

- Attachments:** [1. Link to September 18, 2018 Planning Commission Meeting](#)
[2. Planning Commission Resolution 18-25 Recommending City Council Approval September 18, 2018](#)
[3. Excerpt of September 18, 2018 Planning Commission Meeting Minutes](#)
[4. Link to October 23, 2018 City Council Meeting](#)
[5. Excerpt of October 23, 2020 City Council Meeting Minutes](#)
[6. Ordinance 18-1388 Approved October 23, 2018](#)

ACTION: Motion by Commissioner Hoffman and seconded by Commissioner Izant to set a public hearing for November 17, 2020 to consider Text Amendments for Planning Commission to recommend to the City Council regarding Limited Live Entertainment Permits. The motion carried by the following vote:

Aye: 5 - Commissioner Hoffman, Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

Section III

11. Staff Items

- a. [REPORT 20-0673](#) Receive Tri-Annual Report for On-Sale Alcoholic Beverage Conditional Use Permits

- Attachments:** [1. Process and Standards, updated 2019](#)
[2. Police/ABC Report for this period](#)
[3. Police/ABC Report for last period](#)
[4. Police Statistics for this period](#)
[5. Police Officer Checks for this period](#)
[6. Code Enforcement Data for this period](#)
[7. Code Enforcement Data for last period](#)

ACTION: Motion by Chair Saemann and seconded by Commissioner Izant to receive and file the Tri-Annual Report for On-Sale Alcoholic Beverage Conditional Use Permits report. The motion carried by the following vote:

Aye: 5 - Commissioner Hoffman, Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

- b. **Verbal report on City Council actions**

- c. **Verbal status report on major Planning projects**

- d. [REPORT 20-0671](#) November 17, 2020 Planning Commission Tentative Future Agenda Items

- Attachments:** [Planning Commission November 17, 2020 Tentative Future Agenda](#)

ACTION: Motion by Chair Saemann and seconded by Commissioner Hoffman to receive and file the November 17, 2020 tentative future agenda, noting the addition of the public hearing for the consideration of Text Amendments for Planning Commission to recommend to the City Council regarding Limited Live Entertainment Permits. The motion carried by the following vote:

Aye: 5 - Commissioner Hoffman, Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

- e. [REPORT](#) Community Development Department Activity Reports of January to June
[20-0672](#) 2020

Attachments: [1. Community Development Department activity report of January 2020](#)
[2. Community Development Department activity report of February 2020](#)
[3. Community Development Department activity report of March 2020](#)
[4. Community Development Department activity report of April 2020](#)
[5. Community Development Department activity report of May 2020](#)
[6. Community Development Department activity report of June 2020](#)
[7. Temporary Outdoor Dining/Retail Permits as of October 15, 2020](#)

ACTION: Motion by Vice Chair Rice and seconded by Commissioner Izant to receive and file the January to June 2020 Community Development Department activity reports and the year to date report of Temporary Outdoor Dining/Retail Permits. The motion carried by the following vote:

Aye: 5 - Commissioner Hoffman, Chair Saemann, Vice Chair Rice, Commissioner Pedersen, and Commissioner Izant

Absent: 0

12. Commissioner Items

13. Adjournment

ACTION: Motion by Commissioner Hoffman and seconded by Commissioner Pedersen to adjourn. The motion carried by the following vote:

Aye: 5 - Chair Saemann, Vice Chair Rice, Commissioner Pedersen, Commissioner Izant, and Commissioner Hoffman.

The meeting was adjourned at 8:25 PM.

*Chapter 2.52, Section 2.52.040 of the Municipal Code provides for Council review and reconsideration of any decision of the Planning Commission by two affirmative votes at the next regularly scheduled City Council meeting. In the event the Council initiates a review, the review will be placed on a future agenda of City Council within a reasonable time period, and the Commission's

decision is stayed pending Council's review and final decision.

DRAFT



Staff Report

Staff Report

REPORT 20-0682

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020

**APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
WITH HAYER CONSULTANTS, INC. TO PROVIDE PLAN
CHECK AND RELATED SERVICES TO THE COMMUNITY
DEVELOPMENT DEPARTMENT**

(Community Development Director Ken Robertson)

Recommended Action:

Staff recommends that the City Council:

1. Award a Professional Services Agreement with Hayer Consultants, Inc., to provide plan check and related services to the Community Development Department; and
2. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney.

Executive Summary:

The City contracts with a third party consultant for plan check services as Community Development staff does not include licensed structural engineers, fire safety experts, and other specialists necessary to conduct the complex plan checking required by the California Building Standards Code and other State and Municipal Codes. The Community Development Department uses a plan check consultant for a majority of plan submittals, and has used this type of third party service for several decades.

The Community Development Department released a Request for Proposals (RFP) consistent with City policy to periodically test the market for renewal of outside contract services. After conducting an internal review of all the submitted proposals, staff recommends the selection of Hayer Consultants Inc.

Background:

Outline of the Plan Check Contractor Selection Process

RFP 20-02 (**Attachment 1**) was posted in the Easy Reader and sent to several plan check service consultants that supply this service and other building related services on July 30, 2020.

Staff Report

REPORT 20-0682

Consultant Selection

By the proposal submittal deadline, 14 companies submitted documentation of their qualifications and pricing. The 12 qualifying proposals were evaluated on each firm's approach and methods, relevant experience and expertise, and plan check timeframe and cost. A list of the proposals is contained in Attachment 2. These criteria were evaluated by the Building Division of the Community Development Department, including: Building/Planning Technician, Office Assistant, Building Inspector, and Building/Code Enforcement Official.

All plan and permit submittals are logged in and tracked by the Building/Planning Technician, the Building Inspector conducts plan check for fire safety systems, and the Building Official determines which plans are sent to the contract plan check service company, and conducts the final review and plan check on all submittals. All Building Division staff within the Community Development Department are integral parts of the plan check service provided by the Department.

Project applicants interact directly with the plan check consultant when making necessary corrections before plans are determined to be fully compliant with relevant codes, and the Building Official conducts the final review and may intervene as necessary to resolve questions on interpretation. Related services that the plan check consultant may provide include providing field inspectors, performing in-house plan check, meeting with applicants and temporary in-house staffing by a Building Official or other certified specialist.

Hayer Consultants, Inc. is recommended based on the City's familiarity with the work product, experience, and timely plan review times. Only one other proposing company matched Hayer Consultants in lowest cost for the service. The City is also familiar with Hayer Consultants, as they have provided plan check and related services to the City for the last 36 years.

General Plan Consistency:

Periodic review of consultant contracts is consistent with the following goals within the Governance Element, in that it improves transparency, and allows for testing the market to ensure the City is providing the best service to its customers:

Goal 1. A high degree of transparency and integrity in the decision making process

Goal 3. Excellent customer service through the use of emerging technologies

Providing expertise with outside consultants is consistent with the Goals of the Public Safety element to ensure safety in new construction, and is in line with the specific following implementation measure (page 239 of PLAN Hermosa): "SAFETY 1" Continue to adopt and enforce the most up-to-date California Building Standards Code and California Fire Code, with appropriate local amendments.

Staff Report

REPORT 20-0682

Fiscal Impact:

This professional services agreement generally has no direct fiscal impact as the proposed service fee is a percentage of the plan check fees paid by the applicant for the City to provide this service. However, with this new agreement there would be a minimal increase in the proportion of the service fee that would be passed on to the plan check service provider (40% as compared to 34%).

Attachments:

1. Request For Proposal 20-02
2. List of proposals submitted and their rankings
3. Draft Professional Services Agreement with Hayer Consultants Inc. including Hayer's proposal

Respectfully Submitted by: Bob Rollins, Building/Code Enforcement Official

Concur: Ken Robertson, Community Development Director

Concur: Frances Estrada, Building/Planning Technician

Fiscal: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager

July 22, 2020

REQUEST FOR PROPOSALS (RFP) FOR:
Building Plan Check and Related Services

RFP #20-02
Community Development Department

NOTICE IS HEREBY GIVEN that the City of Hermosa Beach Community Development Department is seeking proposals from qualified individuals or firms to provide Building Plan Check and inspection Services for the City of Hermosa Beach. Proposer(s) must have the expertise, experience and demonstrate resources available to perform the work described in the RFP. The complete RFP may be found on the City's website at the following location: <http://www.hermosabch.org/index.aspx?page=667> or by emailing the project contact listed below.

Description of Project

The selected firm will prepare/perform residential and commercial plan checks including but not limited to, structural, fire, energy, green and ADA (CAsp) requirements of the current editions of the California Building Codes. The firm should be able to provide the first set of corrections to the applicant within ten (10) business days. The firm should also have the capacity to provide, on an as-needed basis, office and field staff to conduct plan check, interact with the building community and conduct inspections.

RFP Timeline

RFP posted	August 1, 2020
Deadline to submit proposals	September 1, 2020
Tentative award	September 15, 2020

Submittal Procedures

No proposals will be accepted after the listed date and time. All proposals must be clearly marked with the project title and RFP number and submitted in a sealed envelope. Failure to identify the proposal on the envelope may result in disqualification of the proposal. The format, content, and procedures for submitting a proposal are provided in further detail within the RFP.

Contact

Please direct any inquiries regarding this RFP to Bob Rollins, Building Official at 310-318-0219 or brollins@hermosabeach.gov

All questions regarding the content of the proposal should be submitted in writing to the listed email address and sent no later than the date and time listed in the RFP Timeline. Responses to questions will be distributed to registered bid holders and posted to the City website.



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1 Introduction

1.1 Invitation for Proposals

The City of Hermosa Beach Community Development is seeking proposals from qualified individuals or firms to provide offsite Building Plan Check Services with the ability to provide inspection and other onsite services as needed for the City of Hermosa Beach. Proposer(s) must have the expertise, experience and demonstrate resources available to perform the work described in the RFP.

1.2 RFP Timeline

RFP posted	August 1, 2020
Deadline to submit proposals	September 1, 2020
Interviews (teleconference if needed)	Week of September 7, 2020
Tentative award	September 15, 2020

1.3 General RFP Conditions

The following instructions and conditions apply to this RFP:

Pre-Contractual Expenses

The City of Hermosa Beach shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a proposal in response to this RFP.
- Submitting that proposal to the City of Hermosa Beach.
- Negotiating with the City of Hermosa Beach any matter related to this RFP, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFP and/or Not Award Contract

The City of Hermosa Beach reserves the right to withdraw this RFP at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFP. The City expressly reserves the right to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s). The release of this RFP does not obligate or compel the City to enter into a contract or agreement.

Authority to Revise RFP and Request Additional Information

The City reserves the rights to amend the RFP at any time, to determine the successful respondent(s), and to reject any or all Proposals or their components. Should it be necessary for the City to issue addendums to this RFP during the proposal period, the City will notify the known holders of this RFP and post addendums to the City website. Proposals shall acknowledge that



the consultant is aware of all addendums which have been issued and has incorporated their provisions in their proposal by completing the Certification of Proposal Form.

The City reserves the right, to request additional information or clarifications from consultants where it may serve the City's best interest.

Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the City.
- **AUTHORIZED SIGNATURES.** Every proposal must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF PROPOSAL.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous proposal after consideration of all criteria. Should the selection criteria be requested, it shall be at the City's discretion if the criteria is released prior to the final selection being made.
- **COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Proposal, the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposals, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any consultant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a consultant is interested. Consultants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFP documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from



any obligations with respect to the proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

- **INTERPRETATION OF RFP DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other RFP documents, or finds discrepancies or omissions in the specifications, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to, the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFP documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFP documents. All such addenda shall become a part of the RFP document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file. Any prospective consultants who obtained a set of RFP documents are responsible for advising the City that they have a set of RFP documents and wish to receive subsequent Addendums.
- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one proposal.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFP process become the property of the City upon submission. All bid proposals and documents submitted in response to this RFP shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or proprietary, and City may refuse to consider a proposal so marked. All Information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement with the City. Any proposed change to the agreement shall be identified in the response to the Request for Proposals (RFP) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.



- **NO PUBLIC BID PROPOSAL OPENING/PUBLIC RECORDS ACT.** Bid proposals shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing proposals is not disclosed to other Consultants. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.
- **PUBLIC RECORD.** All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City in evaluation of the proposal. Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Proposals are held invalid, illegal or unenforceable, they shall be severed from the Request for Proposals and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the proposal includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFP for which each proposed sub consultant would perform services. If a sub consultant for work services to be performed exceeds \$25,000 the sub consultant must contain all required provisions of the prime contract.
- **VALIDITY.** Proposal must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF PROPOSAL.** Consultants' authorized representative may withdraw Proposals only by written request received by City Engineer before the Proposal Submittal Deadline.



2 Project Description

2.1 City Location and Characteristics

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the "South Bay" area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The city limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles. Hermosa Beach includes nearly two miles of shoreline and varies in width between one-half mile and approximately one mile inland. Elevations in the City range from sea-level and rise up to 250 feet in elevation.

In 2016, the City of Hermosa Beach had an estimated population of 19,801. With a land area of 1.4 square miles, Hermosa Beach has a high population density, with approximately 13,900 people per square mile.

The Community Development Department is comprised of Planning, Building and Code Enforcement. When fully staffed, it has thirteen employees. Hermosa Beach is experiencing a construction "boom". While our work is primarily residential units, there are often commercial tenant improvements and some new commercial construction.

Due to staffing limitations, we have been contracting building plan check reviews for more than 30 years. The qualifying applicant must have the ability to review; structural, electric, mechanical, plumbing and civil engineering plans; have fire, CASp and Energy plans evaluators, and have the capacity to provide counter staffing and field inspection services from time to time as needed.

2.2 Project Goals

The City of Hermosa Beach is seeking proposals from qualified firms to review residential and commercial plan checks for compliance with the current editions of the California Building Codes that achieves the following goals:

- Be able to provide the applicant with an initial correction list/letter within ten days of receipt of the plans.
- Be able to determine occupant loads for all occupancies.
- Be able to check plans for ADA compliance, including having a CASp certified employee.
- Be able to review civil, structural, mechanical, electric, plumbing and energy calculations.
- Be able to provide in office and/or in field staff to assist with plan check, discussing codes with applicants and conduction field inspections from time to time as needed.

2.3 Work to be Performed or Provided by the City

The City will perform the following tasks or functions related to this project.

1. Accept applications, process payments and route plans to the contract plan checker.
2. Track applications



3. Reimburse Contractor from a percentage of the plan check fee, or, for revisions after permit issuance, at an hourly fee.
4. Reimburse Contractor at an hourly rate for in house or on site plan check, management and inspection services as needed.

2.4 Calculation of Payment

The City will pay for various services provided in the following manner:

1. Standard plan check fee. The city will reimburse the contractor based on a percentage of our standard plan check fees. Examples are: valuation of work \$50,000.00 plan check fee is \$849.15, \$100,000.00 = \$1,297.15, \$200,000.00 = \$2,039.55. Bids for this service should be made in the form of a percentage of the plan check fees.
2. All other services, from revision plan check to in house services to field inspections shall be paid on an hourly basis. Bids for these services should quote the hourly fees.

3 Proposal Submittal Instructions

3.1 Proposal Format

Proposals must be submitted in a sealed envelope or box bearing the name of the consultant, clearly marked, and submitted only to the following address:

RFP# 20-02 Building Plan Check and Related Services
City of Hermosa Beach
Attn: Bob Rollins, Building Official
Community Development Department
1315 Valley Drive
Hermosa Beach CA 90254

brollins@hermosabeach.gov

3.1.1 Hard Copy Proposals (Please submit all proposals electronically)

Proposers shall submit one original of the proposal via email to the Building Official. One hard copy of the cost proposal (fee schedule) shall be in a separate sealed envelope, clearly marked "Cost Proposal".

If discrepancies are found between the copies, or between the original and copy or copies, the "ORIGINAL" will provide the basis for resolving such discrepancies. If one document is not clearly marked "ORIGINAL", the City reserves the right to use any copy of the proposals as the Original.

All proposals shall be submitted on standard 8.5" by 11" paper and printed double-sided. Exhibits may be 11" by 17" paper as needed. Proposers should minimize the use of plastic film/dividers and other materials that cannot be recycled.

All pages should be numbered and identified sequentially by section. Proposals shall be no more than 20 total pages (10 double-sided pieces of paper) inclusive of the cover letter and all required forms.



3.1.2 Electronic Submittal

Proposers shall submit an electronic PDF version of their proposal by email to the project manager at brollins@hermosabeach.gov. The cost proposal shall also be submitted in the same email, but as a separate PDF attachment. Attachments may not exceed a combined total of 20 MB.

3.2 Proposal Content

Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals should include the sections as described in greater detail below. Do NOT include marketing brochures or other promotional material not connected with this RFP.

3.2.1 Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and summary statement of professional qualifications.

3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name and address.
- Name, address, and telephone number of the consultant's primary point of contact.
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Address, telephone numbers and fax numbers of each of the proposing firm's locations.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of year's consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Project Understanding and Approach to Scope of Work

Proposers should include in this section a statement of project understanding, organizational chart, approach to work program and summary of deliverables, described in greater detail below.

Statement of Project Understanding

Consultant must include in this section its understanding of the project and understanding of the Scope of Services noted herein. Consultant should be able to articulate a thorough understanding of the State, County and Local requirements, and other industry standards applicable to the project or services to be provided.

**Organizational Chart**

Consultant shall include an organizational chart that reflects key staff and roles/responsibilities of each individual assigned to provide services under this Proposal. Any roles or topics in which the proposer anticipates utilizing the expertise of subcontractors should be clearly identified.

Approach to Work Program (Required and Optional Tasks)

The City is seeking an effective, efficient and creative approach to preparing work products and meeting the City's goals and timeline for this project. In this section, proposers should include their recommended approach to providing the requested professional services and tasks noted in the Scope of Services in the RFP. The approach to the work plan shall be of such detail to demonstrate the proposer's ability to accomplish project objectives. This section should also include proposed approaches and techniques to engagement community and stakeholders in the process of developing the project.

The proposer's approach should provide detail on both the required and optional tasks identified in the scope of work, as well as any additional tasks recommended by the proposer to successfully achieve the project objectives.

Summary of Deliverables

Proposer should identify the major deliverables, indicate the number of drafts or versions anticipated in the scope of work and budget, and the format in which the deliverable will be provided (electronic or hard copy) for each required and optional task.

Roles and Responsibilities for City Staff

Proposer should summarize any services NOT provided by their firm that are listed in the Scope of Work. Consultant shall also list any resources, City assistance or other items expected to be provided by City beyond those listed in Section 2.5, "Work to be Performed or Provided by the City". Consultant may additionally itemize those services which are further required but are not noted in the aforementioned paragraphs as requirements. Consultant will title this section as Additional Services.

3.2.4 Project Management Plan

Key to a creative, effective, and efficient delivery of the project is close coordination and communication between the City, community, and the selected consultant. In this section, proposers should provide a project schedule, and describe the firm or project manager's approach to communications and quality assurance/quality control.

Schedule

Proposers should present a schedule that details the timing and sequence of project tasks, deliverables, and community engagement efforts.

Communications Approach

Proposers should describe their recommended or preferred approach to project communications between the City and Consultant Team. This should include detail on the frequency of project check-ins, progress updates, and meeting locations (i.e. phone, email, in-person). Communications protocols for coordinating with other City departments, agencies, and the community can be established during project kick-off.

**Quality Assurance/Quality Control Approach**

Describe the firm's QA/QC processes that will be adhered to during the term of the agreement. Describe the Consultant's method of ensuring that the assigned personnel's quality of work is high.

3.2.5 Experience and Qualifications

Proposers should include in this section a summary of relevant projects, contact information for references, and information about the experience, qualifications, and availability of key personnel, described in greater detail below.

Summary of Relevant Projects

Proposers should highlight representative projects that are similar in scope and size to this project to demonstrate the firm's depth of experience and familiarity with similar projects. For each project, please include the following information, at a minimum:

- Year started and completed (if relevant)
- Contracting Agency + Department
- Project Description
- Key Personnel Assigned
- Contract Value

References

Consultant must provide at least three (3) references for which consultant has provided services similar in scope as set forth in the RFP within the last five (5) years. Reference information should include:

- Name of agency
- Name of agency project manager
- Email address and telephone number of contact person
- Description of project or services provided

Experience and Qualifications of Key Personnel

The consultant shall provide resumes indicating the experience and qualifications for the key personnel identified in the organization chart. Consultant shall also include the number and type of additional support personnel who will be providing services. At a minimum, the resume for each team member should include:

- Name
- Position and Role for This Project
- Degrees and Certifications
- Professional Memberships/Registrations
- Summary of Experience
- Work on Representative Project Similar in Scope

If sub-consultants are to be used as part of this proposal, a resume of the sub-consultant and relevant experience is to be included in the same format.

Assignment of Key Personnel

It is the City's preference to have the key personnel identified in the Organizational Chart remain with the project during the term of the agreement. In this section, please indicate the



availability of key personnel to pursue completion of this project in terms of the involvement in other projects that are presently in your firm's backlog.

After contract execution the Consultant should not substitute key personnel (project manager and others listed by name in the proposal) or sub-consultants without prior written approval from the local agency. The consultant must request and justify the need for the substitution and obtain approval from the agency prior to use of a different sub-consultant on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts, the Consultant's project manager shall have all the necessary credentials to qualify him/her as a project manager for this project.

In the event there are proposed changes in key personnel, including sub-consultants, during the term of the agreement that are outside of the consulting firm's control, the consultant shall prepare a transition plan that is presented to the City's project manager for review.

3.2.6 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Proposal.** Proposer is required to sign and submit the Certification of Proposal including acknowledgement that they have received and considered any addendums issued by the City of Hermosa Beach in connection with this RFP.
- **Non-Collusion Affidavit.** Proposer is required to sign and submit the Non-Collusion Affidavit.
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement.
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement.

3.2.7 Cost Proposal

Printed cost proposals shall be submitted in a separate sealed envelope with the proposal, labeled "Cost Proposal" and indicate the firm's name. Electronic copies of the cost proposal may be submitted in the same email but provided as a separate, clearly marked "cost proposal" PDF file.

Consultant should provide the estimated fee to successfully fulfill the Scope of Work detailed in this RFP. Required and optional tasks should be consistent with the tasks listed in the Scope of Services and be clearly marked in the fee schedule to facilitate consistent comparison of costs between proposals. The Cost Proposal should detail the scope of services by task, identifying project team members, hourly billing rates, and estimated hours per task. The Cost Proposal should also include any direct costs such as travel, equipment, printing/materials.

The Cost Proposal must also state if the proposed hourly rate(s) for key personnel is guaranteed for the term of an agreement (if awarded) or if it is subject to adjustments. If subject to adjustments, consultant must state the frequency of adjustments and how adjustments are determined.



4 Proposal Evaluation and Selection

4.1 Proposal Review Process

The City will evaluate all proposals received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest priced proposal, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award of proposal, if one is made.

Following the review of proposals by the City's team, the City may invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract the City may request modifications to the proposed scope or to the technical team or other elements of the proposal. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

4.2 Evaluation Criteria

Proposals will be evaluated on the basis of their response to all provisions of this RFP. The City of Hermosa Beach will use the following criteria in its evaluation of proposals, interviews with selected consultants, or verification of references. The categories will be weighted approximately as follows.

Approach and Methods (35%):

- A well thought-out and tailored approach to the technical work that responds to the project's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities.
- Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management project management plan.

Relevant Experience & Expertise (40%):

- Recent experience preparing similar projects or providing similar services for jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project



- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

Timeframe and Costs (15%):

- Display of a proposed schedule and timeline that meets any specific conditions laid out in the RFP or accomplishes the project objectives in a reasonable timeframe.
- Delivery of a clear and reasonable project budget that provides sufficient detail on the costs for required and optional services.
- Evidence of the team's ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.

Administration (10%):

- Ability to comply with the timeline, terms, and billing procedures.
- The extent and nature of any proposed amendments to the City's Professional Services Agreement.

5 Contract Expectations

5.1 Contract Period

The Contract Period will be established following submittal of proposals and be based on a reasonable amount of time needed to complete the work. Typical length of contracts is three years.

5.2 Professional Services Agreement

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.1. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter to City for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by Consultant prior to clarification by City shall be at Consultant's risk and expense.

5.4 Invoicing and Payment

The contract will be set up as a monthly payment for plan checks completed based on a percentage of the City Plan Check Fee, and/or a monthly billing for hours worked. Invoices are to be submitted monthly. The invoices shall reference the project addresses, and must list the charges by task, worker classification, hours, billing rate, and totals. Back up information must be submitted together with the invoices.

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.



6 Attachments and Required Forms

6.1 Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

BETWEEN THE CITY OF HERMOSA BEACH AND _____

This AGREEMENT is entered into this _____ day of _____, 2020, by and between the CITY OF Hermosa Beach, CA, a general law city a municipal corporation ("CITY") and _____, a limited liability company ("CONSULTANT").

RECITALS

- A. The City desires to hire a qualified consulting firm to provide plan check services and other duties from time to time.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1 CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the following work:

- 1. Conduct plan check reviews to ensure compliance with the current edition(s) of the California Building Codes; Building, Plumbing, Electric, Mechanical, Green, Energy etc. As well as the current edition of the Los Angeles County Fire Code.
- 2. Should have a certified CASp plan checker and field inspector on staff.
- 3. Should be able to return the first set of corrections to an applicant within 10 days of receiving the plan set.
- 4. The firm should also be able to provide from time to time as needed, and on an hourly fee basis: on site plan review, field inspections and managerial assistance including but not limited to a certified Building Official.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.



As additional consideration, CITY agrees to pay CONSULTANT a total of a fixed percentage of plan check fees charged to the applicant, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2 SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

- 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 in accordance with the schedule of compensation incorporated in "Exhibit A."
- 4 TIME OF PERFORMANCE.** The services of the CONTRACTOR 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 schedule incorporated in "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 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 to perform work under this Agreement is _____. 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.
- 7 TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on _____, 20____, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 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. CONTRACTOR 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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONTRACTOR shall cease services as of the date of termination, and 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.

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

- 12 INDEMNIFICATION. 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, and 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.

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 it is 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. 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.

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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.

4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 18 USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any sub-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 preformed 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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.
- 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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN: Bob Rollins	ATTN:

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.

- A. 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.
- B. THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally 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.
- C. 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.
- D. 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.
- E. 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.

F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

23 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.

24 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.

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

26 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.

27 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.

28 OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.

29 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 _____

Consultant Initials _____

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 _____

Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: _____
TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:



Michael Jenkins , City Attorney



6.2 Required Forms

6.2.1 Certification of Proposal

RFP #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

6.2.2 Non-Collusion Affidavit**RFP #: 20-02**

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:



6.2.3 Compliance with Insurance Requirements

RFP #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

6.3.4 Acknowledgement of Professional Services Agreement

RFP #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:



Signature of Authorized Representative:

Printed Name and Title:

PLAN CHECK SERVICES EVALUATION FORM

Firm Bidding	Plan Ck %	Other Service Prices	Turn around time 1st/resubmittal	Cumulative Score 1 - 10 (10 is high)
Interwest Consulting Group, Irvine CA	64%	PT \$62 Insp \$105 BO \$130	12 1st - 6 resub	5
Charles Abbot Assoc. Mission Viejo CA	70%	PT. \$70 Insp \$90 BO \$125	10 1st - 5 resub	5.25
4Leaf Inc. Newport Beach CA	70%	PT \$70 Insp \$90 BO \$145	10 - none given	5
Hayer Consultants Inc. Lakewood CA	40%	PT \$60 Insp \$80 BO \$100	5 1st - 4 resub	9.25
Bureau Veritas Pasadena CA	40% (solar \$130)	PT \$60 Insp \$85 BO \$145	10 1st - 5 resub	6.5
Transtech Engineers, Inc Chino CA	65%	PT \$70 Insp \$95 BO \$160	10 - none given	5.25
NV5 Inc. Irvine CA	55%	PT \$60 Insp No BO \$ 105	10 1st - 5 resub	6.5
M6 Consulting, Inc. Westlake Village CA	60%	PT \$75 Insp \$90 BO no	10 - none given	5.25
HR Green Pacific Corona CA	65%	PT \$95 Insp \$110 BO \$150	7 1st 5 resub	7
CSG Consultants, Inc. Orange CA	75%	PT \$70 Insp \$95 BO no	10 1st - 5 resub	4.75
Builders Protection Group Lomita CA	60%	none offered	10 1st - 5 resub	Did not meet RFP requirements
TRB + Associates Long Beach, CA	58%	PT \$65 Insp \$85 BO \$140	10 1st - 5 resub	6
True North Compliance LA	65%	PT \$70 Insp \$90 BO \$145	10 1st - 5 resub	5.25
JAS Pacific Upland, CA	Not Given	Plans Examiners \$105 No other	7 1st 5 resub	Did not meet RFP requirements

KEY: PT = Permit Tech Insp = Inspector BO = Building Official

Score weighted for quick turn-around time & cost

Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO PROVIDE PLAN CHECK AND RELATED SERVICES

BETWEEN THE CITY OF HERMOSA BEACH AND HAYER CONSULTANTS, INC.

This AGREEMENT is entered into this 22nd day of October, 2020, by and between the City of Hermosa Beach, a general law city and municipal corporation ("CITY") and Hayer Consultants Inc. a limited liability company ("CONSULTANT").

RECITALS

- A. The City desires to contract with a third party for plan check and related services.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and, therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1** CONSIDERATION AND COMPENSATION As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of 40% of CITY's standard plan check fee, for CONSULTANT's services, except as otherwise provided in EXHIBIT A, unless otherwise specified by written amendment to this Agreement. Rates for in-field and in-office services are listed in EXHIBIT A.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

- 2** SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

- 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 in accordance with the schedule of compensation incorporated in "Exhibit A."
- 4 TIME OF PERFORMANCE. The services of the CONTRACTOR are to commence upon execution of this Agreement and shall continue until expiration of the Agreement, unless extended in writing by the parties.
- 5 FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services 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 to perform work under this Agreement is Navdeep K. Haver. 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.
- 7 TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on June 30, 2025, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 8 TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.
- 9 PERMITS AND LICENSES. CONTRACTOR 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.
- 10 TERMINATION. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONTRACTOR shall cease services as of the date of termination, and 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.

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

- 11 INDEMNIFICATION. 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, and 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.

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.

12 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.

13 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 it is 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.

14 AUDIT OF RECORDS. 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.

CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

15 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.

16 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 two million dollars (\$2,000,000) 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.
 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 one million dollars (\$1,000,000) combined single limit for each occurrence.
 4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
 - G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 17 USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.
- 18 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.
- 19 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.

20 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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

21 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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	Hayer Consultants Inc. 5230 Clark St. #22 Lakewood, CA 90712 ATTN: Navdeep K. Hayer

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.

A. 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.

B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally 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.

C. 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.

D. 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.

E. 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.

F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

22 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.

23 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.

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

25 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.

26 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.

27 OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.

28 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 _____

Consultant Initials _____

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 _____

Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

[MAYOR/CITY MANAGER]

By: _____
TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins, City Attorney

EXHIBIT A

SCOPE OF SERVICES WITH HAYER CONSULTANTS INC.

HCI will charge 40% of the Plan Check Fee collected by the City. This percentage (40%) will apply to all plan review fees collected by the City for Building, Fire, Electrical, Plumbing, Mechanical, Title 24 Energy, CALGreen, Title 24 Disabled Access, Smoke Control systems and Fire-Life Safety reviews for up to three (3) reviews. Although a rarity, plan reviews that require more than three (3) reviews will be charged at \$70.00 per hour or as agreed to with the City. HCI's plan review fee includes transportation of plans to and from the City or client.

Fee for Expedited Plan Check: 1.5 times the fee calculated in 'a.' above or as negotiated with the City.

Meetings at the City: \$60.00 per hour, with a 2-hour minimum.

Meetings at Hayer Consultants, Inc. premises in Lakewood will be \$60.00 per hour with a 1 hour minimum.

Overtime charges (for City housed staff, such as inspectors): a) Over 8 hours in one day or 40 hours in one week or Saturdays - time and a half (1.5x). b) Sundays and holidays - double time (2x).

Mileage charges for inspection/code enforcement duties: if using HCI vehicle per IRS mileage charges or per City rates. If using City vehicle there will be no mileage charge.

Courier Service: Once a week courier service will be provided Free of Cost.

Cost of Living Adjustment (COLA) - All hourly rates once agreed to between the City and HCI will be adjusted only annually based on the Consumer Price Index (CPI) increase as published by the Bureau of Labor Statistics (BLS).

Staff Rates

- Building Inspector \$75 - \$85 per hour (3 hr. minimum)
- Senior Building Inspector \$90 - \$105 per hour (3 hr. minimum)
- Plan Checker \$80 - \$90 per hour Senior Plan Checker \$90 - \$105 per hour
- Permit Technician \$55 - \$70 per hour
- Certified Accessibility Specialist \$95 - \$105 per hour (3 hr. minimum)
- Code Enforcement Officer \$65 - \$80 per hour (3 hr. minimum)



Staff Report

Staff Report

REPORT 20-0684

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF REDONDO BEACH, THE CITY OF HERMOSA BEACH,
THE CITY OF MANHATTAN BEACH, THE CITY OF TORRANCE,
AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT
REGARDING THE ADMINISTRATION AND COST SHARING FOR
UPDATING THE ENHANCED WATERSHED MANAGEMENT
PROGRAM AND REASONABLE ASSURANCE ANALYSIS FOR
THE BEACH CITIES WATERSHED MANAGEMENT GROUP
(Environmental Programs Manager Douglas Krauss)**

Recommended Action:

Staff recommends that the City Council:

1. Approve the Memorandum of Understanding between the City of Redondo Beach, the City of Hermosa Beach, the City of Manhattan Beach, the City of Torrance, and the Los Angeles County Flood Control District Regarding the Administration, and Cost Sharing for Updating the Enhanced Watershed Management Program and Reasonable Assurance Analysis for the Beach Cities Watershed Management Group (EWMP MOU); and
2. Appropriate \$107,964 from the Storm Drain Fund to Study 401, EWMP Update/Feasibility Study.

Executive Summary:

Updating the Enhanced Watershed Management Plan and Reasonable Assurance Analysis is a requirement of the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit. The proposed MOU would facilitate this update and the corresponding feasibility studies required to identify new storm water improvement projects, which are necessary to help the City meet its pollutant reduction requirements. The MOU would also ensure the continuity of the Beach Cities Watershed Management Group's storm water compliance efforts. The draft MOU reflects revisions requested by Council at its September 8, 2020 meeting.

Background:

The cities of Hermosa Beach, Torrance, Redondo Beach, Manhattan Beach, and the Los Angeles County Flood Control District formed the Beach Cities Group to develop an Enhanced Watershed Management Program (EWMP) to comply with the Los Angeles Regional Water Quality Control Board's (Regional Board) 2012 National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit (MS4 Permit). The Beach Cities Group entered into an MOU to cost share the development of the

Staff Report

REPORT 20-0684

EWMP and a Coordinated Integrated Monitoring Plan (CIMP) in 2013 (**Attachment 1**). The Beach Cities EWMP was submitted to the Regional Board on February 9, 2016 and was approved by the Executive Officer of the Regional Board via a letter dated April 18, 2016. The Beach Cities Group was directed by the Executive Officer of the Regional Board to begin implementation of the EWMP immediately, including construction of identified capital projects.

Upon approval of the EWMP and CIMP by the Regional Board in 2016, the cities entered into an MOU to implement the CIMP and the monitoring and reporting activities it outlines (CIMP MOU). Annual administration of the EWMP program and coordination between the cities is included in the CIMP MOU and is performed by consultants, and administered by Manhattan Beach. An amendment to the CIMP MOU to continue those activities will be brought to Council separately. This new EWMP MOU (**Attachment 2**) is for the update of the existing EWMP and Reasonable Assurance Analysis (RAA) and will be administered by the City of Redondo Beach. Redondo Beach received a proposal for these services from Geosyntec (**Attachment 3**), the consultant that currently performs monitoring activities outlined in the CIMP and modeled the original RAA for the Beach Cities Group EWMP. Geosyntec's familiarity with the Beach Cities Group EWMP and CIMP makes it qualified to perform this work and Redondo Beach staff was able to get approval from its City Council to proceed with this MOU.

This item was first brought before City Council at the September 8, 2020 meeting. Council expressed concern with some of the language in the draft MOU. Specifically, Council questioned:

1. The cost sharing split between the agencies for Tasks 1-3 (EWMP Update and RAA)
2. The absence of language stating this MOU will not supersede the Greenbelt Infiltration Project Dissolution MOU
3. A need for language that would allow for adjustment of Torrance's cost share if their proposed basin expansion projects are not implemented.

Staff worked with the City Attorney to add language addressing items 2 and 3. Item 1 remained unchanged. Staff discussed the cost share rationale with the EWMP group and its consultant and decided that maintaining the proposed cost sharing was reasonable and would help avoid any additional delays in approving the MOU. The MOU also includes implementing the feasibility studies needed to identify projects to replace the storm water pollution reduction goals planned for the cancelled Greenbelt Infiltration project. The revised MOU was recirculated between the EWMP group member agencies for approval and the version attached here is the final draft.

Discussion:

The MS4 Permit requires that Permittees submit an updated EWMP with an updated RAA by June 30, 2021. The Updated EWMP and RAA must incorporate both water quality data and control measure performance data and any other information informing the adaptive management process gathered through December 31, 2020. The document will also reflect any new information or lessons learned from the group's implementation thus far of the EWMP. This means the group's monitoring data and planned or constructed projects will be assessed and incorporated into the updated RAA.

Staff Report

REPORT 20-0684

A working proposal of the next MS4 Permit, which will supersede the current permit, has been released by the Regional Board and will also require an Updated EWMP and RAA by June 30, 2021, and every five years thereafter, consistent with the current permit's requirement. This update will revise sections of the existing EWMP to reflect current guidance from the Regional Board.

Importantly, this EWMP update and MOU will incorporate new feasibility studies to identify regional storm water projects to ensure the group meets the pollutant reduction goals outlined in the existing EWMP. The City of Hermosa Beach and its Beach Cities Group partners are actively seeking alternate projects to achieve storm water diversion and pollution reductions equivalent to what would have been achieved by the cancelled Hermosa Greenbelt Infiltration Project. A separate MOU dissolving the prior MOU between the Beach Cities to implement the Greenbelt Infiltration Project was approved by Council and included a payment by the City of Hermosa Beach of \$160,000 to help directly fund the updated EWMP's feasibility studies. This search for alternative projects involves reanalyzing existing concepts and researching new projects throughout the area with the possibility of combining multiple smaller projects to achieve compliance goals. This effort also includes discussions with the Regional Board for a time extension on pollutant reduction goals as the group's deadline for compliance by 2021 approaches.

Cost sharing for the work is determined by a combination of proportional watershed area (for feasibility study costs) and equal shares for baseline EWMP update and RAA tasks. Cost sharing tables are included in the draft MOU. The City of Hermosa Beach's share will be \$107,963.33 plus the amount of \$160,000 committed separately by the City to help fund the feasibility studies. The MOU also includes language stating that any party defaulting or unilaterally withdrawing from the MOU will be responsible for any fines, penalties or interest.

Past Council Actions

Meeting Date	Description
November 12, 2013	Authorized an MOU with the Beach Cities Group to develop an EMWP and CIMP
June 23, 2015	Authorized submission of the draft EWMP to the Regional Water Quality Control Board and Adopt Los Angeles County Program Environmental Impact Report
February 9, 2016	Approved an MOU to develop and implement a CIMP with the Beach Cities WMG
July 28, 2020	Approved Dissolution of the MOU for the Greenbelt Infiltration Project and reappropriated \$160,000 from CIP 542 to fund the feasibility studies
September 8, 2020	Council sent the draft MOU back to staff to revise

Staff Report

REPORT 20-0684

General Plan Consistency:

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Infrastructure

Goal 5. The stormwater management system is safe, sanitary, and environmentally and fiscally sustainable.

Policies:

- **5.1 Integration of stormwater best practices.** Integrate stormwater infiltration best practices when initiating streetscape redevelopment or public facility improvement projects.
- **5.8 Low impact development.** Require new development and redevelopment projects to incorporate low impact development (LID) techniques in project designs, including but not limited to on-site drainage improvements using native vegetation to capture and clean stormwater runoff and minimize impervious surfaces.

Fiscal Impact:

The City of Hermosa will be responsible for its share of the costs for the EWMP MOU. These costs will be \$267,963.33 which includes \$160,000 committed by the City to fund feasibility studies as part of the dissolution of the Greenbelt Project MOU. The \$160,000 for the feasibility study was previously reappropriated from CIP #542 for this purpose and the difference of \$107,963.33 is being appropriated to the same account, Study 401, EWMP Update and Feasibility Study.

Attachments:

1. 2013 MOU for Development of EWMP and CIMP
2. Draft EWMP MOU with Cost Tables
3. Proposal from Geosyntec

Respectfully Submitted by: Douglas Krauss, Environmental Program Manager

Concur: Marnell Gibson, Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager

November 5, 2013

**Honorable Mayor and Members of
the Hermosa Beach City Council**

**Regular Meeting of
November 12, 2013**

**APPROVE THE MOU AUTHORIZING THE DEVELOPMENT OF THE BEACH CITIES
ENHANCED WATERSHED MANAGEMENT PLAN AND COORDINATED
INTEGRATED MONITORING PLAN IN COMPLIANCE WITH CITY'S MUNICIPAL
STORMWATER PERMIT**

RECOMMENDATION

1. Approve the Memorandum of Understanding (MOU) between the City of Redondo Beach, the City of Hermosa Beach, the City of Manhattan Beach and the Los Angeles County Flood Control District Regarding the Administration and Cost Sharing for Development of the Enhanced Watershed Management Program (EWMP) and the Coordinated Integrated Monitoring Program (CIMP) for the Santa Monica Bay Watershed and the Dominguez Channel Watershed to comply with Municipal Stormwater Permit; and
2. Authorize the City Manager to sign the MOU.

EXECUTIVE SUMMARY

In February 2013, the City of Hermosa Beach determined to pursue the Enhanced Watershed Management Program (EWMP) implementation option in cooperation with the cities of Manhattan Beach, Redondo Beach and Torrance. These four cities along with the Los Angeles County Flood Control District have formed the Southbay Cities Watershed Management Group to jointly fund the development of an EWMP and CIMP. The EWMP will be developed over the course of two fiscal years, FY13-14 and FY14-15.

On June 25, 2013 the City Council approved the Notice of Intent package to comply with the municipal stormwater permit and authorized the City Manager to sign the Notice of Intent letter to the Regional Board stating that the City of Hermosa Beach intends to collaborate with the Beach Cities Watershed Management Group in the development of an EWMP and CIMP. The Notice of Intent package included a cost estimate to prepare an EWMP and a CIMP along with a draft Memorandum of Understanding (MOU) setting forth the framework for collaboration among the participating agencies. City staff is now seeking Council's approval of the final MOU since the cost sharing formula is finalized and the City Attorney has approved the MOU as to form. The Municipal Stormwater Permit requires that the MOU be fully executed by all participating Permittees within 12-months of the effective date of the Permit, therefore the deadline for executing the MOU is December 28, 2013.

BACKGROUND

The Municipal Stormwater Permit establishes the following deadlines for Permittees participating in the development of an EWMP:

- **June 28, 2013: Submit Notice of Intent**
- **December 28, 2013: Executed MOU**
- **June 2014: Submittals to Regional Board**
 - EWMP Work Plan
 - Coordinated Integrated Monitoring Program
- **June 2015: Submit Enhanced Watershed Management Program**

The Beach Cities Watershed Management Group (Beach Cities WMG) consisting of the cities of Hermosa Beach, Manhattan Beach, Torrance, Redondo Beach and the Los Angeles County Flood Control District (LACFCD) met the first compliance milestone under the Enhanced Watershed Management Program to submit signed letters of intent along with a Notice of Intent package of information to the Regional Board by June 28, 2013.

The Notice of Intent package submitted on June 28, 2013 included a cost estimate for plan development which was based on the response received to the Beach Cities WMG Request for Proposals for engineering/environmental consulting services sent to seven consulting firms. The scope of work in the Request for Proposals included the explicit permit requirements as well as interim milestones, deliverables and project management services anticipated to be needed to accomplish the work based on template scopes of work developed by the Permittees.

The consultant's proposal estimated a cost of \$760,000 to deliver the scope of work including preparation of the required EWMP Work Plan and Coordinated Integrated Monitoring Plan by June 2014 and to complete the EWMP by June 2015 to address both Santa Monica Bay and Dominguez Channel watersheds. Although the proposal did consider previous modeling work that had been done by the Beach Cities, the proposal assumed that additional modeling work would need to be done to fully address the technical requirements of the Municipal Stormwater Permit including the Reasonable Assurance Analysis (RAA). This RAA must use a quantitative water quality model to demonstrate that in areas where retention of the design storm is not feasible, water quality standards would be achieved through implementation of other watershed control measures to be described in the EWMP. The expectation of Regional Board staff as to what constitutes RAA is evolving through a technical advisory committee (and RAA-specific subcommittee) process which has begun but may not be well defined until EWMP Work Plans are developed to describe the approach used by each watershed management group to develop their respective EWMPs.

Rather than authorize the full scope of work at this time, the final Beach Cities MOU bifurcates the effort into two Phases with Phase I comprising the development of the EWMP Work Plan and Coordinated Integrated Monitoring Plan. Phase II consists of


development of the EWMP in its entirety and this effort would be negotiated with the consultant once the EWMP Work Plan has been prepared and the scope of the EWMP is refined. Additionally, the MOU envisions that the cost allocation formula among the parties to the MOU would be renegotiated based on the outcome of the EWMP Work Planning process and that Exhibit A of the MOU will be revised accordingly.

The City of Redondo Beach has been serving as the lead agency for the group's work in the Santa Monica Bay watershed to address the Santa Monica Bay Bacteria TMDL. As the lead agency, the City of Redondo Beach manages consultant contracts such as the Michelson Laboratory contract for water quality monitoring and water quality data submission to the Regional Board. The City of Redondo Beach has agreed to continue to serve as lead agency for development of the EWMP and CIMP. Given the staff time and fiduciary responsibility required based on past experience, Redondo Beach staff have requested a 10% contract administration fee.


FISCAL IMPACT

Exhibit A of the MOU describes the cost allocation for the Consultant contract cost to carry out the Phase I effort in the amount of \$278,414 plus the Redondo Beach contract management fee of 10% for a total of \$306,255 less a 10% flat fee contribution from the Flood Control District (\$30,625). The remaining balance of \$275,630 is distributed among the cities of which 5.5% is the City of Hermosa Beach's cost distribution equal to \$15,160. The MOU states that the cost sharing formula may be revised for Phase II. If the formula remains unchanged, the City's cost sharing will remain at 5.5% for a total contribution cost of approximately \$26,222. Funds to carry out Phase I have already been programmed in this year's budget. Funding in the amount of \$75,000 was budgeted in Sewer Fund for the MOU.

Respectfully submitted,


Homayoun Behboodi
Associate Engineer

Concur:


Frank Senteno, P.E.
Director of Public Works/City Engineer

Noted for Fiscal Impact:


Viki Copeland
Finance Director

Concur:


Tom Bakaly
City Manager

Attachments:

MOU between City of Redondo Beach, City of Hermosa Beach, City of Manhattan Beach, City of Torrance and the Los Angeles County Flood Control District

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF REDONDO BEACH, THE CITY OF HERMOSA BEACH, THE CITY OF
MANHATTAN BEACH, THE CITY OF TORRANCE, AND THE LOS ANGELES COUNTY
FLOOD CONTROL DISTRICT

REGARDING THE ADMINISTRATION AND COST SHARING FOR DEVELOPMENT OF THE
ENHANCED WATERSHED MANAGEMENT PROGRAM AND THE COORDINATED
INTEGRATED MONITORING PROGRAM FOR THE SANTA MONICA BAY WATERSHED
AND THE DOMINGUEZ CHANNEL WATERSHED

This Memorandum of Understanding (MOU), is made and entered into as of the date of the last signature set forth below by and between the CITY OF REDONDO BEACH, a municipal corporation, THE CITY OF HERMOSA BEACH, a body corporate and politic, THE CITY OF MANHATTAN BEACH, a body and politic, THE CITY OF TORRANCE, a municipal corporation, and THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT (LACFCD), a body corporate and politic. Collectively, these entities shall be known herein as "PARTIES" or individually as "PARTY."

WITNESSETH

WHEREAS, the Regional Water Quality Control Board, Los Angeles Region (Regional Board) adopted the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit Order No. R4-2012-0175 Municipal Separate Storm Sewer System (MS4 Permit); and

WHEREAS, the MS4 Permit became effective on December 28, 2012 and requires that the LACFCD, the County of Los Angeles, and 84 of the 88 cities (excluding Avalon, Long Beach, Palmdale, and Lancaster) within the County of Los Angeles comply with the prescribed elements of the MS4 Permit; and

WHEREAS, the City of Redondo Beach, the City of Hermosa Beach, the City of Manhattan Beach, the City of Torrance, and the LACFCD have agreed to collaborate on the compliance of certain elements of the MS4 Permit; and

WHEREAS, the PARTIES collaboratively prepared a final Scope of Work and Request for Proposal to obtain a Consultant to assist the PARTIES with compliance with certain elements of the MS4 Permit; and

WHEREAS, the PARTIES propose for the Consultant to prepare and deliver Phase I plans including a Draft and Final Enhanced Watershed Management Program (EWMP) Work Plan and a Draft and Final Coordinated Integrated Monitoring Plan (CIMP), and Phase II plans including a Draft and Final EWMP plan (collectively, PLANS) in compliance with certain elements of the MS4 Permit, at a total cost not to exceed \$760,000; and

WHEREAS, the PARTIES have determined that hiring a Consultant to prepare and deliver the PLANS will be beneficial to the PARTIES and they desire to participate and will provide Phase I funding in accordance with the cost allocation in Exhibit A; and

WHEREAS, the PARTIES have determined that the cost of completing Phase II plans will be negotiated with the Consultant at the completion of Phase I and that the PARTIES desire to participate and will provide Phase II funding in accordance with a mutually agreed upon revised cost allocation in Exhibit A (Revised); and

WHEREAS, the CITY OF REDONDO BEACH will act on behalf of the PARTIES in the preparation of the PLANS; and

WHEREAS, the PARTIES agree that each shall assume full and independent responsibility for ensuring its own compliance with the MS4 Permit despite the collaborative approach of the MOU.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the PARTIES, and of the promises herein contained, it is hereby agreed as follows:

Section 1. Recitals: The recitals set forth above are fully incorporated as part of this MOU.

Section 2. Purpose: The purpose of this MOU is to cooperatively fund the preparation and submittal of the PLANS to the Regional Board.

Section 3. Cooperation: The PARTIES shall fully cooperate with one another to attain the purpose of this MOU.

Section 4. Voluntary: This is a voluntary MOU entered into for the purpose of preparing and submitting the PLANS to the Regional Board.

Section 5. Terms: This MOU shall become effective on the date of the final execution by the PARTIES or December 28, 2013, whichever comes first, and shall remain in effect until (1) the Regional Board has given final approval to the last outstanding portion of the PLANS, (2) the City of Redondo Beach has provided the PARTIES with an accounting as set forth in section 7(d), and (3) the PARTIES have paid all outstanding invoices.

Section 6. Assessment for Proportional Cost for PLANS. The PARTIES agree to pay the City of Redondo Beach for preparation and delivery of the Phase I PLANS in the amounts shown in Table (1a) and Table (1b) of Exhibit A, based on the cost allocation formula shown in Table (2) of Exhibit A, attached hereto and made part of this MOU by this reference. The City of Redondo Beach will annually invoice the PARTIES upon execution of this MOU as shown in Table (3) of Exhibit A, based on the allocated cost for developing the PLANS and the project administration and management costs at a percentage not to exceed 10% of the allocated costs for development of the PLANS. At the end of each fiscal year, the City of Redondo Beach will provide the PARTIES with a Statement with the actual expenditures. Unexpended funds at the termination of this MOU will be reimbursed to the PARTIES. The PARTIES agree to pay the City of Redondo Beach for preparation and delivery of the Phase II PLANS. The cost of preparing Phase II PLANS will be negotiated with the Consultant at the conclusion of Phase I and will be allocated to the PARTIES by way of amendment to Table (1a) and Table (1b) of Exhibit A.

Section 7. City of Redondo Beach Agrees:

- a. To solicit proposals for, award and administer a Consultant contract for the preparation and delivery of the PLANS. The CITY OF REDONDO BEACH shall be

compensated for the administration and management of the Consultant contract as described in Exhibit A.

- b. To utilize the funds deposited by the PARTIES only for the administration of the Consultant contract, project management, and the preparation and completion of the PLANS.
- c. To provide the PARTIES with one (1) electronic copy and one (1) hard copy of the completed PLANS within seven business days after receipt from the Consultant.
- d. To provide an accounting upon the early termination of this MOU pursuant to section 11(a) or 60 days after the date the Regional Board gives final approval to the last outstanding portion of the PLANS. The CITY OF REDONDO BEACH shall return any unused portion of all funds deposited with the CITY OF REDONDO BEACH using the cost allocated formulas used in Exhibit A.
- e. To notify the PARTIES if the actual cost of the preparation of the PLANS will exceed the cost estimates shown on Exhibit A and obtain approval of the increase from the PARTIES prior to executing extra work, or work associated with a changed Scope of Work. Upon approval of the cost increase by the PARTIES, the CITY OF REDONDO BEACH will invoice the PARTIES per the cost allocation formulas on Exhibit A.
- f. To not submit any PLANS to the Regional Board unless and until the PLANS have been approved, in writing, for submittal by all PARTIES to this MOU.

Section 8. THE PARTIES Further Agree:

- a. To make a full faith effort to cooperate with one another to achieve the purposes of this MOU by providing information about project opportunities, reviewing deliverables in a timely manner, and informing city administration and council.
- b. To fund the cost of the preparation and delivery of the PLANS and to pay the CITY OF REDONDO BEACH for the preparation and delivery of the PLANS based on the cost allocation shown on Exhibit A.
- c. To grant reasonable access rights and entry to the Consultant, on an as-needed basis during the term of this MOU to the PARTY'S storm drains, channels, catch basins, and similar properties (FACILITIES) to achieve the purpose of this MOU. Prior to exercising said right of entry, the CITY OF REDONDO BEACH or its Consultant shall provide written notice to the PARTIES at least 72 hours in advance. For the purpose of this provision, written notice shall include notice delivered via e-mail that has been delivered to the PARTIES' representative identified in Exhibit B.

Section 9. Invoice and Payment

- a. Payment: The PARTIES shall reimburse the CITY OF REDONDO BEACH for their proportional share cost preparation and delivery of PLANS and project administration and management cost as shown in Table (1b) and Table (1c) of Exhibit A within thirty (30) days of receipt of the invoice from the CITY OF REDONDO BEACH.
- b. Invoice: The CITY OF REDONDO BEACH will invoice PARTIES as shown in Table (3) of Exhibit A.
- c. Late Payment Penalty: Any payment that is late shall be subject to interest on the original amount due from the date that the payment first became due. The interest rate shall be equal to the Prime Rate in effect when the payment first became due plus one percent for any payment that is made up to 30 days after the due date. The Prime Rate in effect when the payment first became due plus five (5) percent shall apply for any payment that is made from 31 to 60 days after the due date. The

Prime Rate in effect when the payment first became due plus ten (10) percent shall apply for any payment that is made more than 60 days after the due date. Regardless of the penalty rates stated above, the rates due shall not exceed the maximum allowed by law.

Section 10. Indemnification

- a. To the fullest extent permitted by law, the CITY OF HERMOSA BEACH, the CITY OF MANHATTAN BEACH, the CITY OF TORRANCE, the LACFCD and the CITY OF REDONDO BEACH agree to indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this Agreement, and attributable to the fault of the other. Following a determination of the percentage of fault and or liability by agreement between the PARTIES or a court of competent jurisdiction, the PARTY responsible for liability to the other will indemnify the other PARTY to this MOU for the percentage of liability determined.
- b. In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Section 895 of said Code), each of the PARTIES hereto, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, shall assume the full liability imposed upon it or any of its officers, agents, or employees by law for injury caused by any act of omission occurring in the performance of this MOU to the same extent that such liability would be imposed in the absence of Section 895.2 of said code. To achieve the above stated purpose, each of the PARTIES indemnifies, defends, and holds harmless each other PARTY for any liability, cost, or expense that may be imposed upon such other PARTY solely by virtue of said Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereof as if incorporated herein.

Section 11. Termination

- a. This MOU may be terminated upon the express written agreement of all PARTIES. If this MOU is terminated, all PARTIES must agree on the equitable redistribution of remaining funds deposited, if there are any, or payment of invoices due at the time of termination. Completed work shall be owned by all PARTIES. Rights to uncompleted work by the Consultant still under contract will be held by the PARTY or PARTIES who fund the completion of such work.
- b. If a PARTY fails to comply with any of the terms or conditions of this MOU, that PARTY shall have rights to work completed under the MOU up to the time of that PARTY'S non-compliance, but shall forfeit its rights to work completed after the point of non-compliance. No such forfeiture shall occur unless and until the defaulting PARTY has first been given notice of its default and a reasonable opportunity to cure the alleged default.

Section 12. General Provisions

- a. Notices. Any notices bills, invoices, or reports relating to this MOU, and any request, demand, statement or other communication required or permitted hereunder shall be in writing and shall be delivered to the Representative of the PARTY at the address set forth in Exhibit B. PARTIES shall promptly notify each other of any change of contact information, including personnel changes, provided in Exhibit B. Written notice shall include notice delivered via email or fax. A notice shall be deemed to have been received on (1) the date of delivery, if delivered by hand during regular business hours, or by confirmed facsimile or by email; or (2) on the third (3rd) business day following mailing by registered or certified mail (return receipt requested) to the addresses set forth in Exhibit B.
- b. Administration. For the purpose of this MOU, the PARTIES hereby designate as their respective Party Representatives the persons named in Exhibit B. The designated Party Representatives, or their respective designees, shall administer the terms and conditions of this MOU on behalf of their respective Party. Each of the persons signing below on behalf of a Party represents and warrants that they are authorized to sign this MOU on behalf of such Party.
- c. Relationship to PARTIES. The PARTIES are and shall remain at all times as to each other, wholly independent entities. No PARTY to this MOU shall have power to incur any debt, obligations, or liability on behalf of another PARTY unless expressly provided to the contrary by this MOU. No employee, agent, or officer of a PARTY shall be deemed for any purpose whatsoever to be an agent, employee or officer of another PARTY.
- d. Binding Effect. This MOU shall be binding upon and inure to the benefit of each PARTY to this MOU and their respective heirs, administrators, representatives, successors and assigns.
- e. Amendment. The terms and provisions of this MOU may not be amended, modified or waived, except by an instrument in writing signed by all the PARTIES.
- f. Waiver. Waiver by any PARTY to this MOU of any term, condition, or covenant of this MOU shall not constitute a waiver of any other term, condition, or covenant. Waiver by any PARTY to any breach of the provisions of this MOU shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.
- g. Assignment Prohibited. No PARTY may assign its respective rights or obligations under this MOU without the prior written consent of the other PARTIES.
- h. Law to Govern; Venue. This MOU shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the PARTIES, venue in the state trial courts shall lie exclusively in the County of Los Angeles.
- i. No Presumption in Drafting. The PARTIES to this MOU agree that the general rule that an MOU is to be interpreted against the PARTY drafting it, or causing it to be prepared, shall not apply.
- j. Entire Agreement. This MOU constitutes the entire agreement of the PARTIES with respect to the subject matter hereof and supersedes all prior contemporaneous agreements, whether written or oral, with respect hereto.
- k. Severability. If any term, provision, condition or covenant of this MOU is declared or determined by any court or competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this MOU shall not be affected thereby and this MOU shall be read and constructed without the invalid, void, or unenforceable provision(s).

- l. Counterparts. This MOU may be executed in any number of counterparts, each of which shall be an original, but all of which taken together shall constitute but one and the same instrument, provided, however, that such counterparts shall have been delivered to all PARTIES to this MOU.
- m. All PARTIES have been represented by counsel in the preparation and negotiation of this MOU. Accordingly, this MOU shall be construed according to its fair language.

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed by their duly authorized representative and affixed as of the date of signature of the PARTIES:

CITY OF REDONDO BEACH

Date: _____

By: _____
Steve Aspel, Mayor

ATTEST:

By: _____
Eleanor Manzano, City Clerk

APPROVED AS TO FORM

By: _____
Mike Webb, City Attorney

CITY OF HERMOSA BEACH

Date: _____

By: _____
Patrick Bobko, Mayor

ATTEST:

By: _____
Elaine Doerfling, City Clerk

APPROVED AS TO FORM

By: _____
Michael Jenkins, City Attorney

CITY OF MANHATTAN BEACH

Date: _____

By: _____
David J. Lesser, Mayor

ATTEST:

By: _____
Liza Tamura, City Clerk

APPROVED AS TO FORM

By: _____
Quinn Barrow, City Attorney

CITY OF TORRANCE

Date: _____

By: _____
Frank Scotto, Mayor

ATTEST:

By: _____
Sue Herbers, City Clerk

APPROVED AS TO FORM

By: _____
John Fellows, City Attorney

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

Date: _____

By: _____
Gail Farber, Chief Engineer

APPROVED AS TO FORM:

John F. Krattli
County Counsel

By: _____
Associate

Date: _____

EXHIBIT A
BEACH CITIES
EWMP/CIMP GROUP
PHASE I
Funding Contributions

TABLE 1a. TOTAL COST

Item	Total Cost
Contract Cost (a)	\$278,414
RB Contract Management Fee (10%) (b)	\$27,841
Sub-Total Cost (a) + (b) = (c)	\$306,255
LACFCD Allocation (10%) [1] (c) x 10% = (d)	\$30,626
TOTAL COST TO BE DISTRIBUTED (c) - (d) = (e)	\$275,630
Santa Monica Watershed [2]	\$137,815
Dominguez Channel Watershed [2]	\$137,815

Notes

[1] The Los Angeles County Flood Control District (LACFCD) has committed to contributing 10% of the Total Cost for their share in the development of the plans.

[2] Using tributary land areas, the two watersheds were estimated to have an even split.

[3] Adjustments were made to Redondo Beach and Manhattan Beach to subtract the acreage of the Wylie Sump.

[4] Adjustments were made to Redondo Beach and Torrance to subtract the acreage of Machado Lake.

[5] Adjustment was made to Torrance to subtract the acreage of the Ocean and Bishop Montgomery basins.

TABLE 1b. DISTRIBUTION OF TOTAL COST AMONG PARTICIPATING AGENCIES

Combined Santa Monica Bay and Dominguez Channel Watershed				
Agency	Acres	Adjusted Acres	Percent of Area	Distributed Total Cost
City of Redondo Beach	3,831.11	3,756.87	19%	\$68,907
City of Hermosa Beach	831.51	811.46	4%	\$15,160
City of Manhattan Beach	2,428.44	2,390.09	12%	\$42,585
City of Torrance	13,370.55	7,892.07	65%	\$148,978
LACFCD	N/A	N/A		\$30,626
TOTAL	20,461.61	14,850.49	100%	\$306,255

Table 2. Cost Allocation Formula

$\text{AGENCY Cost} = \text{Total EWMP\&CIMP Cost} \times \text{Agency Percent of Area}$

Table 3. Invoice Schedule

Agency	Agency Cost	Deposit Schedule	
	Total Cost	Jan 1, 2014	
City of Redondo Beach	\$ 68,907	\$	68,907
City of Hermosa Beach	\$ 15,160	\$	15,160
City of Manhattan Beach	\$ 42,585	\$	42,585
City of Torrance	\$ 148,978	\$	148,978
LACFCD	\$ 30,626	\$	30,626
TOTAL	\$ 306,255	\$	306,255

EXHIBIT B

BEACH CITIES WMG EWMP/CIMP GROUP Responsible Agencies Representative

1. City of Redondo Beach
Department of Public Works, Engineering Division
415 Diamond Street
Redondo Beach, CA 90266

Elaine Jeng, P.E.
E-mail: elaine.jeng@redondo.org
Phone: (310) 318-0661 x2279
Fax: (310) 374-4828

2. City of Hermosa Beach
Department of Public Works
1315 Valley Drive
Hermosa Beach, CA 90254

Frank Senteno, P.E.
E-mail: fsenteno@hermosabch.org
Phone: (310) 318--0238
Fax: (310) 937-5015

3. City of Manhattan Beach
Department of Public Works
1400 Highland Avenue
Manhattan Beach, CA 90266

Raul Saenz
E-mail: rsaenz@citymb.info
Phone: (310) 802-5315
Fax: (310) 802-5314

4. City of Torrance
Department of Public Works
20500 Madronna Avenue
Torrance, CA 90503

John C. Dettle, P.E.
E-mail: jdettle@TorranceCA.gov
Phone: (310) 618-3059
Fax: (310) 781-6902

5. Los Angeles County Flood Control District
Department of Public Works
Watershed Management Division, 11th Floor
900 South Fremont Avenue

Alhambra, CA 91803

Gary Hildebrand

E-mail: ghildeb@dpw.lacounty.gov

Phone: (626) 458-4300

Fax: (626) 457-1526

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF REDONDO BEACH, THE CITY OF HERMOSA BEACH, THE CITY OF MANHATTAN
BEACH, THE CITY OF TORRANCE, AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

REGARDING THE ADMINISTRATION AND COST SHARING FOR UPDATING THE ENHANCED
WATERSHED MANAGEMENT PROGRAM AND REASONABLE ASSURANCE ANALYSIS
FOR THE BEACH CITIES WATERSHED MANAGEMENT GROUP**

This Memorandum of Understanding (MOU) is made and entered into as of the date of the last signature set forth below by and between the CITY OF REDONDO BEACH, a chartered municipal corporation, the CITY OF HERMOSA BEACH, a general law city, the CITY OF MANHATTAN BEACH, a general law city, the CITY OF TORRANCE, a chartered municipal corporation, and THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT (LACFCD), a body corporate and politic (collectively known as the "PARTIES" or individually as "PARTY").

WITNESSETH

WHEREAS, Order No. R4-2012-0175 issued by the Los Angeles Regional Water Quality Control Board (Regional Board) as amended by State Water Board Order WQ 2015-0075 and Regional Board Order R4-2012-0175-A01 (Order No. R4-2012-0175 as amended), also known as NPDES No. CAS004001, requires that the LACFCD, the County of Los Angeles, and Cities within Los Angeles County (except for the cities of Avalon, Long Beach, Palmdale, and Lancaster), also known as Permittees, comply with the prescribed elements of Order No. R4-2012-0175 as amended; and

WHEREAS, Order No. R4-2012-0175 as amended requires that Permittees submit an updated Watershed Management Program or Enhanced Watershed Management Program with an updated Reasonable Assurance Analysis (Updated EWMP and RAA) by June 30, 2021 or sooner in accordance with the adaptive management process described in Part VI.C.8. of Order No. R4-2012-0175 as amended; and

WHEREAS, the next Regional Phase I municipal stormwater permit (anticipated to be released in Fall 2020), which will supersede Order No. R4-2012-0175 as amended, is expected to continue to require an Updated EWMP and RAA by June 30, 2021; and

WHEREAS, the Updated EWMP and RAA must incorporate both water quality data and control measure performance data and any other information informing the adaptive management process gathered through December 31, 2020; and

WHEREAS, the PARTIES have previously collaborated in developing the EWMP and RAA for the Beach Cities Watershed Management Group approved by the Regional Board on April 18, 2016, the compliance strategy and schedule for the Santa Monica Bay Debris Total Maximum

Daily Load was modified and approved on February 6, 2018, and the adaptive management changes to control measures on July 23, 2019 were incorporated; and

WHEREAS, the PARTIES have determined that certain regional projects identified in the EWMP were canceled, are not feasible, or must be enhanced and therefore it is necessary to prepare feasibility studies for new or enhanced regional projects in order to update the EWMP and RAA. This MOU is to be read in conjunction with and complementary to, and does not supersede, the "Dissolution of Memorandum of Understanding Between The City of Hermosa Beach, The City of Manhattan Beach, The City of Redondo Beach, The City of Torrance, and The Los Angeles County Flood Control District Related to Design of Joint Regional Projects Within The SMB 6-01 Analysis Region of The Enhanced Watershed Management Program (EWMP) for The Beach Cities Watershed Management Group;" and

WHEREAS, the PARTIES have determined that hiring an engineering consultant (ENGINEERING CONSULTANT) to update the EWMP and RAA will be beneficial to the PARTIES and the PARTIES desire to participate and provide funding in accordance with the cost allocation schedule in Exhibit A, which is attached and incorporated herein; and

WHEREAS, the CITY OF REDONDO BEACH will prepare the Updated EWMP and RAA with the assistance of the ENGINEERING CONSULTANT; and

WHEREAS, the PARTIES agree that each PARTY shall ensure its own compliance with Order No. R4-2012-0175 as amended and any superseding order.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the PARTIES and of the promises contained in this MOU, the PARTIES agree as follows:

Section 1. Recitals: The recitals set forth above are fully incorporated as part of this MOU.

Section 2. Purpose: The purpose of this MOU is to cooperatively fund and administer the work necessary to develop feasibility studies for selected EWMP Regional projects and to update the EWMP and RAA to obtain approval of the Updated EWMP and RAA from the Regional Board (collectively "WORK").

Section 3. Cooperation: The PARTIES shall fully cooperate with one another to attain the purpose of this MOU.

Section 4. Voluntary: This is a voluntary MOU entered into for the purpose described in Section 2.

Section 5. Term: This MOU shall become effective on the date of the final execution by the PARTIES and shall remain in effect until (1) the Regional Board has given final approval of the Updated EWMP and RAA, (2) all WORK related to this MOU's purpose and Scope of Work as described in Exhibit C has been completed, (3) the CITY OF REDONDO BEACH has provided the

PARTIES with an accounting as set forth in Section 7, and (4) the PARTIES have paid all outstanding invoices from the CITY OF REDONDO BEACH.

Section 6. Assessment for Proportionate Cost: The PARTIES agree to pay the CITY OF REDONDO BEACH for the WORK as provided in Exhibit A, attached hereto and incorporated herein. The CITY OF REDONDO BEACH will invoice the PARTIES upon execution of this MOU as provided in Exhibit A. At June 30th of each year, the CITY OF REDONDO BEACH will provide the PARTIES with a statement of actual expenditures. Unexpended funds at the termination of the MOU will be reimbursed to the PARTIES.

Section 7. CITY OF REDONDO BEACH Agrees:

- a. To prepare and complete the WORK.
- b. To utilize the funds deposited by the PARTIES only for the administration of the ENGINEERING CONSULTANT contract and completion of the WORK.
- c. To contract with an ENGINEERING CONSULTANT to perform the Scope of Work in Exhibit C.
- d. To notify the PARTIES if the actual cost of the WORK will exceed the cost estimates shown in Exhibit A and obtain approval from the PARTIES for the increase in cost prior to directing the ENGINEERING CONSULTANT to proceed with executing extra work or work associated with a change in Scope of Work. Upon approval of the cost increase by the PARTIES, the CITY OF REDONDO BEACH will invoice the PARTIES in accordance with the cost allocation schedule in Exhibit A.
- e. To provide the PARTIES with one (1) electronic copy of the completed WORK within seven business days after receipt from the ENGINEERING CONSULTANT.
- f. To obtain written approval from all PARTIES prior to submitting the Updated EWMP and RAA to the Regional Board.
- g. To submit the Updated EWMP and RAA to the Regional Board on behalf of the PARTIES in accordance with applicable deadlines.
- h. To provide an accounting upon the early termination of this MOU pursuant to Section 10 or 60 days after the date the Regional Board gives final approval of the Updated EWMP and RAA. The CITY OF REDONDO BEACH shall return any unused portion of all funds deposited with the CITY OF REDONDO BEACH using the cost allocation schedule's formulas in Exhibit A.

Section 8. The PARTIES Further Agree:

- a. To cooperate with one another to achieve the purposes of this MOU by providing information about project opportunities, facilitating community engagement, reviewing deliverables in a timely manner, and obtaining appropriate approval from the PARTIES' respective administrations and governing bodies.
- b. To grant reasonable access rights and entry to the ENGINEERING CONSULTANT as needed during the term of this MOU to the PARTIES' storm drain infrastructure, rights-of-way, and municipal properties (FACILITIES) to achieve the purpose of this MOU. Prior to exercising said access rights and entry, the CITY OF REDONDO BEACH or its ENGINEERING CONSULTANT will obtain any necessary no-fee permits and provide prior written notice of the PARTIES at least 72 hours in advance. For the purpose of this provision, written notice will include notice delivered via email to the PARTIES' representatives identified in Exhibit B.
- c. To pay their respective proportionate shares of the cost of the WORK and the costs of the CITY OF REDONDO BEACH for the administration and delivery of the WORK based on the cost allocation schedule in Exhibit A.
- d. To deposit funds with the CITY OF REDONDO BEACH for their proportionate share of the cost of the WORK and project administration and management as provided in Exhibit A within thirty (30) days of receipt of the invoice from the CITY OF REDONDO BEACH.

Section 9. Indemnification:

- a. To the fullest extent permitted by law, the PARTIES agree to indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this MOU, and attributable to each PARTY's own fault. Following a determination of the percentage of fault of each PARTY, and/or liability by agreement between the PARTIES, or a court of competent jurisdiction, the PARTY responsible for liability will indemnify the other PARTIES to this MOU for the percentage of liability determined.
- b. In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Section 895 of said Code), each of the PARTIES hereto, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, shall assume the full liability imposed upon it or any of its officers, agents, or employees by law for injury caused by any act or omission occurring in the performance of this MOU to the same extent that such liability would be imposed in the absence of Section 895.2 of said code. To achieve the above stated purpose, each

of the PARTIES indemnifies, defends, and holds harmless the other PARTIES for any liability, cost, or expense that may be imposed upon the PARTIES solely by virtue of said Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereof as if incorporated herein.

Section 10. Termination, Default and Unilateral Withdrawal

- a. Termination: This MOU may be terminated upon the express written agreement of all PARTIES. If this MOU is terminated, then all PARTIES must agree on the equitable redistribution of remaining funds deposited, if there are any, or payment of invoices due at the time of termination. Completed work shall be owned by the PARTY or PARTIES who fund the completion of such work. Rights to uncompleted work by the ENGINEERING CONSULTANT still under contract will be held by the PARTY or PARTIES who fund the completion of such work.
- b. If this MOU is terminated upon express written agreement of all PARTIES, then each PARTY shall also be responsible for the payment of its own fines, penalties and costs incurred as a result of the non-performance of the EWMP implementation and the RAA analysis.
- c. ~~Default: If a PARTY fails to substantially comply with any of the terms or conditions of this MOU, then that PARTY shall forfeit its rights to work completed through this MOU, and funding already provided, and be responsible for the payment of fines, penalties and costs incurred as a result of the non-performance of the EWMP implementation and the RAA analysis, but no such forfeiture shall occur unless and until the defaulting PARTY has first been given notice of its default and 60 days to cure the alleged default.~~
- d. THE CITY OF REDONDO BEACH will notify in writing all PARTIES, and may notify the REGIONAL BOARD, within fourteen (14) days of any PARTY failing to cure an alleged default in compliance with the terms or conditions of this MOU. The non-delinquent PARTIES will determine the next course of action. Should the default be failure to provide funding, then the defaulting PARTY will be withdrawn from the MOU and costs will be adjusted pursuant to Section 11(e) below.
- e. Unilateral Withdrawal: Should any PARTY unilaterally withdraw from this MOU, the remaining PARTIES shall work to amend this MOU to revise the cost allocation schedule's formulas and revise the Scope of Work to maintain the MOU purpose.

Should the default or unilateral withdrawal of this MOU render the CITY OF REDONDO BEACH in violation of any federal, state or local laws, rules or regulations, the PARTY(S) that defaults or unilaterally withdraws from this MOU shall be responsible for any fines, penalties, or interest.

Section 11. General Provisions:

- a. Notices: Any notices, bills, invoices or reports relating to this MOU and any request, demand, statement or other communication required or permitted hereunder shall be in writing and shall be delivered to the Representative of the PARTY at the address set forth in Exhibit B. PARTIES shall promptly notify each other of any change of contact information, including personnel changes, provided in Exhibit B. Written notice shall include notice delivered via email or fax. A notice shall be deemed to have been received on (1) the date of delivery if delivered by hand during regular business hours or by confirmed facsimile or by email; or (2) on the third (3rd) business day following mailing by registered or certified mail (return receipt requested) to the addresses set forth in Exhibit B.
- b. Administration: For the purpose of this MOU, the PARTIES hereby designate as their respective PARTY REPRESENTATIVES the persons named in Exhibit B. The designated PARTY REPRESENTATIVES or their respective designees shall administer the terms and conditions of this MOU on behalf of their respective PARTY. Each of the persons signing below on behalf of a PARTY represents and warrants that they are authorized to sign this MOU on behalf of such PARTY and shall be personally liable if that PARTY is not authorized to sign this MOU.
- c. Relationship of PARTIES: The PARTIES are and shall remain at all times wholly independent entities as to each other. No PARTY to this MOU shall have the power to incur any debt, obligation or liability on behalf of another PARTY unless expressly provided to the contrary by this MOU. No employee, agent, official or officer of a PARTY shall be deemed for any purpose whatsoever to be an agent, employee, official or officer of another PARTY.
- d. Binding Effect: this MOU shall be binding upon and inure to the benefit of each PARTY to this MOU and their respective heirs, administrators, representatives, successors and assigns.
- e. Amendment: The terms and provisions of this MOU may not be amended, modified or waived except by an instrument in writing signed by all the PARTIES.
- f. Waiver: Waiver by any PARTY to this MOU of any term, condition or covenant of this MOU shall not constitute a waiver of any other term, condition or covenant. Waiver by any PARTY to any breach of the provisions of this MOU shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.
- g. Assignment Prohibited: No PARTY may assign its respective rights or obligations under this MOU without the prior written consent of all other PARTIES.

- h. Law to Govern and Venue: This MOU shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the PARTIES, venue in the State trial courts shall lie exclusively in the County of Los Angeles.
- i. No Presumption in Drafting: The PARTIES to this MOU agree that the general rule that an MOU is to be interpreted against the PARTY drafting it or causing it to be prepared shall not apply.
- j. Entire Agreement: This MOU constitutes the entire agreement of the PARTIES with respect to the subject matter hereof and supersedes all prior contemporaneous agreements whether written or oral with respect hereto.
- k. Severability: If any term, provision, condition or covenant of this MOU is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this MOU shall not be affected thereby and this MOU shall be read and constructed without the invalid, void or unenforceable provision(s).
- l. Counterparts: This MOU may be executed in any number of counterparts including both counterparts that are executed on paper and counterparts that are in the form of electronic records and are executed electronically, each of which shall be an original, but all of which taken together shall constitute but one and the same instrument, provided, however, that such counterparts shall have been delivered to all PARTIES to this MOU. The PARTIES (i) agree that an electronic signature, whether digital or encrypted, of a PARTY to this MOU is intended to authenticate this writing and to have the same force and effect as a manual signature; (ii) are intended to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other PARTY will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this MOU based on the foregoing forms of signature.
- m. All PARTIES have been represented by counsel in the preparation and negotiation of this MOU. Accordingly, this MOU shall be construed according to its fair language.

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed by their duly authorized representatives and affixed as of the date of signature of the PARTIES:

[SIGNATURE PAGES FOLLOW]

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

By: _____
MARK PESTRELLA, Chief Engineer

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____
Deputy

CITY OF MANHATTAN BEACH

By: _____

Bruce Moe
City Manager

Date: _____

ATTEST:

By: _____

Liz Tamura
City Clerk

APPROVED AS TO FORM:

By: _____

Quinn M. Barrow
City Attorney

CITY OF TORRANCE

By: _____

Patrick J. Furey
Mayor

Date: _____

ATTEST:

By: _____

Rebecca Poirier
City Clerk

APPROVED AS TO FORM:

By: _____

Patrick Sullivan
City Attorney

CITY OF REDONDO BEACH

By: _____
William C. Brand
Mayor

Date: _____

ATTEST:

By: _____
Eleanor Manzano
City Clerk

APPROVED AS TO FORM:

By: _____
Michael W. Webb
City Attorney

CITY OF HERMOSA BEACH

By: _____

Mary Campbell
Mayor

Date: _____

ATTEST:

By: _____

Eduardo Sarmineto
City Clerk

APPROVED AS TO FORM:

By: _____

Michael Jenkins
City Attorney

EXHIBIT A

COST ALLOCATION SCHEDULE

Costs for Beach Cities Updating EWMP and RAA		
Task #	Task Description	
1.0	Project Management, Coordination and Meetings	\$ 28,220.00
2.1	Identification of Water Quality Priorities	\$ 15,910.00
2.2	Summary of Existing and Potential Control Measures	\$ 13,774.00
2.3	Reasonable Assurance Analysis (RAA) Approach	\$ 10,456.00
3.1	List of Regional Projects and Initial Screening	\$ 12,048.00
3.2	Identify Selected Control Measures and Conduct RAA	\$ 83,072.00
3.3	Prepare Draft and Final EWMP	\$ 55,568.00
Subtotal Update EWMP/RAA		\$ 219,048.00
4.1	Feasibility Studies Planning and Details (4 projects)	\$ 76,392.00
4.3	Prepare Draft and Final SCW Feasibility Studies (4 projects)	\$ 46,096.00
Subtotal Feasibility study (4 projects)		\$ 122,488.00
4.2	Feasibility Studies Preliminary Design/Engineering Analysis (3 projects)	\$ 198,969.00
4.4	Feasibility Studies Public Outreach and Engagement (3 projects)	\$ 92,077.00
Subtotal Preliminary Design & Public Engagement (3 projects)		\$ 291,046.00
Total EWMP Update - All Tasks		\$ 632,582.00
Contingency (10%)		\$ 63,258.20
Administration Costs (10%)		\$ 69,584.02
EWMP Update Total - All Tasks with contingency and administration		\$ 765,424.22

Table A - Cost Allocation for Update of EWMP/RAA Tasks 1 - 3		
Cost to be Allocated among All Parties including 10% contingency and 10% admin		\$ 265,048.08
LACFCD Allocation (10% of Total for Tasks 1-3)		\$ (26,504.81)
Remaining Cost for EWMP/RAA Tasks 1-3		\$ 238,543.27
Participating City	Equal Cost Shares for Baseline EWMP/RAA Update Tasks	Cost Allocation
City of Redondo Beach	25.00%	\$ 59,635.82
City of Manhattan Beach	25.00%	\$ 59,635.82
City of Hermosa Beach	25.00%	\$ 59,635.82
City of Torrance	25.00%	\$ 59,635.82
	100.00%	\$ 238,543.27

Table B - Cost Allocation for Tasks 4.1 & 4.3: Feasibility Studies Project Planning (for 4 Projects) ^[1]					
Cost to be Allocated among Participating Parties including 10% contingency and 10% administration					\$ 148,210.48
Participating City	Project Tributary Area (acres) by City and Watershed				Cost Allocation
	Herondo Sub-Watershed ^[2]	Dominguez Channel Watershed ^[3]	Total Tributary Area	% of Total Tributary Area	
City of Redondo Beach	1057	1217	2274	72.8%	\$ 107,849.80
City of Manhattan Beach	53	350	403	12.9%	\$19,113.22
City of Hermosa Beach	283	0	283	9.1%	\$ 13,421.94
City of Torrance ^[6]	165	0	165	5.2%	\$ 7,825.51
			3125	100.00%	\$ 148,210.48

Table C - Cost Allocation Tasks 4.2 & 4.4: Feasibility Studies Preliminary Engineering and Public Engagement (for 3 Projects) ^[4]					
Cost to be Allocated among Participating Parties including 10% contingency and 10% administration					\$ 352,165.66
Adjustment/Credit from Hermosa Beach ^[5]					\$ (160,000.00)
Remaining Cost for Preliminary Engineering & Public Engagement (3 Projects in Herondo Tributary Area)					\$ 192,165.66
Participating City	Project Tributary Area (acres) by City and Watershed				Cost Allocation
	Herondo Sub-Watershed ^[2]	Dominguez Channel Watershed ^[3]	Total Tributary Area	% of Total Tributary Area	
City of Redondo Beach	1057	0	1057	67.8%	\$ 130,371.70
City of Manhattan Beach	53	0	53	3.4%	\$ 6,537.09
City of Hermosa Beach	283	0	283	18.2%	\$ 34,905.57
City of Torrance ^[6]	165	0	165	10.6%	\$ 20,351.31
			1558	100.00%	\$ 192,165.66

[1] Table B based on four (4) projects with 1 project located in Dominguez Channel and 3 projects located in Herondo.

[2] Includes tributary area to Herondo outfall outside of Torrance Basins since Torrance Basin Expansion project is an 85% 24-hr runoff capture project.

[3] Excludes Torrance' Tributary area to Dominguez based on assumption that 4th project is to be located in Manhattan/Redondo tributary area of Dominguez to substitute for infeasible regional projects in original EWMP.

[4] Table C based on three (3) projects in Herondo only

[5] Adjustment/credit based on contribution from Hermosa Beach toward feasibility studies due to termination of Hermosa Greenbelt Project per Dissolution MOU.

[6] The City of Torrance's tributary area to the Herondo Sub-Watershed reflects reductions in total volume contributed by Torrance due to proposed Basin Expansion Projects designed to accomplish 85% 24-hr runoff capture of Torrance's total contribution. Should these projects not be constructed or not be constructed to their proposed capture capacity, the Parties agree to recalculate the tributary areas and cost allocations described in Tables B and C and adjust shares accordingly.

Allocation of Total Costs Among All Parties					
	Cost from Table A for Tasks 1-3	Cost from Table B for Subtasks 4.1 & 4.3	Cost from Table C for Subtasks 4.2 & 4.4	Adjustment [5]	Total Cost Allocation
City of Redondo Beach	\$ 59,635.82	\$ 107,849.80	\$ 130,371.70		\$ 297,857.32
City of Manhattan Beach	\$ 59,635.82	\$ 19,113.22	\$ 6,537.09		\$ 85,286.13
City of Hermosa Beach	\$ 59,635.82	\$ 13,421.94	\$ 34,905.57	\$ 160,000.00	\$ 267,963.33
City of Torrance	\$ 59,635.82	\$ 7,825.51	\$ 20,351.31		\$ 87,812.64
LACFCD [6]	\$ 26,504.81				\$ 26,504.81
EWMP Update Total Cost					\$ 765,424.23

[5] Adjustment/credit based on contribution from Hermosa Beach toward feasibility studies due to termination of Hermosa Greenbelt Project per Dissolution MOU.

[6] [LACFCD is contributing 10% of costs of updating EWMP and RAA, Tasks 1 - 3 only

EXHIBIT B

BEACH CITIES WATERSHED MANAGEMENT GROUP Responsible Agencies' Representatives

1	City of Redondo Beach Department of Public Works, Engineering Division 415 Diamond Street Redondo Beach, CA 90266	Geraldine Trivedi E-mail: Geraldine.Trivedi@redondo.org Phone: (310) 318-0661 x2036 Fax: (310) 374-4828
2	City of Hermosa Beach Department of Public Works 1315 Valley Drive Hermosa Beach, CA 90254	Douglas Krauss E-mail: dkrauss@hermosabeach.gov Phone: (310) 750-3603 Fax: (310) 372-6186
3	City of Manhattan Beach Department of Public Works 1400 Highland Avenue Manhattan Beach, CA 90266	Shawn Igoe E-mail: sigoe@citymb.info Phone: (310) 802-5315 Fax: (310) 802-5314
4	City of Torrance Department of Public Works 20500 Madrona Avenue Torrance, CA 90503	John C. Dettle, P.E. E-mail: jdettle@TorranceCA.gov Phone: (310) 618-3059 Fax: (310) 781-6902
5	Los Angeles County Flood Control District Department of Public Works Stormwater Quality Division, 11 th Floor 900 South Fremont Avenue Alhambra, CA 91803	Paul Alva E-mail: palva@dpw.lacounty.gov Phone: (626) 458- 4325

EXHIBIT C

SCOPE OF WORK

CONSULTANT'S DUTIES

Consultant shall perform the following duties to update and revise the Beach Cities Enhanced Watershed Management Plan (EWMP) and Reasonable Assurance Analysis (RAA) (collectively "Project"). Consultant shall also perform up to four subsequent stormwater feasibility studies ("Subsequent Projects")

A. Task 1 – Project Management, Coordination, and Meetings

1. Provide all activities related to the management of the Project as set forth below.
 - a. Attend all monthly Beach Cities Watershed Management Group ("WMG") meetings.
 - b. Attend up to four additional meetings, including those with the Los Angeles Regional Board Staff and/or Technical Advisory Committee members.
 - c. Attend and be an active participant by sharing information and resolving any issues and concerns on the Project-related calls.
 - d. Provide additional Project management duties to complete the Project, including without limitation coordination with subconsultants, responding to emails, and scheduling meetings.
 - e. Prepare summary notes from meetings, support material for meetings upon City's request, and provide a detailed Project schedule.

B. Task 2 – Revised EWMP Planning

1. Identify water quality priorities as set forth below.
 - a. Update analyses for all applicable water quality data and confirmation of the various water quality priorities to be included in the revised EWMP.
 - b. Perform all required analyses for completion of the RAA, including without limitation performing a long-term trends analysis of shoreline bacteria data.
 - c. Prepare a memorandum summarizing results of analyses performed related to the water quality prioritization and a summary of any changes proposed to the EWMP/RAA related to these water quality priorities.
2. Summarize existing and potential control measures. Perform updates to the existing and potential stormwater control measures in the Beach Cities Area. Identify all stormwater controls as part of the revised RAA/EWMP, including prioritizing regional projects to be considered by the WMG within a few key sub-watersheds and removal of Best Management Practices ("BMPs") no longer considered for implementation by the WMG.
3. Summarize a proposed approach to the revised RAA process.

C. Task 3 – Revised EWMP

1. Prepare a final list of regional projects to be included in the RAA and initially screen each project to verify inclusion in the revised EWMP.
2. Update and re-run the RAA.
 - a. Prepare technical memorandum comparing two models for the RAA, the County's Watershed Management Modeling System (WMMS) and the Structural BMP Prioritization and Analysis Tool (SBPAT).
 - b. Once the WMG determines the preferred RAA model to update the EWMP, utilize the preferred model.
 - c. Modify the RAA software with the addition of applicable water quality data and calibrate based on flow data collected in accordance with the Beach Cities Coordinated Integrated Monitoring Plan. Ensure the RAA shall iteratively analyze various BMP scenarios in targeted watersheds to identify the Subsequent Projects' implementation strategy that demonstrates reasonable assurance of compliance with applicable laws, regulations and rules while also meeting the Beach Cities requirements of siting, funding, and scheduling.
3. Prepare a draft and final revised EWMP.
 - a. Reformat the revised EWMP to be consistent with recent EWMPs, including but not limited to, the 2018 Rio Hondo/San Gabriel River Revised EWMP. Input the most technical information to appendices and simplify the main body of the EWMP to make it more user-friendly.
 - b. Submit the revised EWMP in electronic format (draft, final draft, and final) in accordance with the schedule determined by WMG.
 - c. Submit a hard copy of the Final EWMP to each of the Beach Cities Group Members (five hard copies).
 - d. Provide one round of revision based on the comments received from the Regional Board. Submit a final version to the Regional Board by June 30, 2021.

D. Task 4 – Safe, Clean Water Program Feasibility Studies

1. Conduct background research, planning, and concept design for the Subsequent Projects agreed on by the WMG, in coordination with Task 3. Incorporate the information gathered into the feasibility studies.
2. Conduct preliminary design and engineering analysis for three of the Subsequent Projects agreed to by the WMG. Perform a preliminary geotechnical investigation for three project locations to evaluate the soil characteristics, geologic conditions, and groundwater conditions with regard to the feasibility of on-site stormwater infiltration. Include subsurface exploration, field infiltration testing, geotechnical laboratory testing, and focused engineering analyses, as appropriate.

3. Conduct public outreach on at least three project locations to allow public input on the Project development. Ensure the public outreach is in the City and led by a reputable subcontractor which shall be subject to City approval. Inform the communities about upcoming work that will serve these neighborhoods and ensure that all interested community members are sufficiently heard. Include the following tasks in the public outreach.
 - a. Plan and frequently communicate with the WMG.
 - b. Perform reconnaissance work (such as canvassing, surveying, scouting).
 - c. Produce and distribute collateral documents to be used in information sharing.
 - d. Place advertisements through various print and social media outlets.
 - e. Provide leadership for up to six community meetings and/or individual stakeholder meetings with key constituencies.
4. Prepare draft and final feasibility studies for the Subsequent Projects. Submit final feasibility studies through the Safe Clean Water Program project portal by the July 31, 2021 deadline. Prepare the feasibility studies in accordance with the Safe Clean Water Program Feasibility Study Guidelines and ensure it includes the following components.
 - a. Project background and other applicable narrative;
 - b. A preliminary design and engineering analysis, including water quality and water supply benefits analysis;
 - c. Information derived from a preliminary site investigation, including environmental history (from a Phase I records search and ASTM report) and utilities clearance;
 - d. Geotechnical information;
 - e. A monitoring plan;
 - f. An operations and maintenance plan;
 - g. A lifecycle cost analysis; and
 - h. Additional information such as community benefits, and vector control analysis.

Date: January 15, 2020
To: Geraldine Trivedi, City of Redondo Beach
From: Geosyntec Consultants
Subject: South Bay Beach Cities Revised EWMP
Proposal to Revise EWMP and Provide Feasibility Studies

As specified in the 2012 Los Angeles MS4 Permit (NPDES Order No. R4-2012-0175, including subsequent amendments), each Permittee/Watershed Management Group (WMG) is required to submit an updated Enhanced Watershed Management Plan (EWMP) with an updated Reasonable Assurance Analysis (RAA) by June 30, 2021. This draft proposal has been prepared for the City of Redondo Beach on behalf of the South Bay Beach Cities WMG by Geosyntec Consultants (Geosyntec) in support of these forthcoming revisions to the Beach Cities EWMP.

Additionally, Geosyntec has prepared this proposal to include the analyses and documentation necessary to complete up to four project feasibility studies in accordance with the Safe Clean Water Program Feasibility Study Guidelines.¹

Importantly, many of the assumptions used to draft this proposal are subject to change based on the following:

1. A new Los Angeles MS4 Permit is expected to be released prior June 30, 2021. This new permit may have different or additional requirements related to the revised EWMPs and RAAs.
2. The above-referenced Feasibility Study Guidelines are brand new and subject to change, particularly as projects throughout the County begin to gather data and apply for Measure W funding.²

¹ As adopted by Los Angeles County Flood Control District (Chief Engineer Daniel Lafferty) on September 19, 2019.

² Geosyntec will be attending a meeting hosted by Los Angeles County on November 12 that is designed to shed further light on the project application and selection process.

In light of these potential impacts, we have included parenthetical notes within this proposal to identify areas that may be subject to significant scope/budget alteration.

SCOPE OF WORK

The drafted scope of work covers project management (Task 1), planning and preparation related to the revised EWMP (Task 2), re-running the RAA and revising the EWMP per the 2012 MS4 Permit (Task 3), and completion of the feasibility studies (Task 4).

Task 1 – Project Management, Coordination, and Meetings

All activities related to the management of the Project, including meeting attendance, coordination, communication, and scope/schedule/cost management will be provided under this task. Specifically, Task 1 includes the following:

- Attendance at all monthly WMG meetings for the duration of the contract (assumed to be January 2020 through June 2021). As Geosyntec already attends a significant number of Beach Cities WMG meetings for the Beach Cities CIMP Implementation, some cost savings have been assumed for this task.
- Attendance at up to four additional meetings, including those with Regional Board Staff or Technical Advisory Committee members.
- Participation in Project-related calls.
- Additional project management duties necessary to complete the Project (e.g., coordination with subconsultants; response to emails; scheduling; etc.)

Task 1 Deliverables

- Summary notes from meetings.
- Preparation of support material for meetings on an as-needed basis.
- Detailed Project schedule.

Task 2 – Revised EWMP Planning

As part of the original EWMP, an EWMP Work Plan was required to be submitted to the Regional Board. Although that does not appear to be a requirement for the revised EWMP, there are some key components of the Work Plan process that will be necessary to complete prior to revised RAA/EWMP being completed. These components include:

- Updated analyses for all applicable water quality data and confirmation of the various water quality priorities to be included in the revised EWMP. Much of this analysis has been completed by Geosyntec as part of the WMG's Annual Report and IMCR process, though some additional analyses are likely necessary for

completion of the RAA (e.g., a long-term trends analysis of shoreline bacteria data).

- Updates to the existing and potential stormwater control measures in the Beach Cities Area. This collaborative effort will aim to identify all stormwater controls that will need to be analyzed as part of the revised RAA/EWMP, including prioritization of regional projects to be considered within a few key subwatersheds.
- A summary of proposed changes to the RAA process

Task 2 Deliverables

- A draft memorandum summarizing results of analyses performed related to the water quality prioritization, as well as a summary of any changes proposed to the EWMP/RAA related to these water quality priorities.
- A draft memorandum summarizing existing and proposed BMPs based on the approved Beach Cities EWMP, including the removal of BMPs no longer considered for implementation as well as the identification of new BMPs already identified by the WMG.
- A draft memorandum summarizing proposed changes to the RAA.

Task 2 Assumptions

- All memoranda will be submitted electronically in Word/PDF format.
- Unless otherwise directed, the deliverables will not be finalized, but will be incorporated into the revised EWMP, as appropriate.

Task 3 – Revised EWMP

This task will cover the completion of the revised EWMP, including updating and re-running the RAA. Per the 2012 MS4 Permit, the RAA software will be modified with the addition of applicable water quality data, and will be calibrated (to the extent feasible) based on flow data collected per the Beach Cities CIMP. The RAA will then iteratively analyze various BMP scenarios in targeted watersheds to seek to identify a project implementation strategy that demonstrates reasonable assurance of compliance while also meeting the Beach Cities needs with respect to siting, funding, scheduling, etc.

Unlike the original Beach Cities EWMP, the revised EWMP will be reformatted for consistency with more-recent EWMPs (e.g., the Rio Hondo/San Gabriel River Revised EWMP, 2018). This will entail moving most technical information to appendices and simplifying the main body of the EWMP in an effort to make it more user-friendly.

Task 3 Deliverables

- Revised EWMP, in electronic format (draft, final draft, and final).

Task 3 Assumptions

- SBPAT will be used to perform the RAA, consistent with the approved EWMP. The Torrance-Dominguez portion of the Beach Cities Area will be revised to be modeled with SBPAT, consistent with the rest of the Beach Cities EWMP.
- The spatial database and watershed hydrology used in the approved EWMP is assumed to be unchanged, with the exception of changes due to watershed control measures.
- The revised EWMP will not include the Machado Lake Watershed.
- This task assumes one round of consolidated comments from the Beach Cities WMG on the draft revised EWMP. Upon incorporation of the comments and finalization of the draft revised EWMP, the document will be submitted to the Regional Board by June 30, 2019. One round of revision is assumed based on comments received from the Regional Board. A final version will then be re-submitted to the Regional Board.

[As previously mentioned, the requirements of the RAA and revised EWMP may be changed based on the expected revised MS4 Permit. If more flexibility is provided with the RAA processes, we could propose a simplified solution for re-running the RAA, which would allow us to trim this scope. Without changes to the Permit requirements, we may be able to simplify the RAA approach in some ways, though we'd need to get buyoff from the Regional Board.]

We are also flexible if the Group is interested in using an alternative model for the RAA. For example, we could switch to using WMMS. Although the impacts of this on the modeling results are unknown at this stage, WMMS appears to be applied more widely throughout the County, and has been consistently maintained by the County (via Paradigm) since the drafting of the original EWMPs. It therefore may provide the Group more flexibility moving forward after the revised EWMP. Alternatively, we are happy to discuss other user-friendly RAA options we have employed in other watersheds (e.g., Orange County). Such an alternative would still use the technical methodology of SBPAT, but would provide the Group a web-based tool to continuously update and manage their various stormwater projects over time.]

Task 4 – Safe, Clean Water Program Feasibility Studies

In conjunction with the revised EWMP and the identification of new stormwater projects within the Beach Cities Area, Geosyntec will provide feasibility studies for up to four (4) stormwater projects. The feasibility studies will be prepared in accordance with the Safe Clean Water Program Feasibility Study Guidelines and will include:

- Project background and other applicable narrative;

- Preliminary design and engineering analysis, including water quality and water supply benefits analysis;
- Information derived from a preliminary site investigation, including environmental history (via a Phase I records search and ASTM report) and utilities clearance;
- Geotechnical information, including a preliminary geotechnical investigation for three of the projects. Each geotechnical investigation will be performed to evaluate the soil characteristics, geologic conditions, and groundwater conditions with regard to the feasibility of on-site stormwater infiltration. The geotechnical evaluation will include subsurface exploration, field infiltration testing, geotechnical laboratory testing, and focused engineering analyses. The findings of the geotechnical evaluation will be presented in a technical letter report to be appended to the feasibility study;
- A monitoring plan;
- An operations and maintenance plan;
- A lifecycle cost analysis; and
- Additional information such as community benefits, vector control analysis, etc.

A key component to this task is public outreach in order to ensure the community has adequate input on project development. Public outreach is proposed to be led by Murakawa Communications located in Redondo Beach. Murakawa Communications has a close relationship with Geosyntec and has been supporting Geosyntec with public outreach and marketing for years. Their goal for this Project will be to sufficiently inform the communities about upcoming work that will serve these neighborhoods for years to come. It is their mission to make sure that all community members are sufficiently heard and that a strong rapport is established with the communities to ensure a successful completion of the various stormwater Projects.

Murakawa Communications' scope of work includes:

- Planning/communications with the Beach Cities WMG;
- Reconnaissance work (such as canvassing, surveying, scouting);
- Production and distribution of collateral documents to be used in information sharing;
- Placement of advertisements through various print and social media outlets;

- Leadership of up to six community meetings and/or individual stakeholder meetings with key constituencies.

Task 4 Deliverables

- Draft and Final Feasibility Report for each project (maximum of four)
- Public outreach material, including meeting flyers, advertisements, and social media.

Task 4 Assumptions

- Each feasibility study will be submitted electronically.
- One of the four projects assumed for the feasibility studies is the Torrance Basin Enhancement Project, which will have significant design work completed (by others) for inclusion in the feasibility study.
- Geotechnical investigations have been assumed to be needed for three projects. The Geotechnical work at each project includes:
 - Review of readily available background materials, including published topographic maps, geologic maps and literature, groundwater data, and aerial photographs.
 - Review of seismic data, including fault hazard maps, seismic hazard maps, and other readily available data regarding geologic and seismic hazards within the project area.
 - A site reconnaissance to document the surficial conditions.
 - Obtain drilling permits and prepare traffic/pedestrian control plans and field inspection meetings.
 - Subsurface exploration comprised of up to four exploratory Hollow Stem Auger (HAS) boreholes. The borings will be drilled with a truck-mounted drill rig and will be logged by our engineer/geologist. Relatively undisturbed samples using a standard penetration test (SPT) and California Modified samplers will be collected at 5 feet intervals starting at 5 feet below ground surface. Bulk samples will be obtained at selected intervals from the boreholes. The upper five feet of each boring will be hand augured. The soil samples will be transported to a geotechnical laboratory for testing. Borings not used for infiltration testing will be backfilled using a mixture of soil and bentonite. Infiltration wells will be pressure grouted at the completion of testing.
 - Perform in-situ infiltration testing in selected borehole locations. In-situ infiltration tests will be performed at depths of approximately 10 to 20 feet below ground surface. The infiltration testing will be in general

accordance with United States Bureau of Reclamation test method USBR 7300-89.³

- Conduct geotechnical laboratory testing of representative soil samples to evaluate in-situ moisture and dry density, gradation, Atterberg limits, and shear strength.
- Environmental testing of representative soil samples to test for the presence of metals, lead, hydrocarbons, VOCs, semi-volatile VOCs, pesticides, and PCBs.
- Preparation of a letter report that includes data compilation and engineering analysis of the information obtained from our background review, subsurface evaluation, and laboratory testing. Our engineering analyses and recommendations will include:
 - Suitability of the site for the proposed infiltration from a geotechnical perspective;
 - Description of the encountered soil conditions, including a discussion of potential geologic and seismic hazards;
 - Measured depth to groundwater based on subsurface exploration and readily available records regarding groundwater in the vicinity.
- Expenses related to geotechnical work (including drillers and laboratory expenses) have been assumed to not exceed \$48,000.
- Murakawa Communications has provided a cost estimate based on significant outreach for up to three projects (each in a separate city/community).

[Without knowing the specific projects for which these feasibility studies will be written, there are numerous unknowns which needed to be assumed for scoping purposes. For example, the assumption about three geotechnical investigations being required is based on the assumption that not all projects will be infiltration projects. Given the high cost of an initial geotechnical investigation, this assumption will have a significant cost impact

³ The Los Angeles County Administrative Manual titled, "Guidelines for Design, Investigation, and Reporting Low Impact Development Stormwater Infiltration" (2014) outlines a Percolation Basin Testing Procedure to be followed for proposed stormwater infiltration systems with volumes greater than 10,000 gallons that are installed as part of Low Impact Development stormwater infiltration. However, Geosyntec has successfully performed the USBR 7300-89 infiltration test method for similar projects and recommends this method as an alternative to the Percolation Basin Testing Procedure outlined in the Los Angeles County Administrative Manual.

if changed. Similarly, we have assumed a very basic monitoring plan and O&M plan at this stage of project development. Depending on what the Group may prefer with respect to the level of detail of these items, this scope can be modified accordingly.]

SCHEDULE

The draft final revised EWMP will be ready for submission to the Regional Board by June 30, 2021, with the first draft submitted to the Group prior to this with sufficient time for review and subsequent edits.

The schedule for the feasibility studies will be determined based on collaboration with the Group, specifically to determine which round of funding the various feasibility studies will be submitted for.

A detailed schedule for the Project will be created upon NTP.

BUDGET

The proposed services will be billed on a time and materials basis. A cost summary is provided below.

Task	Geosyntec Cost	Subs/Other Costs	Total
1 – Project Management	\$27,720	\$500	\$28,220
2 – Revised EWMP Planning	\$40,140	-	\$40,140
3 – Revised RAA/EWMP	\$150,688	-	\$150,688
4 – Feasibility Studies	\$274,043	\$139,491	\$413,534
Total	\$492,242	\$139,991	\$632,582

A detailed breakdown of this estimate is provided in Attachment 1.

[There's much room for flexibility with this budget, based on the needs and desires of the Group. If it makes sense for the Group, a contingency allotment may help with any unforeseen changes (e.g., more geotechnical work).]

Attachment 1

Cost Breakdown

Scope Items		Sr. Principal	Principal	Senior Professional	Project Professional	Professional	Sr Staff Professional	Staff Professional	Project Admin	Subtotal Labor Hours	Labor Cost	Subs/Expense Charges	10% Markup	Total
		\$ 262	\$ 240	\$ 220	\$ 196	\$ 174	\$ 153	\$ 132	\$ 72					
1.0	Project Management, Coordination and Meetings	12	78	0	0	20	8	0	16	134	\$ 27,720	\$ 500		\$ 28,220
2.0	Revised Enhanced Watershed Management Program (rEWMP) Work Plan	12	27	0	45	0	128	16	0	228	\$ 40,140.00	\$ -		\$ 40,140
2.1	Identification of Water Quality Priorities	7	7	0	15	0	48	16	0	93	\$ 15,910	\$ -		\$ 15,910
2.2	Summary of Existing and Potential Control Measures	1	11	0	18	0	48	0	0	78	\$ 13,774	\$ -		\$ 13,774
2.3	Reasonable Assurance Analysis Approach	4	9	0	12	0	32	0	0	57	\$ 10,456	\$ -		\$ 10,456
3.0	Enhanced Watershed Management Program (EWMP) Plan	40	84	100	92	120	352	40	0	828	\$ 150,688	\$ -		\$ 150,688
3.1	Develop List of Regional Projects and Conduct Initial Screening	8	8	0	16	0	32	0	0	64	\$ 12,048	\$ -		\$ 12,048
3.2	Identify Selected Watershed Control Measures and Conduct Reasonable Assurance Analysis	16	48	100	0	120	160	0	0	444	\$ 83,072	\$ -		\$ 83,072
3.3	Prepare Draft and Final rEWMP Plans	16	28	0	76	0	160	40	0	320	\$ 55,568	\$ -		\$ 55,568
4.0	Safe Clean Water Feasibility Study (4 Projects)	18	86	120	314	32	959	64	0	1593	\$ 274,043	\$ 126,810	\$ 12,681	\$ 413,534
4.1	Project Planning and Details	2	24	0	136	0	284	0	0	446	\$ 76,392	\$ -		\$ 76,392
4.2	Preliminary Design/Engineering Analysis	0	30	120	98	32	515	64	0	859	\$ 145,619	\$ 48,500	\$ 4,850	\$ 198,969
4.3	Prepare Draft and Final Feasibility Study	8	16	0	80	0	160	0	0	264	\$ 46,096	\$ -		\$ 46,096
4.4	Public Outreach	8	16							24	\$ 5,936	\$ 78,310	\$ 7,831	\$ 92,077
	Totals	82	275	220	451	172	1447	120	16	2783	\$ 492,591	\$ 127,310	\$ 12,681	\$ 632,582

Murakawa Communications Budget

#	Task	Estimated Costs Direct and Indirect										
		TM		JM		AI		Totals				
		Hours	\$	200	Hours	\$	80		Hours	\$	60	
1.0	Project Management											
1.1	Client communication and meetings	20	\$	4,000	20	\$	1,600	20	\$	1,200	\$	6,800
1.2	Reconnaissance (Canvassing, Survey, etc.)	24	\$	4,800	72	\$	5,760	72	\$	4,320	\$	14,880
1.3	Project database		\$	-	9	\$	720	9	\$	540	\$	1,260
2.0	Community and stakeholder meetings					\$	-		\$	-		
2.1	Stakeholder meetings	60	\$	12,000	60	\$	4,800	36	\$	2,160	\$	18,960
2.2	Community meetings	42	\$	8,400	42	\$	3,360	48	\$	2,880	\$	14,640
3.0	Collateral development											
3.1	Project fact sheet	8	\$	1,600	8	\$	640		\$	-	\$	2,240
3.2	Meeting Flyer	8	\$	1,600	8	\$	640		\$	-	\$	2,240
3.3	Ads (Print & Social Media)	6	\$	1,200	6	\$	480	6	\$	360	\$	2,040
3.4	Media relations	6	\$	1,200	6	\$	480	6	\$	360	\$	2,040
	Subtotal labor	174	\$	34,800	231	\$	18,480	197	\$	11,820		
	10% (Profit) fee		\$	3,480		\$	1,848		\$	1,182		
	Subtotal labor costs and fee		\$	38,280		\$	20,328		\$	13,002	\$	71,610
	Direct Costs											
	Printing and reproduction		\$	1,000								
	Advertisements		\$	3,000								
	Graphic design		\$	1,500								
	Meeting supplies		\$	1,200								
	Subtotal		\$	6,700								
	Total construction awareness budget		\$	78,310								



Staff Report

Staff Report

REPORT 20-0687

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**SECOND AMENDMENT TO THE CONTRACT FOR THE
PARKING LOT D IMPROVEMENTS PROJECT (CIP NO. 682)
BETWEEN THE CITY OF HERMOSA BEACH AND
ADAMS STREETER ENGINEERING
(Environmental Programs Manager Douglas Krauss)**

Recommended Action:

Staff recommends that the City Council:

1. Approve the Second Amendment of the agreement with Adams Streeter for engineering services for the Parking Lot D Improvements Project; and
2. Authorize the City Manager to execute the amendment.

Executive Summary:

The City has been preliminarily approved for \$499,650 in grant funding from the Coastal Conservancy to fund the Parking Lot D Improvement Project. A second amendment to the agreement with Adams Streeter would allow them to perform value engineering and complete final revisions to the plans for staff to submit to the funding agency for final approval. The amendment would add two years to the term of the agreement to allow them to perform any additional work necessary to prepare final plans and specifications for advertising and project implementation.

Background:

At the September 12, 2017 meeting, City Council awarded a professional services agreement to Adams Streeter Civil Engineers, Inc. for design services for Parking Lot D improvements. Parking Lot D is in disrepair and this project would transform it into a multi-benefit demonstration project that includes ADA improvements, enhanced lighting and electrical upgrades, a bicycle corral, electric vehicle charging stations, storm water infiltration, and drought tolerant landscaping.

On February 26, 2018, Adams Streeter Civil Engineers, Inc. provided a draft preliminary design report with three (3) design alternatives. The preferred alternative would be used as the basis for the final design. The preliminary construction cost estimate for the preferred design including contingency is \$745,000. That amount has since been revised to approximately \$1,000,000.

Staff Report

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In 2019, the City was notified by the Coastal Conservancy that it would be recommended for \$499,650 in Proposition 1 funding. The City has been working with the Coastal Conservancy to coordinate submittal of the plans and concept to their Board for final approval.

Discussion:

The second amendment to the agreement with Adams Streeter would ensure sufficient time and funding are available to utilize the consultant's service to finalize the plans for submittal to the Coastal Conservancy board for final funding approval. This would also allow their availability for any final revisions necessary to the plans and development of specifications and bid documents necessary to advertise for contractors and project implementation. Specifically, this would allow them to perform "value engineering" which would assess the project and determine if any modifications can be made to improve cost-effectiveness while maintaining the sustainability goals of the project. Due to the time passed since developing the original concepts and cost estimates, the actual cost of construction is expected to be significantly more than originally anticipated. Value engineering the plans would help identify any potential cost efficiencies that can be incorporated into the project. As part of the original agreement, Adams Streeter is also tasked with construction support.

Staff is also exploring applying for Safe Clean Water (Measure W) funding to help augment funding for this project. Staff anticipates final approval from the Coastal Conservancy in Spring 2021 with project construction to be completed in 2022.

Past Council Actions

Meeting Date	Description
September 12, 2017	Approval of Contract for Professional Services with Adams Streeter

General Plan Consistency:

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Infrastructure

Goal 5. The stormwater management system is safe, sanitary, and environmentally and fiscally sustainable.

Policies:

- **5.1 Integration of stormwater best practices.** Integrate stormwater infiltration best practices when initiating streetscape redevelopment or public facility improvement projects.

Staff Report

REPORT 20-0687

- **5.8 Low impact development.** Require new development and redevelopment projects to incorporate low impact development (LID) techniques in project designs, including but not limited to on-site drainage improvements using native vegetation to capture and clean stormwater runoff and minimize impervious surfaces.

Fiscal Impact:

This amendment in the amount of \$11,520 would be funded from the appropriation for CIP #682 Parking Lot D Improvements. There are sufficient funds available in the 2020-21 Budget to cover this amendment.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	Budget since 2017-18 Dept. Account #	Total Revised Contract Amount
Contract for Professional Services for the Parking Lot D Improvements (CIP No. 682) Between the City of Hermosa Beach and Adams Streeter	\$99,995	\$11,520	301-8682-4201 150-8682-4201	\$25,820.22 \$84,694.78

Attachments:

1. Existing contract with Adams Streeter
2. First Amendment
3. Second Amendment and Adams Streeter Proposal

Respectfully Submitted by: Douglas Krauss, Environmental Program Manager

Concur: Lucho Rodriguez, Deputy City Engineer

Noted for Fiscal Impact: Viki Copeland, Finance Director

Approved: Suja Lowenthal, City Manager

**CONTRACT FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR PARKING
LOT D IMPROVEMENTS (CIP No 16-682) BETWEEN THE CITY OF HERMOSA
BEACH AND ADAMS-STREETER CIVIL ENGINEERS, INC.**

This AGREEMENT is entered into this 12th day of September, 2017, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and ADAMS-STREETER CIVIL ENGINEERS, INC., a California Corporation ("CONSULTANT").

RECITALS

- A. The City desires engineering design services for the City of Hermosa Beach Municipal Parking Lot D located at corner of the intersection of Manhattan Avenue and 14th Street, Hermosa Beach. The Project is funded by the Los Angeles County Metropolitan Transportation Authority (LACMTA) Local Transportation Funds.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 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.
- 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 a total amount of not-to-exceed \$99,995 for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the

previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice 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 SERVICE attached hereto as Exhibit A and incorporated herein by this reference.
- 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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."

4. TIME OF PERFORMANCE. The services of the CONTRACTOR 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 schedule incorporated in "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 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 to perform work under this Agreement is Khoon Tan, P.E. 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.

7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on November 30, 2019, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.

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. CONTRACTOR 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. Notice of termination shall be in writing.
- B. CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.
- C. In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.
- D. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

12. INDEMNIFICATION. - GENERAL; OTHER THAN PROFESSIONAL NEGLIGENCE

- A. CONSULTANT shall indemnify, defend CITY, and hold harmless CITY, its officers, officials, employees from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) 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. PROFESSIONAL SERVICES INDEMNITY: The CONSULTANT agrees to the fullest extent permitted by law, to indemnify and hold CITY harmless from any damages, liability or cost to the extent caused by the CONSULTANT'S established and adjudicated negligence and only in direct proportion thereto. The CONSULTANT is not obligated to indemnify the CITY in any manner whatsoever for the CITY'S negligence, whether active, passive or otherwise. The CITY is not obligated to indemnify the CONSULTANT in any manner whatsoever for the CONSULTANT'S own negligence, whether active, passive or otherwise. CONSULTANT shall defend itself from any actual or alleged claims arising from the CONSULTANT'S services under this Agreement. CONSULTANT agrees to compensate the CITY for reasonable attorney fees or

expenses incurred to defend the CITY from any claims that are ultimately determined by an adjudication (or formal dispute resolution process) to have been caused by and only in direct proportion to the CONSULTANT'S negligent performance.

- 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 it is 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 two million dollars (\$2,000,000) 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.
 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 one million dollars (\$1,000,000) combined single limit for each occurrence.
 4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations are by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

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 preformed 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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN: Kristy Morris	Adams-Streeter Civil Engineers, Inc. 15 Corporate Park Irvine, California 92606 ATTN: Khoon Tan, P.E., Project Director

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 are generally 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 city manager, 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.

34. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and work papers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.

35. 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 _____

Consultant Initials _____

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 _____

Consultant Initials RSF

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

CITY OF HERMOSA BEACH

1 _____
MAYOR

By:

CONSULTANT

Daniel G. Fitch
Randal L. Streeter (President and Principal
In-Charge)

ATTEST:

Elaine Doerfling
Elaine Doerfling, City Clerk

95-3567440

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins
Michael Jenkins, City Attorney

EXHIBIT A- SCOPE OF SERVICES

EXHIBIT "A"

SCOPE OF WORK

A. Project Management and Administration

1. Project Coordination:

The AS team through the primary point of contact will coordinate the project with City staff, agencies, utilities, and other entities as needed during the design development and plan preparation process.

2. Project Progress Meetings:

The AS team will conduct progress meetings with the City during the course of the project. A minimum of four (4) meetings are anticipated to be held for project kick-off, the Preliminary Design Report and following the review of plans for the 60% and 90% stages of plan completion. Additional meetings that may potentially be needed, as determined during the course of the project will be scheduled on an "as-needed" basis and includes the following:

- Meeting(s) with affected utility agencies for the relocation of facilities (as applicable).
- Meeting(s) with City staff (and stakeholders as applicable) on items related to the public outreach effort, budgeting/grant funding, and other items if requested.

3. Project Submittals:

The AS team will provide the PDR as the 30% level of completion submittal for the project. Plans will be prepared and submitted at the 60%, 90% and final stages of completion once a preferred final alternative is selected for implementation by the City. The Plans, Specifications and Estimates (PS&E) documents will be provided in printed and electronic format in accordance with City requirements.

4. Project Schedule:

AS will revise and maintain the project schedule throughout the course of the project. The City will be provided with an updated project schedule whenever a revision to the schedule is made.

B. Preliminary Design Phase

1. Research:

Obtain available record drawings from the City, utility providers, and other applicable agencies for existing infrastructure information within or adjacent to the site.

2. Utility Notifications and Investigation:

A "Project Notification and Request for Information" letter will be initially sent to utility providers. All information received will be compiled and reviewed for potential conflicts with proposed work. A "Notice to Relocate" letter with the 60% completion level plans will be sent to utility providers identifying potential utility conflicts that may need to be verified and addressed. AS will continuously coordinate with affected utility providers (and City staff) for timing, verification and potential relocation of their facilities for a suitable outcome. Finally, a "Prepare to Relocate" letter with final plans will be sent to utility providers that will provide notification of imminent work to begin.

3. Topographic Survey and Base Map:

Obtain available records from the City and other applicable agencies for boundary information within or adjacent to the site. Provide a field survey for the subject property, identifying approximate property lines based upon found field evidence and record information. Obtain existing topography data, providing spot elevations and contours at a level of accuracy sufficient for development of construction documents and prepare a base map for use as the basis for design. Title reports are assumed not to be required and therefore are not included.

4. Geotechnical Investigation:

Geotechnical investigation for the Project will require a minimum of two borings to a maximum of 15 feet below grade and necessary laboratory testing. Percolation testing of two holes will also be conducted for storm water infiltration design purposes. A geotechnical design report summarizing results and recommendations will be provided for the basis of design.

5. Preliminary Site Grading & Drainage Assessment:

The assessment will include an analysis of existing grades, drainage, and other site constraints in conjunction with the development of the Preliminary Design Report to ascertain that the parking lot alternatives being proposed are feasible to implement, including fire department review for fire access considerations as applicable. Water quality related assessments as it relates to the Standard Urban Stormwater Mitigation Plan (SUSMP), Low Impact Development (LID) and Hydromodification requirements will also be made with the goal of capturing all dry-weather flows and retaining the MS4 Permit specified storm water quality design volume on-site to lessen the redevelopment's water quality impact. Infiltration will be maximized to the extent possible through landscaped areas and use of permeable materials. Drainage provisions in lieu of a swale on Palm Drive towards 14th Street (as stated in the RFP) will be further assessed since Palm Drive drains in the southerly direction towards Pier Avenue. Provisions for an on-site covered trash enclosure and grease storage will also be considered.

6. Site Lighting and Electrical System Assessment:

A lighting and electrical system assessment will be conducted for the entire parking lot to determine the following:

- Existing lighting conditions and solutions corresponding to proposed parking lot alternatives, inclusive of costs. New light standards will be specified to match existing poles and type of lighting.
- Ability of existing electrical system to support the proposed electrical vehicle charging stations with corresponding solutions and cost to address system deficiencies.

7. Preliminary Design Report (PDR):

The AS team will prepare a PDR as part of the design development process that includes three (3) alternatives along with associated design elements and details for the renovation of Parking Lot "D" as a multi-benefit demonstration project. Preliminary cost estimates for the overall alternatives and associated design elements, along with a recommendation for a preferred alternative will be provided in the report. The PDR will contain sufficient information and details for review by the Public Works Commission to select a preferred alternative for the City Council's consideration of approval. The AS team will support City staff in their public outreach efforts to notify and solicit comments from the local community and stakeholders as part of the design development process. One community outreach meeting is anticipated for this task.

8. California Environmental Quality Act (CEQA) Review:

Based on questions posed to City staff during the site visit on April 10, 2017, the Project does not involve federal funding, federal environmental laws and regulations and will therefore not require both the Preliminary Environmental Study (PES) and the National Environmental Policy Act (NEPA) compliance documents. The Project is also not tied to any State Water Resources Control Board (SWRCB) State Revolving Fund (SRF) loans requiring 'CEQA-Plus' documentation. To that end, the proposed scope of work will only include project evaluation under the CEQA Guidelines.

Using project information provided by the City, it will be determined if the Project fit the requirements for a statutory or categorical exemption. An initial review indicates that the Project may qualify for a Class 1 or Class 2 exemption (CEQA Guidelines - Existing Facilities §15301 or Replacement or Reconstruction §15302). The Exemption Form from Appendix E of the CEQA Guidelines will be prepared and filed at the County Clerk's office and the State Clearinghouse. A receipt of filing will be obtained from both entities. We have assumed that the City will pay all fees associated with filing. In support of the Categorical Exemption (CE), a memorandum will be prepared substantiating the exemption class and

address exceptions (a) through (f) of CEQA Guideline 15300.2. The City may determine that technical studies are needed or desirable to support the CE. The need and type of environmental studies to support a CE will be vetted with the City (and Caltrans if this applies as a Local Assistance Project) at the earliest stages of project initiation and scoping. Mitigated Negative Declarations, Notices of Determination, and public circulation are not required for Categorical Exemptions and have not been included in the basic scope of work and cost estimate.

C. Final Engineering Phase

1. Title Sheet and Detail Plan:

Prepare a project Title Sheet (per City template) to include the project name, City's capital improvement project (CIP) reference number, location & vicinity maps, construction notes, utility contacts, sheet index, City and design consultants signature blocks, various notices and other pertinent project information. Prepare a Detail Plan to include cross-sections, design details and other information to support the construction of proposed facilities.

2. Site Demolition Plan:

Prepare a plan for the removal of on-site items within the existing Parking Lot "D" to facilitate the construction of proposed parking, bike corral related improvements and off-site street related improvements within the public right-of-way as required.

3. Horizontal Control Plan:

Prepare a plan of the selected alternative for the renovation of Parking Lot "D" to include survey controls, horizontal dimensions, offsets, line & curve data and other pertinent information required for the layout and staking of the proposed facilities.

4. Precise Grading & Drainage Plan:

Prepare a precise grading & drainage plan that includes finish surface elevations, construction call-outs and details for the reconstruction of Parking Lot "D", inclusive of the bike corral, retaining wall and related appurtenances. The plan will show all ADA improvements to meet applicable Local, State, and Federal regulations including the length and dimension of each ADA ramps and accessible stall(s) on the site and the connection of the accessible path of travel to the existing public right of way. The on-site drainage collection and retention system will include pertinent design details to support the capture of all dry-weather flows and retention of the MS4 Permit-specified storm water quality design volume. Related public improvements along the frontage streets will be incorporated into the plan but may be prepared as a separate Street Improvement Plan if required by the City.

The design for Lot D shall take into consideration the following issues:

- The property at 1331 Manhattan Avenue uses Lot "D" to access its garage through a private gate. The property owner does not, however, have a right, prescriptive or otherwise, to use City property for access to its garage. Consequently, Lot "D" should not be designed with the intention of allowing the property at 1331 Manhattan Avenue continued access across City property.
- A retaining wall exists at the property line with 1331 Manhattan Avenue. The design of Lot "D" shall take the wall into consideration, specifically whether it exists on private property or City property, whether it is necessary to protect the properties and similar considerations.
- The design shall incorporate the grease collection container on Lot "D".

5. Hydrology & Hydraulics Report:

Perform a drainage study to determine the storm water runoff from each of the drainage areas on the site. The quantity of runoff of each catch basin, drainage inlet and/or catchment for infiltration will be calculated based on the design-year storm event required by the agency. Hydraulic calculations will also be performed to size the on-site storm drain pipes and the connections to the proposed off-site system as applicable.

6. Site Utility Plan:
Prepare a Site Utility Plan that includes a service connection for irrigation service utilizing reclaimed water (as applicable). The plan will include the service connection to the mainline in the public right-of-way, on-site service meter, backflow device and irrigation system connection point and related appurtenances.
7. Erosion Control Plan (ECP):
Prepare a ECP to show the erosion control measures required for construction activities.
8. Water Quality Management Plan (WQMP):
Prepare a Water Quality Management Plan (WQMP) for the post construction project site incorporating structural and non-structural Best Management Practices (BMPs) to reduce the storm water volume, velocity, pollutant load and dry weather flows leaving the developed site. Selection of LID designed BMPs will be coordinated with the City as part of the Preliminary Design Report. An Operations and Maintenance Plan will be included with the report to specify BMP maintenance requirements. Monitoring requirements, placement, and design of monitoring equipment are not included within this scope.
9. Parking Lot Signing & Striping Plan:
Prepare a Signing and Striping Plan to delineate the renovated parking lot layout and installation of appropriate signage related to ADA parking, metered parking, parking regulations, etc.
10. Traffic Control Plan (TCP):
A TCP for temporary traffic delineation and signing during the renovation of Parking Lot "D" may not be needed since the majority of construction will be limited to the on-site area. However, the TCP is included in scope of work in consideration of potential minor street related improvements within the public right-of-way such as ADA ramps, sidewalks and curb/gutter. The TCP will be prepared in accordance to the Manual on Uniform Traffic Control Devices (MUTCD).
11. Landscape and Irrigation Plan:
Prepare a Landscape and Irrigation Plan based on the selected alternative for the renovation of Parking Lot "D" in accordance to the Project Approach. Plan components is inclusive of planting, irrigation and hardscape sheets.
12. Electrical and Lighting Plan:
Prepare an Electrical and Lighting plan based on engineering assessment of the existing electrical distribution system and recommended lighting and power distribution. Plan drawings, details and sheet specifications will be prepared to include power distribution, site lighting and controls, and vehicle charging stations.
13. Cost Estimates:
Prepare a preliminary cost estimate for each of the three (3) alternatives as proposed by the Preliminary Design Report (PDR) for the renovation of Parking Lot "D". Cost estimates for the City-approved alternative will be further refined during the construction document phase and will be provided as part of the 60% and 100% level plan submittal to the City.
14. Project Specifications:
Prepare project specification per City "boiler-plate" template inclusive of the Special Provisions, Bid Schedule and Detailed Specifications with applicable City contract administration requirements. Progress specifications will be provided as part of the 60% and 100% level plan submittal to the City.

D. Construction Bidding Phase

The AS team will assist City staff in clarifying, analyzing and responding to any items requiring interpretation in the drawings or specifications during the bidding period.

E. Construction Support Phase

The AS team will provide construction support work upon City approval and receipt of written notification of the award of construction contract. Construction support tasks are as provided in the RFP and includes the following:

- Attend the pre-construction meeting.
- Review and approve all submittals and shop plan drawings within two (2) weeks of receipt. Review Contract Change Orders (CCO's) within two (2) working days of receipt.
- Resolve discrepancies in the contract documents at City's request.
- Prepare final "as-built" record drawing plans incorporating field markups provided by the City.
- Perform construction site visits.

F. Excluded Services:

Adams-Streeter is excluding the services listed below:

- Storm Water Pollution Prevention Plan (SWPPP) is not anticipated as the site is less than 1 acre and therefore not included in this proposal.
- Traffic Signal plans/design is not anticipated or included.
- Dry Utility Design (gas, electric, phone, cable, power pole relocation or under-grounding) is assumed not needed and not included.
- Processing for Coastal Development and other permits.
- All permit costs and/or Agency fees including fees associated with the submission of environmental documents.
- Development and implementation of a Monitoring & Sampling Plan is not included but can be provided upon request by City.
- Assistance and support related to grant funding is not included but can be provided upon request by the City under a "time and materials" basis or a "not-to-exceed/fixed fee" term.
- Acquisition of Title Reports.
- Any and all other services not specifically described as part of Scope of Services.

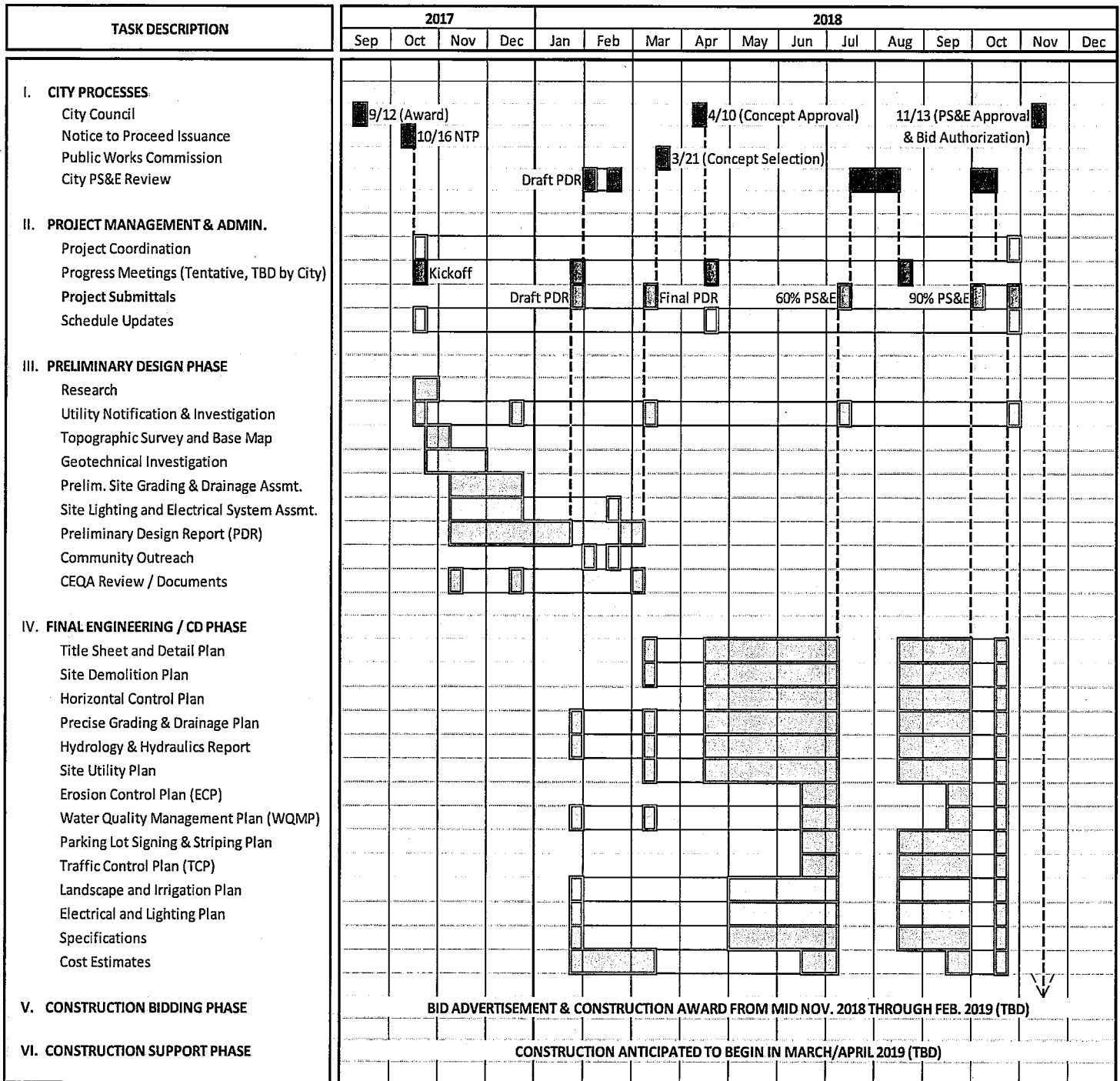
G. Project Schedule

A tentative project schedule based on a September 12, 2017 design contract award by the City Council and the issuance of the Notice to Proceed on October 16, 2017 to initiate project design is provided on page 6 of this Exhibit "A". AS will review the schedule with City staff during the kickoff meeting, provide a detailed schedule with MS Project and make adjustments to the schedule as necessary. The schedule will be maintained throughout the course of the project and updated schedules will be provided to the City for any adopted adjustments and/or revisions.

H. Fee Schedule

The project *Fee Schedule* and *Consultant Standard Hourly Fee Schedule* is provided on pages 7 through 10 of this Exhibit "A".

TENTATIVE PROJECT SCHEDULE



FEE PROPOSAL

FOR PARKING LOT "D" IMPROVEMENTS

A. FEE SCHEDULE

TASK DESCRIPTION	AS (CIVIL)	NUVIS (LS)	ECORP (ENV)	CTE (GEO)	P2S (ELEC)	TOTAL
I. PROJECT MANAGEMENT & ADMIN.						
a. Project Administration	\$1,240					\$1,240
b. Field Review & Progress Meetings	\$2,860	\$1,308				\$4,168
c. Design Team / Governmental Agency Coord.	\$1,800	\$2,392				\$4,192
					Subtotal	\$9,600
II. PRELIMINARY DESIGN PHASE						
a. Research	\$1,680	\$320				\$2,000
b. Utility Notification & Investigation	\$1,680					\$1,680
c. Topographic Survey and Base Map	\$4,690					\$4,690
d. Geotechnical Investigation				\$7,500		\$7,500
e. Prelim. Site Grading & Drainage Assmt.	\$2,860					\$2,860
f. Site Lighting and Electrical System Assmt. **					\$5,525	\$5,525
g. Preliminary Design Report (PDR)	\$4,720	\$3,798				\$8,518
h. CEQA Review / Documents			\$3,000			\$3,000
i. Community Outreach Meeting (Per Each)	\$560	\$1,400				\$1,960
					Subtotal	\$37,733
III. FINAL ENGINEERING / CD PHASE						
a. Title Sheet and Detail Plan	\$1,840					\$1,840
b. Site Demolition Plan	\$2,090					\$2,090
c. Horizontal Control Plan	\$2,590					\$2,590
d. Precise Grading & Drainage Plan	\$6,790					\$6,790
e. Hydrology & Hydraulics Report	\$3,520					\$3,520
f. Site Utility Plan	\$2,590					\$2,590
g. Erosion Control Plan (ECP)	\$2,090					\$2,090
h. Water Quality Management Plan (WQMP)	\$4,180					\$4,180
i. Parking Lot Signing & Striping Plan	\$2,135					\$2,135
j. Traffic Control Plan (TCP)	\$0	<i>(Assumed not needed)</i>				\$0
k. Landscape & Irrigation:						
Planting PS&E		\$3,128				\$3,128
Irrigation PS&E		\$2,054				\$2,054
Hardscape PS&E		\$1,724				\$1,724
l. Electrical and Lighting Plan **					*	\$0
m. Specifications	\$1,280					\$1,280
n. Cost Estimates	\$2,360					\$2,360
o. Reproducibles (Budgeted Amount)	\$1,000					\$1,000
					Subtotal	\$39,371
IV. CONSTRUCTION BIDDING PHASE						
a. Bid Phase Assistance (Budgeted Amount)	\$1,180	\$930	n/a	\$1,125	\$975	\$4,210
					Subtotal	\$4,210
V. CONSTRUCTION SUPPORT PHASE						
a. Pre-Construction Meeting	\$738	\$620			*	\$1,358
b. Review RFI, Submittals	\$1,680	\$930			*	\$2,610
c. Construction Site Visits	\$1,770	\$1,578			-	\$3,348
d. "Asbuilt" Record Drawings	\$1,090	\$675			-	\$1,765
					Subtotal	\$9,081
TOTAL	\$61,013	\$20,857	\$3,000	\$8,625	\$6,500	\$99,995

* Cost included in the various task of work shown.

** Assumes ex. electrical service is sufficient for calculated loads.

Site monitoring (Archeological/Paleontological/Native American) may be provided under a separate scope, if required.

Geotechnical observation and testing services may be provided under a separate scope, if required.

FEE PROPOSAL

FOR PARKING LOT "D" IMPROVEMENTS

B. CONSULTANT STANDARD HOURLY FEE SCHEDULE

ADAMS-STREETER CIVIL ENGINEERS

Principal	\$175.00
Project Director	\$155.00
Project Manager	\$140.00
Project Engineer	\$125.00
Design Engineer	\$110.00
CAD Designer	\$90.00
2-Man Survey Crew	\$215.00
1-Man Survey Crew	\$130.00
Survey Supervisor	\$125.00
Clerical/Word Processing	\$45.00

NUVIS LANDSCAPE ARCHITECTURE

Corporate Principal	\$200.00
Principal	\$172.00
Senior Associate	\$155.00
Associate	\$140.00
CADD Technician I	\$130.00
CADD Technician II	\$120.00
Administrative	\$85.00

CONSTRUCTION TESTING & ENGINEERING (CTE)

Principal Engineer	\$150.00
Senior Engineer/Geologist	\$130.00
Project Engineer/Geologist	\$110.00
Staff Engineer/Geologist	\$100.00
Engineering Field Technician	\$75.00
Deputy Inspector	\$70.00
Computer Operator	\$70.00
Administrative Assistant	\$65.00



ADAMS STREETER
Civil Engineers

FEE PROPOSAL

FOR PARKING LOT "D" IMPROVEMENTS

ECORP CONSULTING, INC.

Program Manager	\$185.00
QA/QC Manager	\$180.00
Principal Environmental Analyst (CEQA/NEPA)	\$180.00
Senior Environmental Analyst (CEQA/NEPA)	\$165.00
Staff Environmental Analyst (CEQA/NEPA)	\$110.00
Associate Environmental Analyst (CEQA/NEPA)	\$100.00
Assistant Environmental Analyst (CEQA/NEPA)	\$85.00
Principal Biologist	\$180.00
Senior Biologist	\$160.00
Staff Biologist	\$125.00
Associate Biologist	\$95.00
Assistant Biologist	\$85.00
Biological Technician	\$80.00
Principal Botanist / Habitat Restoration	\$150.00
Senior Botanist / Habitat Restoration	\$135.00
Assistant Botanist / Habitat Restoration	\$95.00
Cultural Resources Principal Investigator	\$180.00
Senior Cultural Specialist / Historian / Lab / Field Director	\$130.00
Cultural Resources Crew Chief	\$110.00
Cultural Resources Field Technician	\$85.00
Senior Engineer (Hydrologist)	\$200.00
Principal GIS / CADD / Graphics Specialist	\$155.00
Senior GIS / CADD Specialist	\$115.00
GIS / CADD Technician	\$95.00
Graphics Specialist	\$140.00
Senior Project Accountant / Contracts	\$170.00
Associate Project Accountant / Contracts	\$110.00
Production Coordinator / Proof Reader	\$85.00
Associate Word Processor	\$90.00
Clerical	\$90.00



ADAMS STREETER
Civil Engineers

FEE PROPOSAL

FOR PARKING LOT "D" IMPROVEMENTS

P2S ENGINEERING, INC.

PRINCIPAL ENGINEER	\$283
ENGINEER GRADE 05	\$236
ENGINEER GRADE 04	\$229
ENGINEER GRADE 03	\$197
ENGINEER GRADE 02	\$181
ENGINEER GRADE 01	\$161
DESIGN ENGINEER GRADE 05	\$197
DESIGN ENGINEER GRADE 04	\$181
DESIGN ENGINEER GRADE 03	\$161
DESIGN ENGINEER GRADE 02	\$142
DESIGN ENGINEER GRADE 01	\$126
DESIGNER GRADE 04	\$135
DESIGNER GRADE 03	\$126
DESIGNER GRADE 02	\$116
DESIGNER GRADE 01	\$110
CAD/BIM DESIGNER GRADE 04	\$111
CAD/BIM DESIGNER GRADE 03	\$102
CAD/BIM DESIGNER GRADE 02	\$90
CAD/BIM DESIGNER GRADE 01	\$82
PROJECT ASSISTANT	\$82

**FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF HERMOSA BEACH AND ADAMS-STREETER CIVIL
ENGINEERS TO PROVIDE ENGINEERING DESIGN SERVICES FOR PARKING LOT
D IMPROVEMENTS**

This First Amendment to the Agreement for Professional Services ("First Amendment") is entered into by and between the City of Hermosa Beach, a municipal corporation ("City") and Adams-Streeter, a California corporation ("CONSULTANT") as of November 19, 2019.

RECITALS

- A. City and Consultant are parties to Agreement dated September 12, 2017 (the "Agreement") by which City engaged Consultant to provide Engineering Design services for the City.
- B. City and Consultant now desire to amend the Agreement in order to extend the term of the Agreement for 12 months to expire on November 30, 2020.

NOW, THEREFORE, in consideration of the foregoing, the Agreement is amended as follows:

- 1. Section 7 of the Agreement is amended to read as follows:

TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on November 30, 2020, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.


Except as above modified, in all other respects the Agreement is hereby reaffirmed in full force and effect.

CITY OF HERMOSA BEACH



Suja Lowenthal, City Manager

CONSULTANT



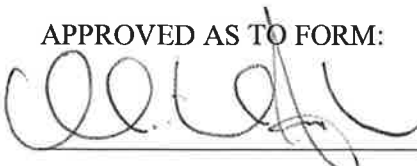
Randal L. Streeter, President

ATTEST:



City Clerk

APPROVED AS TO FORM:



Michael Jenkins, City Attorney

**SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF HERMOSA BEACH AND ADAMS-STREETER CIVIL
ENGINEERS TO PROVIDE ENGINEERING DESIGN SERVICES FOR PARKING LOT
D IMPROVEMENTS**

This Second Amendment to the Agreement for Professional Services (“First Amendment”) is entered into by and between the City of Hermosa Beach, a municipal corporation (“City”) and Adams-Streeter, a California corporation (“CONSULTANT”) as of October 27, 2020.

RECITALS

- A. City and Consultant are parties to Agreement dated September 12, 2017 (the “Agreement”) by which City engaged Consultant to provide Engineering Design services for the City.
- B. City and Consultant amended the Agreement in November 2019 in order to extend the term of the Agreement to expire on November 30, 2020.
- C. City and Consultant now desire to amend the Agreement in order to extend the term of the Agreement to expire on November 30, 2022.

NOW, THEREFORE, in consideration of the foregoing, the Agreement is amended as follows:

- 1. Section 1 is amended as follows:

CONSIDERATION AND COMPENSATION

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.
- 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 a total of \$110,515 for Consultant’s services, unless otherwise specified by written amendment to this Agreement.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in Consultant’s invoice within 30 days

- 2. Section 7 is amended as follows:

TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on November 30, 2022, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.

Except as above modified, in all other respects the Agreement is hereby reaffirmed in full force and effect.

CITY OF HERMOSA BEACH

CONSULTANT

Suja Lowenthal, City Manager

Randal L. Streeter, President

ATTEST:

APPROVED AS TO FORM:

City Clerk

Michael Jenkins, City Attorney

October 12, 2020

City of Hermosa Beach
Attn: Douglas Krauss, Environmental Programs Manager
1315 Valley Drive
Hermosa Beach, California 90254

SUBJECT: Proposal for Plan Reassessment / Modifications to the Parking Lot “D” Improvement Project

Dear Mr. Krauss,

We understand that the City of Hermosa Beach (City) would like to reassess the Parking Lot “D” Improvement Project for project constructability and value engineering. In assessing the site facilities proposed for the project with City staff, two options that relate to the proposed underground facilities have been identified for potential implementation (see Attachment “A”), contingent upon the City’s preference and approval. In consideration of the intended functionality and aesthetics of the parking lot, surface amenities / facilities as provided should be maintained. Implementing either of the proposed options would yield the following benefits for the project:

- Simplify construction by reducing and/or eliminating the need for deep excavations associated with proposed underground facilities within this small and confined 0.21-acre site.
- Reduce the cost and shorten the duration of construction associated with procurement and installation of underground facilities and supporting equipment.
- Reduce disruptions to adjacent residences and businesses caused by prolong construction activities. Reduce the time that the parking lot is unavailable for public use.
- Alleviate any archeological and/or Native American monitoring related concerns associated with deeper site excavations during construction.
- Reduce future maintenance cost of the parking lot.

A fee proposal summary is attached (see Attachment “B”) outlining the tasks and corresponding fee amount to perform the associated plan modifications, and to provide a final plan submittal to the City for bidding and construction purposes. The “not-to-exceed” fee augment to the original contract of \$11,520 is computed based on our 2017 fee schedule in order to keep costs down. Please don’t hesitate to contact me for any questions regarding this proposal.

Sincerely,



Khoon Tan, P.E., QSD/P
Director of Municipal Services

ATTACHMENT “A” – SUMMARY OF OPTIONS

The Parking Lot “D” Improvement Project provides various surface amenities, underground drainage and water quality infrastructure that also incorporates a storage / irrigation reuse cistern and corresponding pump system for demonstration purposes. The cistern and pump system are considered items of interest in the context of constructability and value engineering as these items largely contribute to the complexity and cost of the project. Any changes to the demonstration cistern and pump, including for the removal of these components would directly affect the rest of the system since the underground drainage and water quality components are integrated as a single system. The pump system also provides for the discharge of excess untreated run-off from the system as the site is not served by an existing storm drain. Alternative provisions to satisfy storm water quality and storage requirements will need to be considered prior to enacting any changes to the system. Assessment of the project identified two possible alternative options for the City’s consideration, as follows:

- Option #1 – Direct Infiltration of Run-off

This option utilizes the permeable paver sections proposed for the parking stall areas as the primary BMP that allows for storage and direct infiltration of run-off. This option will not only allow for the negation of the underground water storage / irrigation re-use cistern and corresponding pump system, but also the balance of the underground drainage and water quality system that includes the diversion structure, untreated run-off overflow vaults, and the Bio-Pod water quality unit. The proposed dry-well system will be maintained in order to drain the various retaining wall subdrains. This option will yield the most benefit in terms of project constructability and cost savings.

- Option #2 – Pretreatment of Run-off Prior to Infiltration

This option utilizes the permeable paver sections proposed for the parking stall areas to capture and direct run-off to the Bio-Pod water quality unit for treatment prior to infiltration via the dry well system. Similar to Option #1, all other underground drainage facilities may be negated, with the exception of the Bio-Pod water quality unit. In the absence of a diversion structure, the Bio-Pod unit may be raised to a higher elevation to minimize the need for deeper excavations during construction.

ATTACHMENT "B" – FEE PROPOSAL SUMMARY

CONTRACT AUGMENT FOR PARKING LOT "D" IMPROVEMENT PROJECT PROJECT FEE BREAKDOWN SUMMARY				
TASK DESCRIPTION	ASCE (CIVIL)	NUVIS (LS/IR)	P2S (MEP)	TOTAL
I. PROJECT MANAGEMENT & ADMIN.				
a. Project Administration	\$560			\$560
b. Field Review & Progress Meetings	\$560			\$560
c. Design Team / Governmental Agency Coord.	\$560			\$560
II. PRELIMINARY DESIGN PHASE				
a. Research				\$0
b. Utility Notification & Investigation				\$0
c. Topographic Survey and Base Map				\$0
d. Geotechnical Investigation				\$0
e. Prelim. Site Grading & Drainage Assmt.				\$0
f. Site Lighting and Electrical System Assmt.				\$0
g. Preliminary Design Report (PDR)				\$0
h. CEQA Review / Documents				\$0
i. Community Outreach Meeting				\$0
III. FINAL ENGINEERING / CD PHASE				
a. Title Sheet and Detail Plan	\$280			\$280
b. Site Demolition Plan				\$0
c. Horizontal Control Plan				\$0
d. Precise Grading & Drainage Plan	\$3,360			\$3,360
e. Hydrology Report	\$2,240			\$2,240
f. Site Utility Plan				\$0
g. Erosion Control Plan (ECP)				\$0
h. Low Impact Development Report	\$1,120			\$1,120
i. Parking Lot Signing & Striping Plan				\$0
j. Traffic Control Plan (TCP)				\$0
k. Landscape & Irrigation:				\$0
Planting PS&E		\$500		\$500
Irrigation PS&E		\$500		\$500
Hardscape PS&E		\$500		\$500
l. Electrical and Lighting Plan			\$500	\$500
m. Specifications	\$420			\$420
n. Cost Estimates	\$420			\$420
GRAND TOTAL	\$9,520	\$1,500	\$500	\$11,520



Staff Report

Staff Report

REPORT 20-0683

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020

**APPROVAL OF THE COMMENCEMENT OF SPECIAL EVENT
LONG-TERM AGREEMENT NEGOTIATIONS WITH BEST DAY
FOUNDATION FOR “BEACH DAY” SOUTH OF THE PIER; THE
ARTS GROUP OF HERMOSA BEACH’S “FINE ARTS FESTIVAL”
ON THE COMMUNITY CENTER LAWN; AND SHAKESPEARE BY
THE SEA’S LIVE PERFORMANCES AT VALLEY PARK; AND
APPROVAL TO EXTEND THE SPECIAL EVENT LONG-TERM
AGREEMENT POLICY PILOT PROGRAM BY ONE YEAR DUE TO
EVENT CANCELATIONS IN 2020 AS A RESULT OF COVID-19**

(Community Resources Manager Kelly Orta)

Recommended Action:

Staff recommends that the City Council:

1. Approve the commencement of special event long-term agreement negotiations with the following organizations:
 - Best Day Foundation for its “Beach Day” event held south of the Pier;
 - The Arts Group of Hermosa Beach for its “Fine Arts Festival” on the Community Center lawn; and
 - Shakespeare by the Sea’s live performances held at Valley Park;
2. Approve the extension of the special event long-term agreement policy pilot program by one year due to event cancelations in 2020 as a result of COVID-19 precautionary measures.

Executive Summary:

At its January 14, 2020 meeting, the City Council approved the implementation of the special event long-term agreement (LTA) policy pilot program for three-years’ time commencing with the 2020 event calendar. This pilot policy also requires the Parks, Recreation and Community Resources Advisory Commission to review and provide a recommendation on the effectiveness of the program following two years of implementation, which would take place towards the latter part of 2021. As part of the approval process for this program, staff received LTA requests from the Best Day Foundation for its “Beach Day” event held on the beach south of the Pier; the Arts Group of Hermosa Beach for its “Fine Arts Festival” on the Community Center lawn; and Shakespeare by the Sea’s live

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performances held at Valley Park. The Commission reviewed these applications at its October 6 meeting and recommends to the Council the commencement of LTA agreement negotiations with all three organizations.

Following the implementation of the LTA policy pilot program in January, several events have already entered into an LTA but have since had to cancel its event due to COVID-19 precautionary measures. As a result, the first year of these event agreements did not take place and, subsequently, the Commission's review of the pilot program would take place after only one year of events instead of the intended two years. At the Commission's August 4 meeting, it recommended to the Council to extend the pilot program by one year, ending in 2023, and the Commission's review of it to take place in 2022.

Background:

At the Parks, Recreation and Community Resources Advisory Commission's (Commission) regular meeting on December 3, 2019, it recommended to the City Council the approval of the proposed special event LTA Policy to be implemented as a three-year pilot program, scheduled to begin with the 2020 event calendar. Additionally, it was recommended that the City Council affirm and request that the Commission review and provide an update to Council on the policy in two years' time, in advance of entering into the pilot program's third and final year. The City Council formally approved the Commission's recommended policy (**Attachment 1**) and subsequent review at its regular meeting on January 14, 2020. The following additional actions were included in the Council's motion:

- Include "Pets in the Park" and "Pumpkins in the Park" as part of the agreement process; and
- Allow LTA's for the following events to be handled administratively by staff:
 - "Spyder Surf Fest"
 - "Hearts of Hermosa"
 - "AVP"

An agreement for the Hermosa Beach Education Foundation's "Hearts of Hermosa" was approved by the Council on March 10, 2020 for its event scheduled for Saturday, March 21. Additionally, the "Spyder Surf Fest" agreement was approved by the Council on March 24, 2020 for its event scheduled for Saturday, April 25. Unfortunately, both events were cancelled due to COVID-19 precautionary measures and consistent with the Los Angeles County Public Health Department's health orders. An agreement for the "AVP" event is currently being developed. It should be noted that the Friends of the Parks organization was unable to meet the deadline for submittal of the required documents for "Pets in the Park" and "Pumpkins in the Park" to be considered during the Commission's October 6 review of long-term agreement applications. The Commission's consideration of LTA's for those event's produced by Friends of the Parks will take place at a subsequent meeting of the Commission.

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Considering the cancellation of large gatherings and events in 2020, the Commission made a recommendation at its August 4 meeting to extend the special event LTA policy pilot program by one year, thus having the Commission review the policy in 2022 instead of in 2021. The three-year policy pilot program would be completed in 2023, at which time the Commission would recommend its permanent implementation or modifications.

At the Commission's meeting on October 6, it reviewed LTA requests from the Best Day Foundation for its "Beach Day" event held on the beach south of the Pier; the Arts Group of Hermosa Beach for its "Fine Arts Festival" on the Community Center lawn; and Shakespeare by the Sea's live performances held at Valley Park. Following its deliberations and review of each event's application, the Commission recommends the commencement of negotiations for these events consistent with the special event LTA policy.

Discussion:

Staff began accepting LTA applications for special events that meet the eligibility requirements on September 17, 2020 under the assumption that events would be permissible in 2021. In addition to completing the application, each event producer was required to submit a corresponding letter that addresses how the organization or event qualifies for each of the eligibility requirements, which include the following:

"To be eligible for consideration of a long-term agreement, an organization must satisfactorily meet at least three of the following qualifiers:

- Its event must qualify as an Impact Level II or III (per the Impact Worksheet), and at least one of the following:
 - Have a combined total of 5,000 people in attendance; or
 - Must be at least two (2) consecutive days (including setup and teardown).
- Have held its event in Hermosa Beach for at least three consecutive years and can demonstrate a positive impact to the city including substitutive and measurable economic and community benefits;
- The event must be produced by an organization that serves, involves, and/or promotes Hermosa Beach's coastal lifestyle, its residents, schools, and/or businesses; and
- The organization or event producer must be able to demonstrate how its programs (outside of those provided at the event) provide a positive impact to the City including enhancements to quality of life to the Hermosa Beach community; or the offering of recreational, cultural, social, and/or educational activities of interest to the community.

A total of three LTA applications were received and reviewed by the Commission at its October

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meeting. As required in the LTA policy, the Commission reviews and provides a recommendation to the City Council on whether it believes the City should enter into an LTA with a specific event producer or organization. If the Council affirms Commission's recommendation to proceed, staff would begin negotiating with the organization and return to the Council for formal adoption of the final agreement.

Included in Table 1 are those organizations that have submitted an LTA application and associated letter for their annual events including date requests for three-years beginning in 2021.

Table 1: LTA Applicant's Requested Event Days through 2023

Event	Requested Dates		
	2021	2022	2023
Best Day Foundation's "Beach Day"	Saturday, 5/22 – Sunday, 5/23	Saturday, 5/21 – Sunday, 5/22	Saturday, 5/20 – Sunday, 5/21
	Saturday, 9/11 – Sunday, 9/12	Saturday, 9/10 – Sunday, 9/11	Saturday, 9/9 – Sunday, 9/10
Arts Group of Hermosa Beach's "Fine Arts Festival"	Friday, 6/11 – Sunday, 6/13	Friday, 6/10 – Sunday, 6/12	Friday, 6/9 – Sunday, 6/11
Shakespeare by the Sea's Live Performances	Wednesday, 7/14 – Thursday, 7/15	Wednesday, 7/13 – Thursday, 7/14	Wednesday, 7/12 – Thursday, 7/13

Requested dates are not confirmed at this phase of review but would be part of the negotiation process if approved by the Council to proceed. Dates are being provided for informational purposes only and are consistent with each organization's event dates held in previous years.

Event Information

Best Day Foundation's "Beach Day"

The Best Day Foundation would like to enter into an LTA to hold its "Beach Day" event on the beach south of the Pier with activities spanning on the beach and in the water. This event is for special needs youth and includes an obstacle course, tandem surfing, bodyboarding, playing in the sand and face painting. The event anticipates a total of 20 participants and approximately 80 volunteers with a total estimated attendance of 100 each day. Additional event details and the organization's justification for meeting the eligibility criteria are included in its LTA application and supplemental letter included as **Attachment 2**.

Arts Group of Hermosa Beach's "Fine Arts Festival"

The Arts Group of Hermosa Beach would like to enter into an LTA to hold its annual "Fine Arts

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Festival” on the Community Center lawn. Event set-up would take place on the proposed Friday dates with the event taking place on Saturday and Sunday each year. Cleanup would happen immediately following the event on the proposed Sundays. This event includes art displays by local artists and students with approximately 80 participants and 500 in attendance over the weekend. Additional event details and the organization’s justification for meeting the eligibility criteria are included in its LTA application and supplemental letter included as **Attachment 3**.

“Shakespeare by the Sea”

“Shakespeare by the Sea” would like to apply for an LTA for its annual two-night performance of live Shakespearean productions in the Valley Park amphitheater. The two-hour live performances are free to the community. This event anticipates 20-25 cast and crew members and 350-400 attendees each night, totaling an estimated 800 attendees over the course of the two performance days held each year. Additional event details and the organization’s justification for meeting the eligibility criteria are included in its LTA application and supplemental letter included as **Attachment 4**.

Extension of LTA Policy Pilot Program

As a result of the cancelation of special events following the County’s health order that prohibited large group gatherings, events scheduled to take place in 2020 during the first year of each agreement did not occur. As a pilot program, it was requested by the Council to have the Commission review and provide an update on the policy’s effectiveness in the latter part of 2021, which would have been two years into its adoption. If applied, review of the policy would take place following only a single year of events instead of the intended two years. This is made under the assumption that events would be able to return in 2021. Considering the City’s three-year commitment to providing a location for those events that have already entered into an agreement, at the Commission’s regular meeting on August 4, 2020, the Commission recommended to the City Council a one-year extension to the Special Event LTA pilot program, which would be extended to 2023 with the Commission’s review of the pilot program taking place in the latter part of 2022. If approved by the Council, staff would return at a subsequent meeting with amendments to existing LTA agreements. Additionally, negotiations of future agreements would be consistent with this action.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City’s General Plan. Relevant Policies are listed below:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policies:

- **1.6 Long-term considerations.** Prioritize decisions that provide long-term community benefit

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and discourage decisions that provide short-term community benefit but reduce long-term opportunities.

Parks and Open Space Element

Goal 3. Community parks and facilities encourage social activity and interaction.

Policies:

- **3.1 Community-friendly events.** Encourage, permit, and support community group, nonprofit, or business organized events on City property that support physical activity, beach culture, and family-friendly social interactions.
- **3.2 Social and cultural events.** Design and program parks and open space to accommodate unique social and cultural events to foster connectedness and interaction.
- **3.3 Commercial use of facilities.** Regulate and enforce commercial use of City parks and open spaces to ensure activities do not impact general use and enjoyment.

Goal 8. Special events at the beach are balanced to support community recreation and economic development without restricting coastal access or impacting the community.

Policies:

- **8.3 Community-focused events.** Prioritize the approval of special events that enhance the sense of community, improve economic vitality, and foster a healthy environment and active lifestyles.
- **8.4 Family-focused events.** Prioritize events that appeal to a wide segment of community members.

Fiscal Impact:

At this time, there is no known fiscal impact associated with this action. Special event fees are negotiated as part of each agreement, but those impacts are not known until the commencement of negotiations.

Attachments:

1. Special Event Long-term Agreement Policy
2. "Beach Day" Long-term Agreement Application
3. "Fine Arts Festival" Long-term Agreement Application
4. "Shakespeare by the Sea" Long-term Agreement Application

Respectfully Submitted by: Kelly Orta, Community Resources Manager

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager

Special Event Long-term Agreement

The City of Hermosa Beach recognizes the value in hosting a variety of beloved community events that help create a balanced and enjoyable events calendar for its residents. To support and develop a long-term approach to the scheduling of events, eligible events can qualify for a long-term agreement (LTA) with the City.

ELIGIBILITY

In order for an organization to be eligible for consideration of a long-term agreement, its event(s) must satisfactorily meet at least three of the following:

- ☐ The event(s) must qualify as an Impact Level II or III (per the Impact Worksheet), and at least one of the following:
 - Have a combined estimated total of 5,000 people in attendance; or
 - The event must be at least two (2) consecutive days (including setup and teardown).
- ☐ Have held its event in Hermosa Beach for at least three consecutive years and can demonstrate a positive and differentiated impact to the city including substantive and measurable economic and community benefits;
- ☐ The event must be produced by an organization that serves, involves, and/or promotes Hermosa Beach's coastal lifestyle, its residents, schools, and/or businesses; and
- ☐ The organization or event producer must be able to demonstrate how its programs (outside of those provided at the event) provide a positive impact to the City including enhancements to quality of life to the Hermosa Beach community; or the offering of recreational, cultural, social, and/or educational activities of interest to the community.

Upon request of an organization whose event does not satisfy one or more of the above eligibility criteria, the City Council may at a regular Council meeting authorize such organization to apply for an LTA where its event provides a demonstrable or differentiated benefit to the community or a service that the City would otherwise be unable to provide.

TERM LIMITS

LTA's shall be for no less than two (2) years but shall not exceed a maximum of three (3) years unless otherwise determined by the City Council.

PROCEDURES

The following steps are required to guide the development and implementation of an LTA:

1. Submittal of an LTA Application and corresponding letter to the Community Resources Department explaining the organization's qualifications (as outlined above).
2. Review and recommendation for City Council approval by the Parks, Recreation and Community Resources Advisory Commission (Commission).
3. Review and approval by the City Council to begin LTA negotiations with Staff.
4. LTA negotiations and development.
5. Presentation of the final LTA to the City Council for approval.

AGREEMENT OBLIGATIONS

Organizations whose event(s) are approved through an LTA are required to provide a formal presentation to the Commission at one of its regular monthly meetings no more than 60-days prior AND 60-days following its event(s). The pre-event presentation shall include a general event overview including anticipated number of attendees; an overview of the event footprint and individualized setup; and its anticipated impact(s) to the community, etc. The post-event presentation shall include a general overview including the actual number of attendees; actual impact(s) to the community; and any event struggles and successes, etc.



City of Hermosa Beach
Community Resources Department
710 Pier Avenue • Hermosa Beach, CA 90254
310.318.0280 • hbconnect@hermosabeach.gov

SPECIAL EVENT LONG-TERM AGREEMENT APPLICATION

The City of Hermosa Beach recognizes the value in hosting a variety of beloved community events that help create a balanced and enjoyable events calendar for its residents. To support and develop a long-term approach to the scheduling of events, eligible events can qualify for a long-term agreement (LTA) with the City.

Eligibility

In order for an organization to be eligible for consideration of a long-term agreement, its event(s) must satisfactorily meet at least three of the following:

- ☐ The event(s) must qualify as an Impact Level II or III (per the Impact Worksheet found in the Special Event Application) event, AND at least one of the following:
 - ☐ Have a combined estimated total of 5,000 people in attendance; or
 - ☐ The event must be at least two (2) consecutive days (including setup and teardown).
- ☐ Have held its event in Hermosa Beach for at least three consecutive years and can demonstrate a positive and differentiated impact to the city including substantive and measurable economic and community benefits;
- ☐ The event must be produced by an organization that serves, involves, and/or promotes Hermosa Beach's coastal lifestyle, its residents, schools, and/or businesses; and
- ☐ The organization or event producer must be able to demonstrate how its programs (outside of those provided at the event) provide a positive impact to the City including enhancements to quality of life to the Hermosa Beach community; or the offering of recreational, cultural, social, and/or educational activities of interest to the community.

Upon request of an organization whose event does not satisfy one or more of the above eligibility criteria, the City Council may at a regular Council meeting authorize such organization to apply for an LTA where its event provides a demonstrable or differentiated benefit to the community or a service that the City would otherwise be unable to provide.

Procedures for Consideration

The following steps are required to guide the development and implementation of an LTA:

1. Submittal of an LTA Application and corresponding letter to the Community Resources Department that addresses how the organization or event qualifies for each of the eligibility requirements (as outlined above).
2. Review and recommendation for City Council approval by the Parks, Recreation and Community Resources Advisory Commission (Commission).
3. Review and approval by the City Council to begin LTA negotiations with Staff.
4. LTA negotiations and development.
5. Presentation of the final LTA to the City Council for approval.



City of Hermosa Beach • Community Resources Department
710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280
hbconnect@hermosabeach.gov

SPECIAL EVENT ***LONG-TERM AGREEMENT APPLICATION***

ORGANIZATION INFORMATION

Applicant Name: _____		Birthdate: _____	
Organization Name: _____			
Non-Profit? <input type="checkbox"/> No <input type="checkbox"/> Yes		Non-Profit I.D. or Tax Exempt #: _____	
If non-profit, please describe who will benefit from funds raised from your event: The participants through the maintenance of equipment and basic admin costs.			
Address: _____			
_____ City		_____ State	_____ Zip
Phone: _____		Cell: _____	
Email Address: _____			

EVENT INFORMATION

Please indicate the number of years your event has been held in Hermosa Beach: _____		
Event location: _____		
Estimated # of Participants: _____		Age of Participants: _____
Estimated # of Spectators (daily): _____		Total Estimated Attendance: _____
Please indicate your event level, selecting all that apply:		
<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National
<input type="checkbox"/> Championship	<input type="checkbox"/> Qualifier	
Event Type (please select all that apply):		
<input type="checkbox"/> Race (run, walk, bike, etc.)	<input type="checkbox"/> Tournament	Type: _____
<input type="checkbox"/> Parade	<input type="checkbox"/> Pass-Through	
<input type="checkbox"/> Street Fair/Festival	<input type="checkbox"/> Fundraiser	Benefitting: _____
<input type="checkbox"/> Concert	<input type="checkbox"/> Swim Event	
<input type="checkbox"/> Other _____		
Event Description – briefly explain your event and its associated activities. Participants are buddied up with volunteers for the event. Activities include participants running through (or pushed in a beach wheelchair), an obstacle course as they are recognized by all. Then everyone heads to the water for tandem surfing, boogie boarding, playing in the sand, and face painting. After lunch the participants are recognized again individually as they receive medals.		

EVENT DATE REQUEST

Please note the requested event dates, including set-up and tear-down dates, for the next three (3) years. Date requests are not guaranteed.

YEAR ONE EVENT DATE(S): 2021

Set-Up Date(s): _____

Event Date(s): _____

Clean-Up Date(s): _____

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

The dates fall outside the Memorial and Labor day holidays, making the beach less crowded and parking more assessible for everyone, (especially the parents of the participants). Our chapter shares the equipment van with 2 other chapters (OC and SD), neccessitating events during this timeframe.

YEAR TWO EVENT DATE(S):

2022

Set-Up Date(s): _____

Event Date(s): _____

Clean-Up Date(s): _____

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

The dates fall outside the Memorial and Labor day holidays, making the beach less crowded and parking more assessible for everyone, (especially the parents of the participants). Our chapter shares the equipment van with 2 other chapters (OC and SD), neccessitating events during this timeframe.

YEAR THREE EVENT DATE(S):

2023

Set-Up Date(s): _____

Event Date(s): _____

Clean-Up Date(s): _____

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

The dates fall outside the Memorial and Labor day holidays, making the beach less crowded and parking more assessible for everyone, (especially the parents of the participants). Our chapter shares the equipment van with 2 other chapters (OC and SD), neccessitating events during this timeframe.

I certify that the information contained herein is true and correct to the best of my knowledge.

Name/Company Representative

Signature

Date

IMPACT CHARACTERISTIC WORKSHEET

Please consider details of your event and use this worksheet to determine its impact level. Your event must qualify as an Impact Level II or III to be eligible for consideration of an LTA.

1

Event Name: Best Day Foundation Beach Day

Event Date(s): May 22, 23 & September 11, 12- 2021

2

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "X", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

NUMBER OF EXPECTED PARTICIPANTS

SMALL
100-500
X

MEDIUM
500-2,000

LARGE
2,000+

REOCCURANCE

3+
Years
X

ONCE
BEFORE

NEW
EVENT

LOCATION

PARKS
OR
BEACH
X

PIER
PLAZA

STREETS/
PUBLIC RIGHT
OF
WAY/STRAND

TIME OF YEAR

WINTER

SPRING
OR FALL

SUMMER
X

DAY(S) OF THE WEEK

WEEKDAY

WEEKEND
X

HOLIDAY

NUMBER OF CONSECUTIVE DAYS

LESS THAN
2 DAYS

2-4 DAYS
X

MORE
THAN 5
DAYS

NUMBER OF EVENTS
IN ONE YEAR

1-2
EVENTS/
YEAR

3-4
EVENTS/
YEAR

MORE THAN
5 EVENTS/
YEAR

ADDITIONAL REQUESTS
NEEDED

i.e. filming, reserved parking, fencing,
stage or seating construction, road
closures, amplified sound, etc.

NONE
X

1-2

2 OR
MORE

3

Calculate the total number of each color/column selected.

TOTALS

4

2

1

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

4

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL 2



September 28, 2020

City of Hermosa Beach
Community Resources Department
710 Pier Avenue
Hermosa Beach, CA 90254

Dear Community Resources Department,

The City of Hermosa Beach has welcomed the Best Day Foundation Impact Level II event to the south side of the pier for the past 3 years. Four events are generally held over two weekends per year. During these beach days children with special needs have an opportunity to make new friends, play in the sand, tandem surf, and tandem bodyboard whether they are wheelchair bound or not.

Families from the South Bay, all over Southern California, and sometimes from out of state bring their children to experience our events and the Hermosa Beach lifestyle. Past volunteers have been from the Hb Fire Station, the local Fire Explorer Program, Hermosa Valley School, Vistamar School, Torrance High School, Mira Costa High School, Stanbridge University, and local residents. Businesses within a stones throw from the sand have graciously donated lunch for the volunteers and participants.

Many of the volunteers arrive at the beach never having interacted with a child who has special needs before. Their nerves and hopefulness are evident. Then his/her participant buddy happily grabs the volunteers' hand or the volunteer realizes that they are children who want to have fun like anyone else. Parents approach our chapter team during the events expressing gratitude and saying that they haven't had such a relaxing day in a long time.

Included is a study that was performed by Stanbridge University at our September 2019 events which show the measured impact of our event on the participants.

Thank you for your consideration of our long-term agreement application. Please contact me with any questions.

Sincerely,

Shanden Brutsch
Los Angeles Chapter Chairperson

Enclosures: Abstract & Summary of Data

ABSTRACT

PURPOSE: The purpose of this research is to evaluate the impacts of adaptive outdoor recreation on the quality of life (QoL) of families of children with various physical and developmental disabilities through the use of pre-post test surveys and semi-structured interviewing at Best Day Foundation events. Both the surveys and interviews were structured to evaluate four domains determined as indicators of QoL from a comprehensive literature review. The four domains of QoL were self-efficacy, performance skills, family cohesion, and social participation. The current literature demonstrates a gap in which this research aims to fill on quantitative research on the effects of adaptive outdoor activities such as surfing, stand-up paddleboarding (SUP), kayaking, and more. The literature surrounding children with disabilities outlines the higher prevalence of occupational deprivation and this study illuminates how access to adaptive outdoor adventure activities affects the participant's and families' overall QoL.

DESIGN: This study is a mixed-methods descriptive design using a triangulation approach. This study used convenience sampling which recruited participants who were parents and caregivers of children participating in the Best Day Foundation events in Southern California in the summer and fall of 2019. Diagnoses of the children participating in the event included autism spectrum disorder (ASD), Down syndrome, cerebral palsy and other developmental challenges; and their ages ranged from 4-24 years.

METHOD: An explanatory-sequential mixed methodology was used. Quantitative data collection incorporated an 8-item questionnaire with two questions for each target domain of QoL that was administered before and after participation in an event. Qualitative data collection was conducted through semi-structured interviews with parents and caregivers using a phenomenological approach.

RESULTS: Results showed high statistical significance ($p < 0.001$) in the categories of self-efficacy, social participation, and family cohesiveness while still showing statistically significant values ($p < .050$) in the domains of self-efficacy and performance skills. Qualitative findings from the interview illustrated profound effects the BDF event had among family members.
(at 1901 characters here)

CONCLUSION: The findings of this research demonstrate the significant impact that having access to adaptive outdoor activities has on the participant's QoL. Each domain saw statistically significant results in the quantitative portion of the study, especially in the family cohesion, social participation, and self-efficacy items. The qualitative data described further the profound impact that participation in the adaptive outdoor activities had on their child as well as their whole family.

IMPACT: This research demonstrates the explicit link between increased overall QoL of the participants of an adaptive outdoor adventure activity event for children with disabilities. According to the data, the children improved their self-efficacy, social participation, performance skills, and the families felt more cohesive after just a few hours of the activities. This research supports that attendance of these events has implications for lessening the occupational deprivation that these children and families are facing while improving overall QoL.

Summary of Quantitative Data from Stanbridge University Research Study Summer and Fall of 2019

Domain 1: Self-efficacy

Q1: "My child exhibited a sense of accomplishment after completing a task or activity"

- Results:
 - Increase from pre to post: 50.8%
 - P-value: .000
 - Highly significant

Q2: "My child exhibited a task or activity independently"

- Results:
 - Increase from pre to post: 33.9%
 - P-value: .047
 - Significant
-

Domain 2: Performance skills

Q3: "My child engages in physical activity"

- Results:
 - Increase from pre to post: 18.6%
 - P-value: .159
 - No significance

Q4: "My child demonstrates the ability to problem solve when faced with a challenge"

- Results:
 - Increase from pre to post: 45.8%
 - P-value: .025
 - Significant
-

Domain 3: Social Participation

Q5: "My child engages in age-appropriate social activities"

- Results:
 - Increase from pre to post: 52.5%
 - P-value: .000

- Highly significant

Q6: “My child interacts with non-family members”

- Results:
 - Increase from pre to post: 27.1%
 - P-value: .176
 - No significance
-

Domain 4: Family Cohesiveness

Q7: “My child and I do fun things together”

- Results:
 - Increase from pre to post: 35.6%
 - P-value: .000
- Highly significant

Q8: “I feel confident in allowing my child to work through a problem”

- Results:
 - Increase from pre to post: 54.2%
 - P-value: .000
 - Highly significant
-

Takeaways:

- There were highly significant statical findings in three out of the four domains assessing the quality of life in participants: self-efficacy, social participation, and family cohesiveness.
 - **Family cohesiveness:** refers to changes in the relationships among children with disabilities, their families and their caregivers
 - 54.2% of parents reported an increase in feeling more comfortable letting their child work through a problem on their own.
 - 35.6% of parents reported that their perception of being able to participate in fun events with their child increased.
 - **Social participation:** includes a sense of belonging, healthy peer relationships, function and enjoyment in social situations.
 - 52.5% of parents perceived an increase in their child’s participation in age-appropriate activities after being a part of the BDF events.

- **Performance skills:** refers to an individual's observable abilities and capacities that are used in combination to engage in a given occupation
 - 45.8% of parents perceived an increase in their child's ability to problem-solve when faced with a challenge.
 - **Self-efficacy:** within this study refers to an individual's belief that they can complete a task, achieve a goal, or overcome a challenge
 - 50.8% of parents reported an increase in their child exhibiting a sense of accomplishment after completing a task.
 - 33.9% of parents reported that their child increased in their ability to perform a task independently.
 - While some domains were more statistically significant than others, every category reported an increase in percentages from before participating in the event to after.
 - This study showed highly significant results that indicate participation in adaptive adventure activities leads to an increase in the quality of life of the participants and family members.
-

Summary of Qualitative Data:

***Just a few responses from the parents during the interviews**

Key quotes from the interviews at the events:

Q1: How do you think participation in today's activities will affect your child's self-esteem and self-confidence?

- “(Best Day Foundation) helped her build her self-confidence. Definitely. I think just being in the water and having somebody with her to hold her just kind of empowered her to want to keep doing it. She went like 12 different times - at least. So she really enjoyed it. And every time she was done she would say ‘One more time! One more time!’. She doesn’t speak very often - on her own. Usually, if she’s prompted to speak, she knows a lot of words, but she’s not just going to come up to you and start talking. But today she was initiating conversation by saying ‘One more, please. One more time.’ So that was pretty cool to see.”
- “I can tell he made friends. He likes to be social, but other kids in a regular environment (school), are not social with him, because they cannot keep up with him – because he’s so hyper, but today they were able to keep up... Everybody was working with him.”
- “I think this will improve his self-esteem because he’s having fun and enjoying himself and smiling in the sun.”

- “Trying something new and maybe a little bit scary is going to give them a little more confidence and their self-esteem obviously if they accomplish it, and then they’re going to feel better about themselves too, and not be afraid to try new things.”

Q2: What are you and your family members hoping to gain from this experience?

- “He won’t be afraid of the water - number one. And then for all of us to get to meet new people and just experience new experiences together as a family.”
- “For him to have fun. Just for him to have fun. Enjoy life.”

Q3: What has your child enjoyed most about today?

- “Surfing. I think the boogie boarding was like just passing time while she was waiting for a surfboard it was kind of funny.”
- “Boogie boarding. He loved the boogie boarding.”
- “I would say getting in the water, surfing, (getting the water) in his face, sun in his eyes, sand in his feet. Everything about surfing.”
- “The lunch (pizza)”

Q4: What have you enjoyed most about today?

- “She was just full of joy. I mean from the moment we got here, and she saw the beach and we were walking towards it. Because on the way this morning it was kind of rough getting her going, and then we had an hour drive here. She didn’t know what we were doing, she’s just in the car like ‘it’s early.’ And then we got here and I held her and we’re walking down 11th and she saw the beach and she just smiled real big and she’ like ‘beeeach!’ And then the whole time she was just saying ‘I want surfing’, ‘I want boogie’, ‘I want one more’.”
- “Watching him be able to socialize with other people”
- “Probably the great attitudes from everybody here. The nice weather, the good surf - the beach. Just the whole vibe from everybody here. The volunteers and the workers. Very nice.”
- “Just watching all the kids, you know, some kids they may never get that experience to be able to go out in the water, and that they’re able to do it (here).”



City of Hermosa Beach
Community Resources Department
710 Pier Avenue • Hermosa Beach, CA 90254
310.318.0280 • hbconnect@hermosabeach.gov

SPECIAL EVENT LONG-TERM AGREEMENT APPLICATION

The City of Hermosa Beach recognizes the value in hosting a variety of beloved community events that help create a balanced and enjoyable events calendar for its residents. To support and develop a long-term approach to the scheduling of events, eligible events can qualify for a long-term agreement (LTA) with the City.

Eligibility

In order for an organization to be eligible for consideration of a long-term agreement, its event(s) must satisfactorily meet at least three of the following:

- The event(s) must qualify as an Impact Level II or III (per the Impact Worksheet found in the Special Event Application) event, AND at least one of the following:
 - ☐ Have a combined estimated total of 5,000 people in attendance; or
 - The event must be at least two (2) consecutive days (including setup and teardown).
- Have held its event in Hermosa Beach for at least three consecutive years and can demonstrate a positive and differentiated impact to the city including substantive and measurable economic and community benefits;
- The event must be produced by an organization that serves, involves, and/or promotes Hermosa Beach's coastal lifestyle, its residents, schools, and/or businesses; and
- The organization or event producer must be able to demonstrate how its programs (outside of those provided at the event) provide a positive impact to the City including enhancements to quality of life to the Hermosa Beach community; or the offering of recreational, cultural, social, and/or educational activities of interest to the community.

Upon request of an organization whose event does not satisfy one or more of the above eligibility criteria, the City Council may at a regular Council meeting authorize such organization to apply for an LTA where its event provides a demonstrable or differentiated benefit to the community or a service that the City would otherwise be unable to provide.

Procedures for Consideration

The following steps are required to guide the development and implementation of an LTA:

1. Submittal of an LTA Application and corresponding letter to the Community Resources Department that addresses how the organization or event qualifies for each of the eligibility requirements (as outlined above).
2. Review and recommendation for City Council approval by the Parks, Recreation and Community Resources Advisory Commission (Commission).
3. Review and approval by the City Council to begin LTA negotiations with Staff.
4. LTA negotiations and development.
5. Presentation of the final LTA to the City Council for approval.



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SPECIAL EVENT

LONG-TERM AGREEMENT APPLICATION

ORGANIZATION INFORMATION

Applicant Name: Sam Perrotti Birthdate: 8-2-1941

Organization Name: Arts Group of Hermosa Beach/ Hermosa Beach Arts Festival

Non-Profit? ☐ No ☒ Yes Non-Profit I.D. or Tax Exempt #: 26-3402895

If non-profit, please describe who will benefit from funds raised from your event:
Hermosa Beach high school student scholarships and middle school art students

Address: 1506 Golden Avenue
Hermosa Beach CA 90254
City State Zip

Phone: 310-372-7269 Cell: 213-219-1713

Email Address: sperrotti1@verizon.net

EVENT INFORMATION

Please indicate the number of years your event has been held in Hermosa Beach: 14 years

Event location: North and east lawns of Community Center

Estimated # of Participants: 80 Age of Participants: All ages

Estimated # of Spectators (daily): 500 Total Estimated Attendance: 1000

Please indicate your event level, selecting all that apply:

- ☒ Local ☐ Regional ☐ National
☐ Championship ☐ Qualifier

Event Type (please select all that apply):

- ☐ Race (run, walk, bike, etc.) ☐ Tournament Type: _____
☐ Parade ☐ Pass-Through
☒ Street Fair/Festival ☒ Fundraiser Benefitting: student scholarships
☐ Concert ☐ Swim Event
☐ Other _____

Event Description – briefly explain your event and its associated activities.

Artists use 10x10 pop up tents to display their art. There is a student art section displaying art work from \

EVENT DATE REQUEST

Please note the requested event dates, including set-up and tear-down dates, for the next three (3) years. Date requests are not guaranteed.

YEAR ONE EVENT DATE(S):

Set-Up Date(s): Friday 6-11-21

Event Date(s): Saturday 6-12 and Sunday 6-13-2021

Clean-Up Date(s): Sunday 6-13-21

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

We have held our event the second weekend in June. We have less competing events on that weekend.

YEAR TWO EVENT DATE(S):

Set-Up Date(s): Friday 6-10-2022

Event Date(s): Saturday 6-11-2022 Sunday 6-12-2022

Clean-Up Date(s): Sunday 6-12-2022

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

We have held our event the second weekend in June. We have less competing events on that weekend.

YEAR THREE EVENT DATE(S):

Set-Up Date(s): Friday 6-9-2023

Event Date(s): Saturday 6-10-2023 Sunday 6-11-2023

Clean-Up Date(s): Sunday 6-11-2023

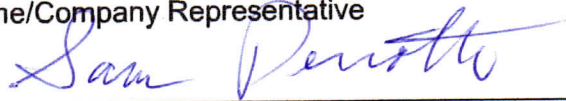
If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

We have held our event the second weekend in June. We have less competing events on that weekend.

I certify that the information contained herein is true and correct to the best of my knowledge.

Sam Perrotti

Name/Company Representative



Signature

9-21-2020

Date

IMPACT CHARACTERISTIC WORKSHEET

Please consider details of your event and use this worksheet to determine its impact level. Your event must qualify as an Impact Level II or III to be eligible for consideration of an LTA.

1

Event Name: Hermina Beach Art Festival

Event Date(s): June 12 and 13, 2021

2

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "X", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

NUMBER OF EXPECTED PARTICIPANTS

SMALL
5 100-500
X

MEDIUM
5 500-2,000

LARGE
5 2,000+

REOCCURRENCE

3+ Years
5 X

ONCE BEFORE
5

NEW EVENT
5

LOCATION

PARKS OR BEACH
5 X

PIER PLAZA
5

STREETS/ PUBLIC RIGHT OF WAY/STRAND
5

TIME OF YEAR

WINTER
5

SPRING OR FALL
5

SUMMER
5 X

DAY(S) OF THE WEEK

WEEKDAY
5

WEEKEND
5 X

HOLIDAY
5

NUMBER OF CONSECUTIVE DAYS

LESS THAN 2 DAYS
5

2-4 DAYS
5 X

MORE THAN 5 DAYS
5

NUMBER OF EVENTS IN ONE YEAR

1-2 EVENTS /YEAR
5

3-4 EVENTS /YEAR
5

MORE THAN 5 EVENTS /YEAR
5

ADDITIONAL REQUESTS NEEDED

i.e. filming, reserved parking, fencing, stage or seating construction, road closures, amplified sound, etc.

NONE
5

1-2
5

2 OR MORE
5

3

Calculate the total number of each color/column selected.

TOTALS

5 3

5 2

5 1

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

4

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL

2

September 21, 2020

Lisa Nichols

Senior Recreation Supervisor

Community Resources Department

City of Hermosa Beach

Dear Lisa,

Our organization, The Arts Group of Hermosa Beach produces the Hermosa Beach Arts Festival. We have held the event for 14 years but had to cancel the 2020 event because of the Coronavirus shutdown.

Our event is held on the second weekend in June. We have selected that weekend because there are fewer events scheduled on that weekend. We setup our event on Friday and hold the event on Saturday and Sunday. We break down the event on Sunday.

We have about 80 artists who use 10x10 pop up tents to display their art.

We also have an area where Hermosa Beach students from the Hermosa Beach Valley School can display their art. The Art Teacher from the Hermosa Beach Valley School supervises that area.

We also have an area set up for younger children who can produce craft arts. That is supervised by local parents.

Each year we award four scholarships of \$500 to high school students. Two students from Mira Costa High School and two students from Redondo Beach High School who are Hermosa Beach residents are selected to receive the \$500 scholarships.

We also donate art supplies to Hermosa Valley Middle School.

We rent the church parking lot for two days so the artists can park their cars. This reduces the impact on parking at the Community Center parking lot. We use Frontline Protection for security.

If you have any questions, feel free to contact me at 213-219-1713 or email me at sperrotti1@verizon.net.

Thank you,

Sam Perrotti





City of Hermosa Beach
Community Resources Department
710 Pier Avenue • Hermosa Beach, CA 90254
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SPECIAL EVENT

LONG-TERM AGREEMENT APPLICATION

The City of Hermosa Beach recognizes the value in hosting a variety of beloved community events that help create a balanced and enjoyable events calendar for its residents. To support and develop a long-term approach to the scheduling of events, eligible events can qualify for a long-term agreement (LTA) with the City.

Eligibility

In order for an organization to be eligible for consideration of a long-term agreement, its event(s) must satisfactorily meet at least three of the following:

- ☒ The event(s) must qualify as an Impact Level II or III (per the Impact Worksheet found in the Special Event Application) event, AND at least one of the following:
 - ☐ Have a combined estimated total of 5,000 people in attendance; or
 - ☒ The event must be at least two (2) consecutive days (including setup and teardown).
- ☒ Have held its event in Hermosa Beach for at least three consecutive years and can demonstrate a positive and differentiated impact to the city including substantive and measurable economic and community benefits;
- ☒ The event must be produced by an organization that serves, involves, and/or promotes Hermosa Beach's coastal lifestyle, its residents, schools, and/or businesses; and
- ☒ The organization or event producer must be able to demonstrate how its programs (outside of those provided at the event) provide a positive impact to the City including enhancements to quality of life to the Hermosa Beach community; or the offering of recreational, cultural, social, and/or educational activities of interest to the community.

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Procedures for Consideration

The following steps are required to guide the development and implementation of an LTA:

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3. Review and approval by the City Council to begin LTA negotiations with Staff.
4. LTA negotiations and development.
5. Presentation of the final LTA to the City Council for approval.

LISA COFFI
Producing Artistic Director
lisa@shakespearebythesea.org

SUZANNE DEAN
Development Director
suzanne@shakespearebythesea.org

Board of Directors

LINDA ELLISON
Board President
Senn Delaney

MADELEINE DRAKE
Real Estate Broker

DENCY NELSON
Community Advocate/Directors
Guild of America - Retired

JASNA PENICH
Malaga Bank

RAY WOLFE
Consultant, GMAC

OUR MISSION:
To create theatrical experiences
for audiences in culturally diverse
communities to make theatre
accessible to all.

To provide theatre presentations
that incorporate community
values and ideas into a timeless
and dynamic theatrical
experience.

To ignite imagination, promote
literacy, and encourage artistic
expression, while offering a
venue for technical and
performing artists to exercise
their passion.

Non Profit ID:
95-4785457

September 23, 2020

Community Resources Department
City of Hermosa Beach

Dear Community Resources Department,

Shakespeare by the Sea (SBTS) is submitting a Long Term Agreement Application for 2021-2023.

For the last 20 years, SBTS has brought our admission free performances to Valley Park. And since 2001, we have been presenting both performances there – 2 evenings of entertainment for Hermosa Beach residents.

Our nightly surveys indicate that roughly 80% of each evenings' audience members are Hermosa Beach residents with an average economic impact of \$27.06 per group/family unit preparing to attend SBTS each night. Further analysis indicates that roughly 75% of these patrons attend both performances at Valley Park, while another 18% attend the 2nd performance at a different location.

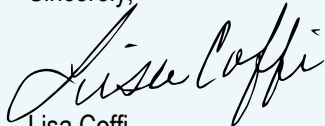
SBTS is thrilled that the average mileage for our Hermosa Beach audiences is under 10 miles (as compared to our overall average of 28 miles). We believe this is due to the huge contingency of patrons being able to walk over to the park, rather than drive, a circumstance entirely unique to Hermosa Beach, and typical of the Hermosa Beach lifestyle.

SBTS offers a multitude of opportunities to see our performances in addition to those in Hermosa – Manhattan Beach, Rancho Palos Verdes, Torrance, San Pedro, etc. And we do know that people see our performances more than once – often with different friends or family members. We're providing a cultural and social experience that is also educational. We bring to life classic stories by one of the greatest, most influential authors in history in a live interactive family-friendly format. It's truly unlike any other theatrical experience to be had in the Los Angeles area.

SBTS also provides additional year-round affordable entertainment through our theatrical presentations at Little Fish Theatre in San Pedro.

We look forward to bringing our productions to Hermosa Beach for many years to come.

Sincerely,



Lisa Coffi
Producing Artistic Director



City of Hermosa Beach • Community Resources Department
710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280
hbconnect@hermosabeach.gov

SPECIAL EVENT LONG-TERM AGREEMENT APPLICATION

ORGANIZATION INFORMATION

Applicant Name:	<u>Lisa Coffi</u>	Birthdate:	<u>8/30/1969</u>
Organization Name:	<u>Shakespeare by the Sea</u>		
Non-Profit?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Non-Profit I.D. or Tax Exempt #:	<u>95-4785457</u>
If non-profit, please describe who will benefit from funds raised from your event: <u>All proceeds go towards underwriting the costs of presenting our admission free performances.</u>			
Address:	<u>777 Centre St</u>		
	<u>San Pedro, CA 90731</u>		
	City	State	Zip
Phone:	<u>310-217-7596 (SBTS Voicemail only)</u>	Cell:	<u>310-619-0599</u>
Email Address:	<u>lisa@shakespearebythesea.org</u>		

EVENT INFORMATION

Please indicate the number of years your event has been held in Hermosa Beach:		<u>Since 1999 - 20 years</u>
Event location: <u>Valley Park Amphitheatre & Grass Area Behind it (Valley & Gould)</u>		
Estimated # of Participants:	<u>25-30</u>	Age of Participants: <u>22+</u>
Estimated # of Spectators (daily):	<u>350-400</u>	Total Estimated Attendance: <u>700-800</u>
Please indicate your event level, selecting all that apply:		
<input checked="" type="checkbox"/> Local	<input checked="" type="checkbox"/> Regional	<input type="checkbox"/> National
<input type="checkbox"/> Championship	<input type="checkbox"/> Qualifier	
Event Type (please select all that apply):		
<input type="checkbox"/> Race (run, walk, bike, etc.)	<input type="checkbox"/> Tournament	Type: _____
<input type="checkbox"/> Parade	<input type="checkbox"/> Pass-Through	
<input type="checkbox"/> Street Fair/Festival	<input type="checkbox"/> Fundraiser	Benefitting: _____
<input type="checkbox"/> Concert	<input type="checkbox"/> Swim Event	
<input checked="" type="checkbox"/> Other	<u>Free Shakespeare performances</u>	

Event Description – briefly explain your event and its associated activities.

Shakespeare by the Sea annually presents two full-length Shakespeare productions and brings them to communities such as Hermosa Beach. One performance is presented for audience members each night. SBTS brings the entire production to the site - set, sound equipment, lighting, costumes, etc. We set up in roughly two hours, have an hour to futz with lighting/sound/etc., then present a full-length Shakespeare production in 2 hours or less. We then break it all down and repeat the process the next day. Anyone and everyone is encouraged to bring their picnics, blankets and beach chairs to sit back, relax and enjoy an evening of Shakespeare in the park.

EVENT DATE REQUEST

Please note the requested event dates, including set-up and tear-down dates, for the next three (3) years. Date requests are not guaranteed.

YEAR ONE EVENT DATE(S):

Set-Up Date(s): Wed, July 14 & Thu, July 15, 2021

Event Date(s): Wed, July 14 & Thu, July 15, 2021

Clean-Up Date(s): Thu, July 15, 2021

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

These dates represent the same time slot as in previous years

YEAR TWO EVENT DATE(S):

Set-Up Date(s): Wed, July 13 & Thu, July 14, 2022

Event Date(s): Wed, July 13 & Thu, July 14, 2022

Clean-Up Date(s): Thu, July 14, 2022

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

YEAR THREE EVENT DATE(S):

Set-Up Date(s): Wed, July 12 & Thu, July 13, 2023

Event Date(s): Wed, July 12 & Thu, July 13, 2023

Clean-Up Date(s): Thu, July 13, 2023

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

I certify that the information contained herein is true and correct to the best of my knowledge.

Lisa Coffi, Producing Artistic Director

Name/Company Representative



Signature

9/23/2020

Date

IMPACT CHARACTERISTIC WORKSHEET

Please consider details of your event and use this worksheet to determine its impact level. Your event must qualify as an Impact Level II or III to be eligible for consideration of an LTA.

1

Event Name: Shakespeare by the Sea's Admission Free Shakespeare Performances

Event Date(s): July 14 & 15, 2021; July 13 & 14, 2022; July 12 & 13, 2023

2

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "x", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

NUMBER OF EXPECTED PARTICIPANTS

SMALL
100-500

MEDIUM
500-2,000

LARGE
2,000+

REOCCURRENCE

3+
Years

ONCE
BEFORE

NEW
EVENT

LOCATION

PARKS
OR
BEACH

PIER
PLAZA

STREETS/
PUBLIC RIGHT
OF
WAY/STRAND

TIME OF YEAR

WINTER

SPRING
OR FALL

SUMMER

DAY(S) OF THE WEEK

WEEKDAY

WEEKEND

HOLIDAY

NUMBER OF CONSECUTIVE DAYS

LESS THAN
2 DAYS

2-4 DAYS

MORE
THAN 5
DAYS

NUMBER OF EVENTS IN ONE YEAR

1-2
EVENTS/
YEAR

3-4
EVENTS/
YEAR

MORE THAN
5 EVENTS/
YEAR

ADDITIONAL REQUESTS NEEDED

i.e. filming, reserved parking, fencing, stage or seating construction, road closures, amplified sound, etc.

NONE

1-2

2 OR
MORE

3

Calculate the total number of each color/column selected.

TOTALS

4

3

1

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

4

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL

2



Staff Report

Staff Report

REPORT 20-0688

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**RECEIVE REPORT ON EMERGENCY
ENFORCEMENT MEASURES TO ENSURE
COMPLIANCE WITH PANDEMIC-RELATED HEALTH
ORDERS FROM BOTH THE CITY AND THE COUNTY
OF LOS ANGELES HEALTH DEPARTMENT
(Police Chief Paul LeBaron, and
Community Development Director Ken Robertson)**

Recommended Action:

Staff recommends that the City Council adopt the attached resolution establishing clear standards for dine-in restaurants to prevent customers from congregating or lining up on sidewalks or public plazas.

Executive Summary:

Staff provided verbal updates at the last several City Council meetings regarding enforcement measures to ensure compliance with Health Officer Orders for restaurants and alcohol-servicing establishments. The following report includes a proposed enhanced measure to prevent congregating and lining up outside dine-in restaurants to supplement recommendations contained in the Los Angeles County Health order.

Background:

The Police Department and Community Development Department, through field operations, continue to monitor activities of businesses in Hermosa Beach regarding compliance with City and County pandemic-related orders, in addition to monitoring compliance with all applicable laws. Officers continue to emphasize education and assistance to ensure compliance with new and changing orders, with written warning notices as the next step, and meet internally on a regular basis to discuss current challenges.

Analysis:

As restaurants have become more successful and popular with implementation of the temporary outdoor dining programs, Police Officers and Code Enforcement Officers have observed a trend

Staff Report

REPORT 20-0688

where customers of dine-in restaurant are congregating and/or lining up outside the check-in stands or entry to outside dining areas in a manner inconsistent with physical distancing guidelines. This has become especially concerning on Pier Plaza, which also creates a safety concern and creates congestion for other pedestrians passing through these public areas. Given that the City's temporary outdoor dining program has further reduced available area along Pier Plaza and public sidewalks for general pedestrian traffic, supplemental requirements are warranted to ensure compliance with physical distancing requirements of the LA County Health Officer order.

The most recent amended County health order recommends that restaurants use reservation and call-back systems to prevent patrons from congregating or lining up, but otherwise allows restaurants to set up a queueing system with 6-foot separations. While this may have been sufficient earlier in the pandemic, it has become apparent that the City's plazas and sidewalk areas are not always sufficient to accommodate these lines, and that other approaches are available to accomplish proper physical distancing that are preferable and not a burden on the restaurants.

Staff recommends requiring the following measures for all "dine-in" restaurants to supplement that guidance:

- A. No dine-in restaurant shall permit the congregating or lining up of customers in any public right-of-way. A "dine-in restaurant" means a restaurant that provides customers the option to dine on the site of the restaurant. The congregating or lining up of customers outside a dine-in restaurant, in any manner, on sidewalks or other public rights of way is prohibited.
- B. Unless no table is available, a dine-in restaurant must immediately seat a customer in its outdoor dining area if the customer is dining on-site. In the event no table is available, the restaurant staff shall ask the customer to wait in a vehicle or at a location away from the restaurant premises.
- C. Dine-in restaurants shall implement a phone reservation or call-back system that notifies customers via text, phone call, or other method once a table has become available. No customer shall be permitted in the dining area until the customer has been notified by the restaurant that he or she can be seated.
- D. Restaurant staff shall be responsible for instructing customers not to form lines or congregate in abutting public areas while waiting to be seated.

Fiscal Impact:

Staff does not anticipate additional enforcement costs associated with this new measure. Instead, it would place the responsibility on the restaurants to use more efficient systems to manage crowds and congestion outside their seating areas.

Staff Report

REPORT 20-0688

Attachments:

1. Hermosa Beach Table of COVID-19 Related Actions
2. Draft Resolution

Respectfully Submitted by: Paul LeBaron, Police Chief and
Ken Robertson, Community Development Director

Concur: Brandy Villanueva, Emergency Management Coordinator

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager

DATE	ORDINANCE/RESOLUTION	EXPIRATION DATE
<u>March 16, 2020</u>	Proclamation of Local Emergency:	
March 16, 2020	<p>Pursuant to Section 5: Pursuant to the authority prescribed by Hermosa Beach Municipal Code Section 2.56.090, the City Council hereby orders as follows (the “Order”), to take effect immediately and remain in effect until March 28, 2020, unless extended by the City Council or City Manager:</p> <ul style="list-style-type: none"> A. All restaurants, alcohol beverage establishments and snack shops in the City are hereby ordered closed to onsite patronage; <i>provided, however</i>, that take-out orders and delivery of meals are permitted provided that take-out orders are picked up by a single person and the establishment maintains social distance in any necessary queuing of patrons. B. All formal and informal organized and group activities, games and sports, with the exception of family outings, are hereby prohibited in all City parks and the beach; C. The City shall prohibit access to play structures at all City parks; D. The City shall post signs at all City parks advising that: <ul style="list-style-type: none"> I. COVID-19 is known to survive on various surfaces such as children’s play equipment, bathroom surfaces, tables, benches, railings, and other fixtures, for 72 or more hours; and II. Park users shall maintain social distance as prescribed by Beach Cities Health District, as provided in Exhibit 1 attached hereto; III. Park users with symptoms consistent with COVID-19 infection are encouraged to isolate themselves at home and contact their health care provider or, if they do not have a health care provider, the Los Angeles 	<p>Section 5 requirements: until March 28, 2020, unless extended by the City Council or City Manager.</p> <p>No expiration date set for Section 6 Measures.</p>

	<p>County Department of Health to assist with receiving prompt diagnosis and care.</p> <p>Pursuant to Section 6:</p> <p>Commercial landlords in the City are hereby prohibited from (I) charging rent and (II) evicting commercial tenants for nonpayment of rent with respect to tenants whose businesses are subject to the Order or are otherwise limited or closed (voluntarily or by mandate) to prevent or reduce the spread of COVID-19 and who demonstrate lost income and inability to pay rent as a result of such limitation or closure. A landlord knows of a tenant's lost income and inability to pay rent within the meaning of this Order if the tenant, within 30 days after the date rent is due, notifies the landlord in writing of the lost income and inability to pay rent due to a limitation or closure of the tenant's business related to COVID-19, with appropriate supporting documentation. If a tenant suffers only a partial loss of income, the tenant shall pay the pro-rated share of their rent that corresponds to the income they generated during the period of loss. For purposes of this Order, "in writing" includes email or text communications to a landlord or the landlord's representative with whom the tenant has previously corresponded by email or text. All financial information provided to the landlord shall be kept in confidence and only used for evaluating the tenant's claim or enforcing this provision.</p> <p>Residential landlords in the City are hereby prohibited from (I) charging rent and (II) evicting residential tenants for nonpayment of rent with respect to tenants whose income is reduced or eliminated as a result of efforts to prevent or reduce the spread of COVID-19 and who demonstrate lost income and inability to pay rent as a result of such loss. A landlord knows of a tenant's lost income and inability to pay rent within the meaning of this Order if the tenant, within 30 days after the date rent is due, notifies the landlord in writing of the lost income and inability to pay rent due to such loss, with appropriate supporting documentation. If a tenant suffers only a partial loss of income, the tenant shall pay the pro-rated share of their rent that corresponds to the income they generated during the period of loss. For purposes of this Order, "in writing" includes email or text communications to a landlord or the landlord's representative with whom the tenant has previously corresponded by email or text. All financial information provided to the landlord shall be kept in</p>	
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	confidence and only used for evaluating the tenant's claim or enforcing this provision.	
<u>March 24, 2020</u>	<p>Urgency Ordinance No. 20-1406U, Temporary Moratorium on Evictions for Nonpayment of Rent by Residential Tenants and Commercial Tenants, and Temporary Suspension on Residential and Commercial Foreclosures</p> <p>This Moratorium replaced the moratorium in Resolution No. 20-7230</p>	May 31, 2020
<u>April 14, 2020</u>	<p>Urgency Ordinance No. 20-1407U, to amend the temporary moratorium on foreclosures and evictions due to non-payment of rent by residential and commercial tenants impacted by COID-19.</p> <p>Amended the Eviction Moratorium in 20-1406U in its entirety in light of Governor Newsom's Financial Relief Package announced on March 25, 2020.</p>	May 31, 2020
April 22, 2020	<p>City Manager/Director of Emergency Services Executive Order No. 2020-01</p> <p>Pursuant to Section 2:</p> <ol style="list-style-type: none"> 1. Cancellation of non-essential large public events, senior and community programs, and limitations on public access to some City facilities (effective March 12, 2020). 2. Cancellation of P.A.R.K. After School Program (effective March 13, 2020). 3. Closure of City Hall (effective March 16, 2020). 4. Cancellation of Wednesday Farmers Market (effective March 18, 2020) and Friday Farmers Market (effective March 20, 2020). 5. Business License renewal dates extended to May 31, 2020 (effective March 25, 2020). 6. Parking Permit renewal dates extended to May 31, 2020 (effective March 25, 2020). 	shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.

	<ol style="list-style-type: none"> 7. Parking citation unbilled late fees delayed until May 31, 2020 (effective March 25, 2020). 8. Parking citation DMV holds delayed until May 31, 2020 (effective March 25, 2020). 9. Temporary banner permit requirements waived through May 31, 2020 (effective March 25, 2020). 10. Closure of beach and Strand (effective March 27, 2020). 11. Closure of City parks on Easter Sunday (effective April 9, 2020). 	
April 27, 2020	<p>City Manager/Director of Emergency Services Executive Order No. 2020-02</p> <p>Pursuant to section 2:</p> <p style="padding-left: 40px;">The ten cents (\$0.10) per recycled paper carryout bag charged to customers by affected retail establishments provided by Hermosa Beach Municipal Code Section 8.68.040 is hereby suspended.</p> <p>2. All restaurants, snack shops and similar businesses that serve food (and, optionally, groceries) and alcohol via delivery, pick-up or drive-thru shall not provide any alcohol to a customer prior to providing the entire food/meal order; i.e. all alcohol shall be provided to the customer concurrently with the delivery of food. All such establishments shall monitor customers waiting for food to ensure that no one is consuming alcohol on or adjacent to the premises.</p>	shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.
May 14, 2020	<p>City Manager/Director of Emergency Services Executive Order No. 2020-03</p> <p>Pursuant to Section 2:</p> <p style="padding-left: 40px;">Consistent with the provisions of the County Health Officer's May 13, 2020 Revised Order, the beach will be open from 6:00 a.m. to 9:00 p.m. subject to the following:</p> <p style="padding-left: 40px;">a. Only the following limited activities are allowed:</p>	shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be

	<ul style="list-style-type: none"> i. Individual or household ocean activities such as surfing, swimming, kayaking, paddle boarding, and body surfing. ii. Individual or household active recreation and exercise such as walking and running where the participants do not remain in a stationary location. <p>b. The following activities are prohibited:</p> <ul style="list-style-type: none"> i. Sunbathing, sitting, lying on the sand and other stationary activities (such as yoga, calisthenics, or meditation). ii. Picnicking. iii. Use of chairs, canopies or coolers. iv. Biking. v. Group or organized sports such as volleyball. vi. Gatherings or events. vii. Fishing. <p>c. Individuals/households must exit the beach immediately after they recreate.</p> <p>d. All beachgoers must follow the following safety requirements:</p> <ul style="list-style-type: none"> i. Maintain more than 6 feet physical distance from others at all times (except between members of same household). ii. Wear face coverings, when out of the water and around others (except for children under age 2 and children with breathing problems). <p>2. All City parks and the beach are closed daily from 9:00 p.m. to 6:00 a.m.</p> <p>3. The Strand and Pier remain closed.</p>	<p>superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.</p>
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	<p>4. City parking facilities are subject to the following regulations, subject to further modification by the City Manager/Director of Emergency Services as may be required to maintain public safety and order and to enforce the City's emergency orders:</p> <ul style="list-style-type: none">a. All, or parts of, Lot A, Lot B, Lot C, and Lot D will be closed.b. Temporary short-term parking spaces will be established in Lot A and Lot D.c. Monthly permit parking spaces will be provided in Lot D.d. Temporary parking spaces will be designated at various locations on City streets. <p>5. Consistent with the provisions of the County Health Officer's May 13, 2020 Revised Order, all Lower Risk retail Businesses that sell goods and services to the public may only provide these goods and services to the public via curbside, doorside, or other outdoor or outside pickup, or via delivery. Members of the public are not permitted inside a retail Low-Risk Retail Business. Lower Risk Businesses may set up a table or shade structure in a manner to accommodate pickup, provided that patrons practice social distancing as provided in the May 13, 2020 Revised Order and provided that minimum 5-foot clearance is maintained along public walkways. Outdoor display of merchandise is prohibited.</p> <p>6. In addition to enforcement remedies available to the City as provided in the Hermosa Beach Municipal Code, emergency executive orders issued by the City Manager/Director of Emergency Services and emergency resolutions adopted by the City Council shall be enforceable by way of:</p> <ul style="list-style-type: none">a. Imposing an administrative citation pursuant to HBMC Chapter 1.10.	
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	b. Prosecuting a misdemeanor, punishable by a fine of not to exceed one thousand (\$1,000) dollars or by imprisonment for not to exceed six months, or both.	
May 21, 2020	<p>City Manager/Director of Emergency Services Executive Order No. 2020-04</p> <p><u>Pursuant to Section 3.</u> the City Manager and Director of Emergency Services now seeks to extend the duration of the emergency orders listed in Section 5 of Resolution No. 20-7230, as revised and restated below. The following emergency orders are issued effective as of the date set forth below and shall supersede any previous emergency orders inconsistent herewith:</p> <p>A. All restaurants, alcohol beverage establishments and snack shops in the City are hereby ordered closed to onsite patronage; <i>provided, however</i>, that (i) take-out orders and delivery of meals are permitted, provided that take-out orders are picked up by way of a drive-through window or by a single person and the establishment maintains social distance in any necessary queuing of patrons, and (ii) outdoor dining will be permitted upon issuance of and as provided in Executive Order 2020-05.</p> <p>B. All gyms and fitness centers are hereby ordered closed in accordance with the March 16, 2020 Order of the Health Officer of the Los Angeles County Department of Public Health.</p> <p>C. All formal and informal organized and group activities of any size, including but not limited to all games and sports, with the exception of family outings and use of the City's tennis and pickleball courts in accordance with City regulations, are hereby prohibited in all City parks, the beach, Pier Plaza and other public spaces.</p> <p>D. Access to play structures and exercise equipment in all City parks, the beach, and the Greenbelt is hereby prohibited.</p> <p>E. The City shall post signs at all City parks, the Greenbelt, the beach, Pier Plaza and the Strand advising that:</p> <p>I. COVID-19 is known to survive on various surfaces such as children's play equipment, bathroom surfaces, tables, benches, railings and other fixtures, for 72 or more hours;</p>	The Order may be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.

	<p>II. Users of public spaces shall maintain social distance as prescribed by Beach Cities Health District, as provided in Exhibit 1 attached hereto; and</p> <p>III. Users of public spaces with symptoms consistent with COVID-19 infection are encouraged to isolate themselves at home and contact their health care provider, or if they do not have a health care provider, the Los Angeles County Department of Health to assist with receiving prompt diagnosis and care.</p> <p><u>Pursuant to Section 4:</u></p> <p>In addition to the emergency orders listed in Section 3 above, the City Manager and Director of Emergency Services further orders that:</p> <p>A. The enforcement of City street sweeping restrictions suspended on March 16, 2020, as a part of the City's effort to combat COVID-19, shall resume on June 8, 2020.</p>	
May 21, 2020	<p>Resolution No. 7236, Rescinding Portions of Executive Order Nos. 2020-01 and 2020-03 to reopen the Strand:</p> <p><u>Pursuant to Section 2:</u>The Strand is re-open for public use effective 6:00 a.m. on Saturday, May 23, 2020; Section 2, paragraph 10 of Executive Order No. 2020-01 and Section 2, paragraph 3 of Executive Order No. 2020-03 are hereby rescinded.</p>	No expiration date stated.
May 26, 2020	<p>Urgency Ordinance No. 20-1409U, Extending the temporary moratorium on evictions</p> <p><u>Pursuant to Section 2:</u></p> <p>Ordinance No. 20-1407U will remain in effect until July 31, 2020. All other provisions of Ordinance No. 20-1407U remain the same</p>	July 31, 2020.

May 26, 2020	<p>Executive Order No. 2020-05, Implementing a temporary permit for outdoor dining/seating and outdoor retail display to assist in the reopening of restaurants, and food and retail establishments.</p> <p>Pursuant to Section 2:</p> <ul style="list-style-type: none"> A. Established a temporary permit program for outdoor dining/seating. B. Established a temporary permit program to permit City businesses to display merchandise on the street. C. Provisions of HBMC §§ 17.26.050(B), (C), and 17.44.030. 	shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.
June 9, 2020	<p>Urgency Ordinance No. 1410U, Implementing a Temporary Permit for Outdoor Dining/Seating and Outdoor Retail Display to Assist in the Reopening of Restaurants, Food, and Retail:</p> <p>Section 2 reiterates subsection (A) and (C) in Executive Order No. 2020-05 above, and suspends these additional HBMC §§ 17.38.550(B), 12.16.090 and 12.16.100.</p>	No expiration date stated.
June 15, 2020	<p>City Manager/Director of Emergency Services Order No. 2020-06</p> <p>Pursuant to Section 2: The following emergency order shall supersede Section 2, paragraphs 1 and 2 (only as applied to the beach) of Executive Order No. 2020-03:</p> <p>The beach will be open from 6:00 a.m. to 12:00 a.m. subject to the following:</p> <ul style="list-style-type: none"> a. The following activities are allowed: <ul style="list-style-type: none"> i. Individual or household ocean activities such as surfing, swimming, kayaking, paddle boarding, and body surfing. ii. Individual or household active recreation and exercise such as walking and running. iii. Sitting, lying, picnicking or otherwise congregating or engaging in stationary activities (such as yoga, calisthenics, or 	shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.

	<p>meditation on the sand individually or with members of the same household.</p> <p>iv. Use of chairs, canopies or coolers.</p> <p>b. The following activities are prohibited:</p> <p>v. Group or organized sports such as volleyball.</p> <p>vi. Gatherings or events.</p> <p>c. All beachgoers must follow the following safety requirements:</p> <p>i. Maintain more than 6 feet physical distance from others at all times (except between members of same household)</p> <p>ii. Wear face coverings, when out of the water and in contact with others who do not belong to the same household (except for children under age 2 and children with breathing problems).</p> <p>SECTION 3. The following emergency order shall supersede Section 2, paragraph 3 of Executive Order No. 2020-03:</p> <p>The City Pier will re-open on June 15, 2020 for normal operational hours of 6:00 AM to 10:00 PM. Pier users must maintain physical distance, avoid gatherings and wear a face covering when physical distance cannot be maintained.</p> <p>SECTION 4. To the extent inconsistent herewith, the following emergency order shall supersede Section 2, paragraph 5 of Executive Order No. 2020-03 and Section 3, paragraph A of Executive Order No. 2020-04:</p> <p>A. Lower risk retail businesses may open for business in accordance with Appendix B of the June 11 Revised Order.</p>	
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	<p>B. Non-retail lower risk manufacturing and logistics sector business that supply low-risk retail business may open for business in accordance with Appendix C of the June 11 Revised Order.</p> <p>C. Non-essential office-based businesses may open for business in accordance with Appendix D of the June 11 Revised Order.</p> <p>D. Hair salons and barbershops may open for business in accordance with Appendix H of the June 11 Revised Order.</p> <p>E. Art galleries and museums may open for business in accordance with Appendix M of the June 11 Revised Order.</p> <p>SECTION 5. Section 3, Paragraph B of Executive Order No. 2020-04 pertaining to gyms and fitness centers is rescinded and those businesses may re-open in compliance with Gym and Fitness Establishments Protocols (Appendix L) of the June 11 Revised Order.</p> <p>SECTION 6. Notwithstanding the provisions of Section 3, paragraph C of Executive Order No. 2020-04 to the contrary:</p> <p>A. <u>Day Camps and Camp Permits.</u> City run and City-permitted day camps are permitted to resume operations. Camp operators must comply with the Los Angeles County Health Department Day Camp Protocol (Appendix K) and submit the completed protocol checklist to the City prior to issuance of a permit.</p> <p>B. <u>Outdoor Fitness Permits.</u> Outdoor fitness instruction will be permitted to resume only for activities that are specifically allowed within the June 11 Revised Order. Operators must comply with the Los Angeles County Public Health Department Gym and Fitness Protocol (Appendix L) and submit the completed protocol checklist to the City prior to issuance of a permit.</p> <p>SECTION 7. Notwithstanding the provisions of Section 2, paragraph 4 of Executive Order No. 2020-03 to the contrary:</p>	
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	<p>A. Parking Lot A is reopened for use for non-permit holders with a new time limit of 3 hours per day, and for use by monthly permit holders.</p> <p>B. Parking Lot B is reopened for use for non-permit holders.</p> <p>C. Parking Lot D temporary restrictions are removed.</p>	
June 24, 2020	<p>City Manager/Director of Emergency Services Executive Order No. 2020-07</p> <p>Pursuant to Section 2: The following emergency order shall supersede Section 3, paragraph A of Executive Order No. 2020-04:</p> <p>Bars, wineries and brewery tasting rooms may open for business in accordance with Appendix S of the County Health Officer's June 18, 2020 Revised Order.</p>	<p>shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.</p>
June 29, 2020	<p>City Manager/Director of Emergency Services Executive Order No. 2020-08.</p> <p>Pursuant to Section 2:</p> <p>Bars, wineries, breweries and wine tasting rooms are closed in accordance with paragraph 7, subsections (b) and (c) of the Revised Order (Revised Order refers to LA County Health June 29, 2020 Health Order)</p> <p>Pursuant to Section 3:</p> <p>Restaurants and food facilities must abide by paragraph 18, subsection (1) of the County Health Officer's Revised Order and Appendix I, to establish a "reservation only" system to notify patrons of seating availability and to allow for the collection of contact information to be utilized for contact-tracing if needed.</p>	<p>shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.</p>

<u>July 1, 2020</u>	<p>Resolution No. __, Temporarily Suspending for the Duration of the Fourth of July Holiday Weekend Specified City Manager Orders and City Council Resolutions</p> <p>Pursuant to Section 2:</p> <p>A. Notwithstanding Section 2(4) of Executive Order No. 2020-03, the following City parking facilities are closed from 12:01 a.m. July 3, 2020 through 5:00 a.m. on the morning of July 6, 2020:</p> <ul style="list-style-type: none"> a. Parking Lot A; and b. Parking Lot B spaces will be reassigned for use by monthly permit holders only. <p>B. Notwithstanding Executive Order No. 2020-05 and any ordinance or permit entitlement to the contrary, all dine-in restaurants in the City shall close for business at 11:00 p.m. each evening until 5:00 a.m. the following morning from July 3, 2020 to and including July 5, 2020.</p> <p>C. Notwithstanding any ordinance or permit entitlement to the contrary, all off-sale alcohol establishments, including but not limited to liquor stores and grocery stores, shall cease all sales of alcoholic beverages at 11:00 p.m. each evening until 6:00 a.m. the following morning from July 3, 2020 to and including July 5, 2020.</p> <p>D. Lower Pier Plaza is closed from 12:01 a.m. through 5:00 a.m. the same morning from July 4, 2020 to and including July 6, 2020.</p>	<p>These are temporary measures and shall expire on the BOLD dates to the left.</p>
<p>July 17, 2020</p>	<p>City Manager/Director of Emergency Services Executive Order No. 2020-09, Implementing Emergency Measures to Temporarily Permit Gyms, Fitness Facilities, Hair Salons and Barbershops to Operate Outdoors During the COVID-19 Crisis.</p> <p>Pursuant to Section 2:</p>	<p>shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly</p>

	<ul style="list-style-type: none"> Hermosa Beach Municipal Code sections 17.26.050(B), 17.44.030 and 17.38.550 are temporarily suspending during the term of City State and LA County COVID-19 emergency orders to temporarily permit gyms, fitness facilities, hair salons and barbershops to operate outdoors. 	<p>terminated by the City Council. The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.</p>
July 28, 2020	<p>Urgency Ordinance No. 20-1415U Temporarily Suspending Local Zoning to Permit Specified Businesses to Operate Outdoors, Permit Certain Home occupations to Operate without a Commercial Business Location and Require Members of the Public to wear a Face Covering.</p> <p><u>Pursuant to Section 2.</u> Hermosa Beach Municipal Code Sections 17.26.050 (B), 17.44.030, 17.38.550(B) and 17.08.020(D)(14) regarding uses permitted within commercial zones, off-street parking requirements for commercial and business uses within commercial zones, and home occupation permits are temporarily suspended to allow for the implementation of items A and B below on a temporary basis during the term of the City, State and Los Angeles County COVID-19 emergency orders:</p> <p>A. Gyms, fitness centers, hair salons, barbershops and personal care establishments (to the extent permitted by the State Board of Barbering and Cosmetology) may operate outdoors to assist in their economic recovery in accordance with the “Outdoor Commercial Uses Operational Standards” attached hereto as Exhibit A and incorporated herein by reference.</p> <p>B. Consistent with the Los Angeles County Health Officer Reopening Protocol for Personal Care Establishment in Appendix R, “personal care services” shall include: nail salons, tanning salons, esthetician, skin care, cosmetology services and massage therapy (in a non-healthcare setting). Electrology, tattooing, microblading, permanent make-up and piercing may not operate outdoors because they are invasive procedures that require a controlled hygienic environment to be performed safely. Mobile or in-home personal care services are not allowed.</p>	<p>The measures adopted in Section 2, are temporary and shall continue during the term of the City, State and Los Angeles County COVID-19 emergency orders</p> <p>No specific expiration date set for Section 3.</p> <p>No specific expiration date set for Section 4.</p>

	<p>C. Professional offices, including but not limited to the healing arts, law, accounting, real estate, clergy, insurance and similar professional or semiprofessional offices may render their services from their residence with a home occupation permit regardless if they comply with Municipal Code section 17.08.020(D)(14), to allow them to continue to operate and pursue their livelihoods while complying with California and Los Angeles County Health orders in response to COVID-19.</p> <p><u>Pursuant to Section 3.</u> The following emergency measures are adopted:</p> <p>A. All persons shall wear a face covering over both the nose and mouth whenever they are present in the following locations within the City:</p> <ul style="list-style-type: none"> a. The Beach. b. Downtown Hermosa Beach, defined as (i) the area bounded by the southerly edge of the 10th Street right-of-way on the south, the northerly edge of the 14th Street right-of-way on the north, the easterly edge of the Strand on the west and the easterly edge of the Hermosa Avenue right-of-way on the east, and (ii) Upper Pier Avenue (inclusive of sidewalks) from Hermosa Avenue to Valley Drive. c. The Greenbelt. d. All City parks. e. Pier Plaza. f. The Strand. <p>B. All persons shall wear a face covering over both the nose and mouth whenever they leave their place of residence and are or can be in contact with or walking near or past others who are non-household members in both public and private places whether indoors or outdoors, in all locations in the City other than those locations described in and subject to the proscription set forth in paragraph A of this Section 3.</p> <p>C. Paragraphs A and B of this Section 3 shall not apply to:</p> <ul style="list-style-type: none"> a. Persons younger than two years old; 	
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	<ul style="list-style-type: none"> b. Persons who have been instructed by a medical provider not to wear a face covering due to a medical condition, mental health condition, or disability that prevents wearing a face covering; c. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication; d. Persons who are swimming or engaged in other water-based activities; and e. Healthcare workers, first responders, and others whose work requires close contact with people who are ill. <p>D. For purposes of this Ordinance, “face covering” shall mean: fabric coverings, such as cloth masks, scarves, bandanas, tightly woven fabric such as cotton t-shirt, and some types of towels that cover the nose and mouth. Medical-grade masks and N-95 respirators are not required.</p> <p>E. Persons who are seated at a restaurant or other establishment that offers food or beverage service shall wear a cloth face covering over both the nose and mouth unless they are eating or drinking.</p> <p>F. With respect to persons on the beach, this Ordinance supersedes Section 2(c)(ii) of City Manager Executive Order No. 2020-06.</p> <p>G. The provisions of this Section 3 shall be enforced by way of issuance of administrative citations pursuant to HBMC Chapter 1.10.</p> <p><u>Pursuant to Section 4.</u> In addition to enforcement remedies available to the City as provided in the Hermosa Beach Municipal Code, emergency executive orders issued by the City Manager/Director of Emergency Services and confirmed by City Council, and emergency ordinances, orders and resolutions adopted by the City Council shall be enforceable by way of:</p> <p>A. Imposing an administrative citation pursuant to HBMC Chapter 1.10.</p>	
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	B. Prosecuting a misdemeanor, punishable by a fine of not to exceed one thousand (\$1,000) dollars or by imprisonment for not to exceed six months, or both.	
July 28, 2020.	<p>Urgency Ordinance No. 2020-1414U, Extending the Temporary Moratorium on Evictions During the COVID-19 Pandemic</p> <p><u>Pursuant to Section 2.</u> Paragraphs A, D, and F of Section 3 of Ordinance No. 20-1407U are amended to read as follows:</p> <p>A. During the moratorium period declared in response to COVID-19, no landlord shall endeavor to evict a tenant for nonpayment of rent if the tenant demonstrates that the tenant is unable to pay rent due to financial impacts related to COVID-19. The moratorium period is March 16, 2020 through September 30, 2020.</p> <p>D. This ordinance applies to nonpayment eviction notices and unlawful detainer actions based on such notices, served or filed during the moratorium period.</p> <p>F. Nothing in this ordinance shall relieve the tenant of liability for the unpaid rent, which the landlord may seek after expiration of the moratorium period and the tenant must repay within six months of the expiration of the moratorium period. A landlord may not charge or collect a late fee or interest for rent that is delayed for the reasons stated in this ordinance; nor may a landlord seek rent that is delayed for the reasons stated in this ordinance through the eviction process. A landlord shall not commence an eviction during the six months after the end of the moratorium period so long as the tenant pays rent in a timely manner after the moratorium period and is repaying the past due rent that accrued during the moratorium period. Nonpayment of rent in accordance with the terms of this ordinance shall not be grounds for eviction of a tenant even after expiration of the moratorium period. To the extent it applies, this ordinance is intended to be more restrictive than Civil Code Section 1946.2 by further limiting the reasons for termination of a residential tenancy during the six month repayment period. Landlords are strongly encouraged to offer payment plans to tenants after the moratorium period, which may go beyond the six month repayment period upon mutual written agreement of the parties. If mutually agreed upon in writing between the parties, Tenants may draw down on a security deposit</p>	September 30, 2020

	<p>during the repayment period to pay back rent and such security deposit shall be replenished by the end of the six month repayment period or longer.</p> <p><u>Pursuant to Section 3.</u> Paragraphs A and D of Section 4 of Ordinance No. 20-1407U are amended to read as follows:</p> <p>A. During the moratorium period declared in response to COVID-19, no commercial landlord shall endeavor to evict a tenant for nonpayment of rent if the tenant demonstrates that the tenant's businesses is subject to the Orders referenced in Section 1 above or is otherwise limited or closed (voluntarily or by mandate) to prevent or reduce the spread of COVID-19 and the tenant demonstrates lost income and inability to pay rent as a result of such limitation or closure or other demonstrated financial impact related to COVID-19. The moratorium period is March 16, 2020 through September 30, 2020.</p> <p>D. Nothing in this ordinance shall relieve the tenant of liability for the unpaid rent, which the landlord may seek after the expiration of the moratorium period and the tenant must pay within six months of the expiration of the moratorium period. A landlord may not charge or collect a late fee or interest for rent that is delayed for the reasons stated in this ordinance; nor may a landlord seek rent that is delayed for the reasons stated in this ordinance, through the eviction process during or after the moratorium period. A landlord shall not commence an eviction during the six months after the end of the moratorium period for non-payment of rent, so long as the tenant pays rent in a timely manner after the moratorium period and is repaying the past due rent that accrued during the moratorium period. Nonpayment of rent in accordance with the terms of this ordinance shall not be grounds for eviction of a tenant even after expiration of the moratorium period. Landlords are strongly encouraged to offer payment plans to tenants after the period of local emergency, which may go beyond the six month repayment period upon mutual agreement of the parties.</p> <p><u>Pursuant to Section 4.</u> Paragraph A of Section 5 of Ordinance 1407U is amended to read as follows:</p>	
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	<p>A. For mortgagors that are not eligible for financial relief under Governor Newsom's Financial Relief Package found at: https://www.gov.ca.gov/2020/03/25/governor-gavin-newsom-announces-major-financial-relief-package-90-day-mortgage-payment-relief-during-covid-19-crisis/, no foreclosure action against a property owner shall be initiated or proceed during the moratorium period in the City of Hermosa Beach for any mortgagor with a demonstrated financial impact related to COVID-19. Nothing in this ordinance shall relieve the mortgagor of liability for any unpaid mortgage payments, which the mortgagee may seek after expiration of the moratorium period and the mortgagor must pay within six months of the expiration of the moratorium period unless a different time is agreed to between the parties. A mortgagee may not charge or collect a late fee or penalty for payments that are delayed for the reasons stated in this ordinance. The respective rights and obligations of the parties in any foreclosure proceeding shall be adjudicated in the appropriate court of law with jurisdiction over the matter at the conclusion of the moratorium period or rescission of this ordinance. The moratorium period is March 16, 2020 through September 30, 2020.</p> <p><u>Pursuant to Section 5.</u> Section 6 of Ordinance No. 1407U, which was further amended through Ordinance No. 1409U, is amended in its entirety to read as follows:</p> <p>In order to prevent inconsistencies, the Director of Emergency Services may suspend the effectiveness of any provision in this ordinance in the event that the President of the United States, Congress, Governor of the State of California or California State Legislature or other body with jurisdiction adopts an order or legislation that similarly prohibits evictions and foreclosures for failure to pay rent by individuals impacted by the COVID-19 crisis.</p>	
August 13, 2020	<p>City Manager\Director of Emergency Services Executive Order No. 2020-10, Implementing Emergency Measures to Temporarily Permit Places of Worship to Operate outdoor During the COVID-19 Pandemic.</p> <p><u>Pursuant to section 2.</u> The provisions of Hermosa Beach Municipal Code Sections</p>	<p>Shall continue until the earlier to occur of: (1) the conclusion of the local emergency; (2) its termination is ordered by the City Manager/Director of Emergency Services; or (3) it is duly terminated by the City Council.</p>

	<p>17.26.050 (B), 17.44.030, 17.38.550(B) and 17.40.020 regarding uses permitted within commercial zones, off-street parking requirements and uses for which a conditional use permit is required are hereby temporarily suspended, to the extent they conflict with this Order, to allow for the implementation of item A below on a temporary basis during the term of the City, State and Los Angeles County COVID-19 emergency orders:</p> <p style="padding-left: 40px;">A. Places of worship and providers of religious services and cultural ceremonies (referred to collectively as “Places of Worship”), may operate outdoors in accordance with Appendix F of the County’s July 18th Order, as that protocol may be updated from time to time by the County Health Officer.</p>	<p>The Order may also be superseded by a duly enacted ordinance or order of the City Council expressly superseding this Order.</p>
<p>August 25, 2020</p> <p>(Not yet Agendized)</p>	<p>Urgency Ordinance No. __, to Temporarily Permit Places of Worship to Operate Outdoors During the COVID-19 Pandemic.</p> <p><u>Pursuant to section 2.</u> The provisions of Hermosa Beach Municipal Code Sections 17.26.050 (B), 17.44.030, 17.38.550(B) and 17.40.020 regarding uses permitted within commercial zones, off-street parking requirements and uses for which a conditional use permit is required are hereby temporarily suspended, to the extent they conflict with this Ordinance, to allow for the implementation of item A below on a temporary basis during the term of the City, State and Los Angeles County COVID-19 emergency orders:</p> <p style="padding-left: 40px;">A. Places of worship and providers of religious services and cultural ceremonies (referred to collectively as “Places of Worship”), may operate outdoors in accordance with Appendix F of the County’s Health Officer Order, as that protocol may be updated from time to time by the County Health Officer.</p>	<p>On a temporary basis during the term of the City, State and Los Angeles County COVID-19 emergency orders:</p>

August 25, 2020	<p>City Manager Executive Order No. 2020-___, Implementing Temporary Lane Closures on Hermosa Ave. to Facilitate Outdoor Recreation and Economic Recovery in Accordance with Health officer Orders for Control of COVID-19</p> <ol style="list-style-type: none"> 1. Beginning August 20, 2020, the City in consultation with the City's traffic consultant, may temporarily close to vehicular traffic the northbound and southbound # 2 travel lanes (closest to the curb) on Hermosa Avenue from the 800 block at 8th Street to the 1300 block at 14th street. Lane closures will continue for 6 months following the complete implementation of the traffic control measures approved by the City Council on Aug. 11, unless the closures are extended for a longer period or sooner terminated by the City Council or Director of Emergency Services. 2. Beginning Aug. 20, 2020, the City in consultation with the City's traffic consultant, may temporarily close to vehicular traffic the right turn lanes from westbound Greenwich Village to northbound Hermosa Ave. and the part of Hermosa Ave. immediately adjacent to 2626 Hermosa Ave. The lanes may remain closed until Jan 13, 2021, unless the closures are extended for a longer period or sooner terminated by the City Council. 3. The City shall post signs giving notice of these temporary measures. 4. Use of the closed lanes or parking spaces for any commercial purpose requires a Temporary Permit for Outdoor Dining/Seating and Outdoor Retail Display, as set out in the recitals of this Order. 	The duration of each measure is specified in BOLD to the left.
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RESOLUTION NO. __

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HERMOSA BEACH, CALIFORNIA, IMPLEMENTING EMERGENCY
MEASURES TO PREVENT CUSTOMER QUEUING FOR OUTDOOR
DINING AT SIT-DOWN RESTAURANTS**

**THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, DOES
RESOLVE AS FOLLOWS:**

SECTION 1. RECITALS.

- A. On March 15, 2020, City of Hermosa Beach ("City") Mayor Mary Campbell, declared a local emergency to ensure an effective City response to a respiratory disease which has been named "COVID-19". At a special meeting on March 16, 2020, the City Council adopted Resolution No. 20-7230, approving and ratifying the declaration of emergency.
- B. On March 19, 2020, the Governor of the State of California, issued Executive Order N-33-20, an Order of the State Public Health Officer ordering all individuals living in California to stay home or at their place of residence except as needed to maintain continuity of operations of outlined federal critical infrastructure sectors.
- C. Evidence in late April and early May demonstrated that state and local orders slowed the increase of community transfer of the disease by limiting interactions amongst people. As a result, on May 7, 2020, Governor Newsom, announced a four-staged framework, titled "Resilience Roadmap" that was intended to guide the state's gradual modification of its Safer at Home Order to reopen California. The state also issued industry specific guidance to help specified businesses reopen under new restrictions, which require businesses to, among other things, implement social distancing measures.
- D. In line with the State's health guidance, the Los Angeles County Public Health Officer issued a revised order on May 13, 2020 entitled "Continuation of Safer at Home Order that begins to move the County of Los Angeles into Stage 2 of the County's Roadmap to Recovery," that authorized some limited retail and outdoor recreation venues to reopen subject to among other things, social distancing measures to prevent the further spread of COVID-19. The order was updated again on May 26th, May 29th, June 11th and June 18th, 2020 to continue to allow the gradual reopening of additional sectors including bars, hair salons, personal care services, gyms and fitness facilities subject to social distancing measures.
- E. The May 29th order for example, permitted restaurants and food facilities to remain open and offer limited dine-in seating. The order also encouraged restaurants to

expand outdoor seating where possible in compliance with local zoning codes to comply with social distancing requirements.

- F. To assist in the economic recovery of local businesses and restaurants, on May 26, 2020, the City Manager issued Executive Order No. 2020-05 to establish a “Temporary Permit Program” to allow restaurants and food establishments during the time of limited indoor seating capacity and social distancing requirements to set up temporary outdoor dining areas on public and private properties.
- G. Since that time, the State and County have seen a sharp increase in confirmed COVID-19 cases and hospitalizations, and the timing of these increases is in line with the reopening of “high risk” businesses where individuals may congregate with members who are not part of the same household and remove their face coverings to eat and drink. As a result, the County Health Officer issued a revised order on July 1, 2020 to backtrack on the County’s gradual reopening to prohibit indoor dining and order the immediate closure of bars, wineries and winery tasting rooms.
- H. On July 13, 2020, the State Public Health Officer issued a state-wide order to require the immediate closure of: (1) *indoor and outdoor* operations of bars, pubs, brewpubs and breweries; and (2) *indoor* operation of restaurant dining, movie theaters, zoos, museums, cardrooms, wineries and tasting rooms. The order also imposed more stringent requirements on specified counties, including Los Angeles County that have appeared on the State’s monitoring list for three consecutive days to order the immediate closure of *indoor* operations of the following sectors: gyms and fitness centers, places of worship, protests, offices for non-critical infrastructure sectors, personal care establishments, hair salons, barbershops, and malls.
- I. Effective August 31, 2020, Governor Newsom’s “Blueprint for a Safer Economy” replaced the County Data Monitoring List that had been used to regulate permitted activities at the county level. Under the new framework, every county is assigned to a tier based on its COVID-19 adjusted case rate and test positivity from the last two weeks. Counties can progress through four tiers, ranging from “widespread” (Purple Tier 1) to “minimal” (Yellow Tier 4) community disease transmission. As of October 13, 2020, Los Angeles County was assigned to Tier 1, which has the strictest limitations on activities. Tier 1 limits restaurants to outdoor dining with modifications.
- J. In line with the County’s Tier 1 designation, the County Public Health Officer Order, has issued a protocol, last revised October 9, 2020, for restaurants that cannot offer indoor dining. The protocol requires these restaurants to enact measures to ensure physical distancing while customers are in queue or any other

1 area where customers may congregate. It also requires restaurants, where possible,
2 to implement technology solutions to reduce person-to-person interaction such as
mobile ordering and menu tablets.

3 K. The City of Hermosa Beach seeks to facilitate the phased reopening of restaurants
4 in the City, consistent with County and State orders, and to also promote social
5 distancing to the greatest extent possible. It is the City's intention to limit the
6 spread of COVID-19 by imposing measures that prevent customers dining on-site
from congregating while waiting to be seated.

7 L. This Resolution is adopted pursuant to the City's police powers and powers
8 afforded to the City in time of national, state, county and local emergency during an
9 unprecedented health pandemic, such powers being afforded by the State
10 Constitution, State law, and the Section 2.56.060 of the Hermosa Beach Municipal
Code to protect the peace, health, and safety of the public, and to protect life and
property as affected by the emergency.

11 **SECTION 2.** The following emergency orders shall supersede any previous
12 inconsistent City Council resolutions and City Manager/Director of Emergency Services
13 Executive Orders and shall remain in effect until repealed or superseded:

14 A. No dine-in restaurant shall permit the congregating or lining up of customers in
15 any public right-of-way. A "dine-in restaurant" means a restaurant that
16 provides customers the option to dine on the site of the restaurant. The
17 congregating or lining up of customers outside a dine-in restaurant, in any
manner, on sidewalks or other public rights of way is prohibited.

18 B. Unless no table is available, a dine-in restaurant must immediately seat a
19 customer in its outdoor dining area if the customer is dining on-site. In the
20 event no table is available, the restaurant staff shall ask the customer to wait in
a vehicle or at a location away from the restaurant premises.

21 C. Dine-in restaurants shall implement a phone reservation or call-back system
22 that notifies customers via text, phone call, or other method once a table has
23 become available. No customer shall be permitted in the dining area until the
customer has been notified by the restaurant that he or she can be seated.

24 D. Restaurant staff shall be responsible for instructing customers not to form lines
25 or congregate in abutting public areas while waiting to be seated.

26 **SECTION 3.** Notice of the measures set forth in Section 2 shall be provided on the
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City's website and on the City's social media platforms.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City; and shall make minutes of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting in which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this __ day of _____, 2020.

PRESIDENT of the City Council and **MAYOR** of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

Eduardo Sarmiento - City Clerk

Michael Jenkins - City Attorney



Staff Report

Staff Report

REPORT 20-0689

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**NORTH SCHOOL NEIGHBORHOOD
TRANSPORTATION MANAGEMENT PROGRAM**
(Environmental Analyst Leeanne Singleton)

Recommended Action:

Staff recommends that the City Council:

1. Adopt a Resolution (**Attachment 1**) adopting the North School Neighborhood Transportation Management Plan; and
2. Determine that the adoption of the NTMP is exempt from CEQA based on the CEQA Addendum.

Executive Summary:

The passage of the Measure S school bond in June 2016 created the Measure S School Facilities Project, which includes the reconstruction of North School and revitalization/modernization of the School District's two current schools. To comply with the California Environmental Quality Act (CEQA), the School District prepared an Environmental Impact Report (EIR) for the North School Reconstruction Project and took action to certify the Final EIR and approve the project on January 9, 2019.

Following certification of the Final EIR by the School Board, the City and School District representatives met as a team to collaborate on the conditions to be included in a Memorandum of Understanding (MOU). On February 27, 2019, the Memorandum of Understanding was approved by both the City Council and School Board memorializing the commitment of both parties to work together collaboratively to safely manage transportation, traffic, and student loading and unloading activities, primarily through the development of a Neighborhood Traffic Management Plan (NTMP) for the streets and neighborhood surrounding North School.

As part of the MOU, the City and District agreed to form a stakeholder group that would share information and gather public input on relevant topics to be included in the NTMP. Over the last twelve months staff and the consulting team have collaborated in the evaluation of the study area and facilitation of a stakeholder working group and community workshops to inform the development of the NTMP.

A draft of the NTMP was released in January 2020 and was presented to the City Council, School Board, and the community for initial feedback and discussion ahead of formal action by the City Council and

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School Board. Community feedback on the January 2020 Draft NTMP was solicited through February 28, 2020.

A revised draft NTMP was presented to the City's Public Works Commission in July 2020 and in August and September additional analysis was conducted on the revised draft NTMP by City and School District Staff. The additional analysis resulted in minor changes to the NTMP documented in the October 2020 NTMP (**Attachment 2**) and the preparation of an Addendum to the North School Reconstruction Project Final EIR (**Attachment 3**) to confirm that the minor revisions to the traffic and circulation measures studied in the EIR would not create new or increased environmental impacts than what was already identified in the project EIR. As explained in the EIR and as anticipated through the working group, any changes proposed through the final NTMP should result in improvements to the circulation compared to what was originally studied for the project. Most near-term recommendations identified in the NTMP were either considered in the Approved Project design or are part of the Final EIR Mitigation Measures. Through the design and implementation of required mitigation measures and development of the NTMP, some minor modifications have been proposed, which were not previously considered and therefore an Addendum to the North School Final EIR has been prepared, pursuant to the CEQA guidelines to determine whether the implementation of the NTMP would introduce new significant impacts that were not identified in the Final EIR.

NTMP Goals:

The City of Hermosa Beach and the Hermosa Beach City School District sought the development of the Neighborhood Traffic Management Plan for the neighborhood surrounding North Elementary School to achieve the following goals:

1. Identify solutions that will enhance public safety and traffic flow at North School without causing delays in the school's construction, which may include additional offsite loading and unloading zones on public property.
2. Maximize the efficient use of limited funds of the City and School District and leverages outside funding opportunities.
3. Utilize a collaborative process to incorporate City, School District, and community input on the design and operation of transportation facilities and traffic concerns.
4. Comply with the conditions set forth in the MOU and the Mitigation Monitoring and Reporting Program for the North School EIR.
5. Complete by March 31, 2020, including adoption of plan by both the School Board and City Council.*

* Note that while adoption was initially anticipated in March 2020, due to the COVID-19 pandemic and extraordinary demands on School District and City, revisions to the draft based on public feedback were not finalized until October 2020.

Analysis:

The Draft North School NTMP was released for public review in January 2020 and presented during a Joint Study Session of the Hermosa Beach City School Board and City Council on February 3, 2020.

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Public comments on the recommendations contained within the Draft NTMP were accepted through the month of February.

During the month of February, 41 written comments were received on the Draft NTMP that resulted in some changes to the plan. Additional comments submitted and discussion from the July 2020 Public Works Commission review have generated some additional minor changes to the NTMP. Below is a brief summary of the comments submitted and the subsequent changes made to the October 2020 Draft NTMP (**Attachment 2**) in comparison the January 2020 NTMP.

- **24th Place and 25th Street (one-way and sidewalks):** The majority of comments submitted (27) were specific to long-term recommendations to convert 24th Place and 25th Street into one-way streets and provide space to accommodate sidewalks on these streets.

Changes made: These recommendations have been removed from the July 2020 draft based on community feedback and the no left-turn on 24th Place from Valley Drive has been removed/shifted to 24th Street since 24th Place is a stop-controlled intersection and will now allow two-way traffic.

- **26th Street (one-way conversion):** Seven of the comments submitted provided feedback about the near-term recommendation to convert 26th Street from a two-way street into a one-way street due to the narrow street width and current allowance of parking on both sides of the street. In order to maintain safety, preserve parking on both sides of the street, and deter 26th Street from being used as an informal student drop-off, the recommendation included in the January 2020 draft identified the conversion of 26th Street to allow vehicular travel to move one-way eastbound between Manhattan Ave and Morningside Drive.

Changes made: The October 2020 draft has been modified to recommend the one-way conversion of 26th Street to have vehicles travel westbound only between Morningside Drive and Manhattan Avenue. This change to one-way westbound would minimize potential conflicts at the intersection of Morningside and 26th Street and has been reviewed and analyzed by the City's Traffic Engineer which supports the recommendation.

- **Rotary/Kiwanis Club Parking Dropoff and ADA Path:** Eight of the comments referenced a desire for this recommendation to be moved from a long-term recommendation to a near-term project.

Changes made: None. Due to the complexity of this recommendation and level of funding needed to create a formal drop-off at this location that meets safety, accessibility, and environmental review standards, this recommendation remains in the long-term category. The City and School District may evaluate options and funding available to implement this project in the future and as necessary as part of the iterative Adaptive Management process to enhance the measures as necessary.

- **Raised Mid-Block Crosswalk at School Entrance:** The January and July 2020 Draft NTMP included a recommendation to install a raised crosswalk at a mid-block location on 25th Street near the main entrance to the school between Silverstrand Ave and Myrtle Dr. Some comments and questions have been submitted seeking the removal of this recommendation or concerns over the operation/management of that crosswalk between the school drop-off and parking lot driveway.

Changes made: This recommendation has been moved from near-term to long-term

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recommendation. Staff recommends that further review of this recommendation be considered once the school is operating and student travel patterns can be directly observed. Moving this item to a long-term recommendation would allow more effective study of how this recommendation may affect traffic safety and vehicle delay based on actual rather than modeled travel behaviors.

- **Adaptive Management Program and Monitoring Locations:** A few comments identified specific streets or intersections where they would like to see additional changes or have concerns. This includes Ozone Court, 27th Court, and the intersection of Monterey and Park.

Changes made: These locations have been added to the list for ongoing monitoring. The need for additional measures will be evaluated through the Adaptive Management Program.

- **Other Comments:** other comments or ideas submitted on the draft NTMP include:
 - requested use of buses to reduce trips (already included as a long-term recommendation),
 - a desire for long-term communication from school to neighborhood (School District will follow practices at other Hermosa schools),
 - request to use technology for efficient school arrival and dismissal (will be considered by District)
 - additional crossing guards requested at certain intersections (priority locations for crossing guards have been identified and can be adjusted once school operations begin)
 - posting of lower speed limits throughout the neighborhood (lowering beyond 25 MPH requires posted speeds to be evaluated following vehicle code regulations to be enforceable)

CEQA Addendum

While most of the near-term recommendations identified in the NTMP were either considered in the Approved Project design or are part of the Final EIR Mitigation Measures, the design and implementation of required mitigation measures and development of the NTMP has resulted in some minor modifications proposed which were not previously considered. This includes:

- Approved Project: Passenger Loading Designation on Myrtle Avenue, and restriction of on-street parking as identified in TRAF-3 for Myrtle Avenue
- NTMP Implementation: On-Site Student Loading and Unloading within the School Parking Lot
- Approved Project: Restriction of on-street parking as identified in TRAF-3 for 26th Street
- NTMP Implementation: One-Way Street Designation on 26th Street heading westbound from Morningside Drive to Manhattan Avenue.

The California Environmental Quality Act ("CEQA") and CEQA Guidelines establish the type of environmental documentation that is required when changes to a project occur after an EIR is certified.

"The lead agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred."

Therefore, an Addendum to the North School Final EIR (**Attachment 3**) has been prepared, pursuant to

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the CEQA guidelines to determine whether the implementation of the NTMP would introduce new significant impacts that were not identified in the Final EIR. The Addendum includes:

- The CEQA Authority for an Addendum
- A Description of how the project has changed in comparison to the Approved Project
- Analysis of each Transportation and Traffic Impact in the context of the NTMP Implementation in comparison to the Approved Project
- A Determination that the revised mitigation and NTMP Implementation would not result in any additional significant impacts or increase in the severity of previously identified significant impacts.

As demonstrated by the analysis included in the Addendum and noted in the table below, the NTMP Implementation would not result in any additional significant impacts nor would it substantially increase the severity of previously identified significant impacts in comparison to the Approved Project. In several impact areas, the NTMP Implementation would reduce the severity of transportation and traffic related impacts, although they would not be reduced to a less than significant level.

**Comparison of Transportation and Traffic Impacts
between Approved Project and NTMP Implementation**

Impact Analysis	Approved Project	NTMP Implementation
5.12-1a: One-Hour Peak Traffic	Less than Significant	Less than Significant
5.12-1b: Half-Hour Peak Traffic	Significant and Unavoidable	Significant and Unavoidable
5.12-2: Congestion Management Program	Less than Significant	Less than Significant
5.12-3: Roadway Hazards	Significant and Unavoidable	Significant and Unavoidable
5.12-4: Emergency Access	Less than Significant	Less than Significant
5.12-5: Alternative Transportation	Less than Significant	Less than Significant
5.12-6: Parking	Significant and Unavoidable	Significant and Unavoidable
5.12-7: Vehicle Miles Traveled	Less than Significant	Less than Significant
Cumulative Impacts	Less than Cumulatively Considerable	Less than Cumulatively Considerable

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The NTMP Implementation would be required to implement the same mitigation measures as the Approved Project as set forth in the Final EIR with minor changes to the mitigation measures noted in Addendum to reflect the NTMP Implementation.

The City of Hermosa Beach plays a unique role in this document in that the City was not designated as a lead or responsible agency when the EIR was prepared and certified, as it is not approving or constructing the underlying school project. The NTMP is a CEQA mitigation measure of the school project aimed at eliminating or reducing environmental impacts to the extent feasible. Nevertheless, the NTMP was created in partnership with the School District (lead agency) and accordingly, the City Council should memorialize its approval of the NTMP. The addendum demonstrates that the NTMP implementation (mitigation measure) will not result in any additional significant impacts nor would it substantially increase the severity of previously identified significant impacts in comparison to the Approved Project. Thus, the School District as lead agency relies on the Addendum in deciding to approve the NTMP. While the City is not required by law to be an approval body of the NTMP, the City is a partner with the District in the NTMP and for that reason approves the plan. CEQA does not squarely address this unique role. Accordingly, the City relies on the Addendum and the record as a whole in its approval of the NTMP. The addendum provides evidence that NTMP implementation will not create new or more severe impacts than those already identified in the EIR for the underlying project. To the extent that the City's decision to approve the NTMP mitigation measure is a discretionary decision that requires a CEQA finding separate and apart from reliance on the Addendum, this action is also exempt from CEQA under CEQA Guideline 15061(b) (3). There is no evidence in the record that adoption and implementation of the NTMP (a mitigation measure of the underlying project) will create a significant impact to the environment. The record as a whole shows that the measures in the NTMP enhance public safety and traffic flow at North School and by its nature as a mitigation measure, is intended to reduce impacts to the extent feasible.

Next Steps and Implementation

As a joint effort between the School District and the City, following consideration by the School Board the NTMP is being forwarded to the Hermosa Beach City Council for review and adoption. Upon adoption by both bodies, staff will begin work on the implementation of the near-term recommendations so that they are in place prior to the opening of North School for in-person student instruction.

It should be noted that the response to COVID-19 has significantly impacted school operations and it is anticipated that adjustments will continue through the majority of the 2020-21 school year. Specifically, the Hermosa Beach City School District is currently planning for the following:

- Grades 2-4 located at school site during View construction
- Hybrid model opening only allows 50% student capacity
- Staggered drop-off and pick-up times
- Midday pick-up schedule: 11:20-11:30AM

General Plan Consistency

PLAN Hermosa, the City's General Plan, was adopted by the City Council in August 2017. The

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development of the NTMP related to North School would help implement our collective community vision to provide exceptional local schools to the Hermosa Beach community and support several goals of the Governance Element, Land Use Element, and Mobility Element.

Governance Element

Goal 1 - A high degree of transparency and integrity in the decision-making process.

- *1.6 Long-term considerations.* Prioritize decisions that provide long-term community benefit and discourage decisions that provide short-term community benefit but reduce long-term opportunities.

Goal 2 - The community is active and engaged in decision-making process.

- *2.7 Major planning efforts.* Require major planning efforts, policies, or projects to include a public engagement effort.

Land Use Element

Goal 7 - Adequate space and appropriate integration of community and school facilities that support physical activity, civic life and social connections for residents of all ages and interests.

- *7.2 Joint use with schools.* Where appropriate, maintain and enhance joint use agreements with Hermosa Beach City School District to maximize community use of school facilities and expand school use of City park facilities and community space to expand opportunities for physical activity.
- *7.3 School modernization upgrades.* Support Hermosa Beach City School District plans to renovate and modernize school facilities to meet evolving educational needs in a manner that minimizes burdens to adjacent neighborhoods.

Mobility Element

Goal 2 - A public realm that is safe, comfortable, and convenient for travel via foot, bicycle, public transit, and automobile and creates vibrant, people-oriented public spaces that encourage active living.

- *2.1 Prioritize public right-of-ways.* Prioritize improvements of public right-of-ways that provide heightened levels of safe, comfortable and attractive public spaces for all non-motorized travelers while balancing the needs of efficient vehicular circulation.
- *2.2 Encourage traffic calming.* Encourage traffic calming policies and techniques to improve the safety and efficient movement of people and vehicles along residential areas and highly trafficked corridors.

Goal 3 - Public right-of-ways supporting a multimodal and people-oriented transportation system that provides diversity and flexibility on how users choose to be mobile.

- *3.3 Active transportation.* Require commercial development or redevelopment projects and residential projects with four or more units to accommodate active transportation by providing on-site amenities, necessary connections to adjacent existing and planned pedestrian and bicycle networks, and incorporate people-oriented design practices.
- *3.9 Access for emergency vehicles.* Ensure that emergency vehicles have secure and convenient access to the city's street network.
- *3.10 Require ADA standards.* Require that all public right-of-ways be designed per Americans with

Staff Report

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Disabilities Act (ADA) standards by incorporating crosswalks, curb ramps, pedestrian signals, and other components to provide ease of access for disabled persons.

Goal 7 - A transportation system that results in zero transportation-related fatalities and which minimizes injuries.

- *7.1 Safe public right-of-ways.* Encourage that all public right-of-ways are safe for all users at all times of day where users of all ages and ability feel comfortable participating in both motorized and non-motorized travel.
- *7.2 Manage speeds.* Monitor vehicle speeds through traffic controls, speed limits, and design features with the intended purpose of minimizing vehicle accidents, creating a pedestrian and bicycle environment, and discouraging cut-through traffic.
- *7.4 Traffic safety programs.* Prioritize traffic safety programs oriented towards safe access to schools and community facilities that focus on walking, biking, and driving in school zones.

Fiscal Impact

The implementation of near-term actions within the NTMP are estimated at approximately \$190,000 in construction costs, with the costs apportioned between the City and School District. The City has appropriated \$100,000 in Fiscal Year 2020-21 from the Capital Improvement Fund to implement the near-term construction related recommendations and an additional \$5,000 to support safe routes to school programming/implementation.

Attachments:

1. Resolution - North School NTMP Adoption
2. October 2020 Revised Draft - North School Neighborhood Transportation Management Plan
3. North School Reconstruction Project - Addendum to Final EIR
4. NTMP Presentation Slides

Respectfully Submitted by: LeeAnne Singleton, Environmental Analyst

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Lauren Langer, Assistant City Attorney

Approved: Suja Lowenthal, City Manager



HERMOSA
BEACH
CITY SCHOOL DISTRICT

north school

Neighborhood Transportation Management Plan (NTMP)

OCTOBER 2020



image credit SVA Architects

Developed Jointly by the City of Hermosa Beach and Hermosa Beach City School District

PRODUCED BY

FEHR PEERS

acknowledgements

THE HERMOSA BEACH COMMUNITY

The City of Hermosa Beach and Hermosa Beach City School District would like to thank the community for their interest and participation in this process. Your participation in this collaborative dialogue has led to the development of a comprehensive and coordinated plan to address public safety and traffic flow in and around the North School neighborhood and we are one step closer to fulfilling our collective community vision to provide exceptional local schools to the Hermosa Beach community.

CITY OF HERMOSA BEACH

City Council

- Mary Campbell, Mayor
- Justin Massey, May Pro Tem
- Hany Fangary
- Michael Detoy
- Stacey Armato

Staff

- Suja Lowenthal, City Manager
- Leeanne Singleton, Environmental Analyst

FEHR AND PEERS TRANSPORTATION CONSULTANTS

- Steve Brown
- Rachel Neumann
- Melody Wu

HERMOSA BEACH CITY SCHOOL DISTRICT

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- Barbara Zondiros

Staff

- Pat Escalante, Former Superintendent
- Jason Johnson, Superintendent

NORTH SCHOOL NTMP STAKEHOLDER GROUP

- Lucy Brining
- Scott Davey
- Robert Fortunato
- Melyssa Guerry
- Samantha Kuhr
- Steve Moseley
- Steve Mullins
- Nikki Nance
- Steve Peterson
- Christine Shultz
- Ralph Spargo
- Peter Spragg

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1 introduction

COMMUNITY CONTEXT

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the “South Bay” area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The city limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles.

School Configuration

The Hermosa Beach City School District provides public education in the City of Hermosa Beach providing instruction for students in Kindergarten through eighth grade. High school age residents of Hermosa Beach attend Mira Costa High School or Redondo Union High School in Manhattan Beach and Redondo Beach, respectively.

In June 2016 the voters of Hermosa Beach passed Measure S and the Hermosa Beach City School District created the Measure S School Facilities Program which called for the reconstruction of North School and the revitalization/modernization of the School District's two current schools, to create a three-school district in which schools are organized by grade level.

Safe Routes to School Network

The Mobility Element of PLAN Hermosa, the General Plan for the City of Hermosa Beach identifies a proposed Safe Routes to School Network that, when implemented, connects each of the District's three school campuses, a private school located in east Hermosa Beach, and the high schools located in the city's neighboring jurisdictions.

The intended safe routes to school network was developed based on input from parents of students through a 2016 survey and through collaboration between the City and School District to encourage students and parents that wish to walk or bike to and from school. The network is provided in **Figure 1** and assists in identifying locations for crossing guards, assessing capital improvement needs, and evaluating safety and enforcement measures.

WHAT IS A NEIGHBORHOOD TRANSPORTATION MANAGEMENT PLAN?

A Neighborhood Transportation Management Program or Plan (NTMP) is a community-based process that begins and ends with residents and community members to find solutions to traffic concerns on neighborhood streets within a defined area.

The objective is to provide safe, comfortable streets and improve the quality of life in our neighborhoods by developing and implementing innovative and effective transportation solutions to make residential streets safer and more comfortable for everyone to use.

This program provides community members the opportunity to not only voice their concerns regarding traffic related issues such as speeding, traffic collisions, and cut-through traffic, but also work to solve traffic related concerns by considering various traffic calming solutions. As options are considered, the surrounding street network must be carefully evaluated to avoid shifting impacts from one area to another.

Strategies to address these issues generally come from a large toolbox of improvements that can be implemented include updating street signs, adding pavement markers and roadway striping, increased enforcement, and items such as traffic diverters and speed bumps and are tailored based on the strategies that are likely to be most effective in addressing the specific traffic concerns of the neighborhood.

The NTMP process duration varies depending on the severity of the issues, size of the neighborhood study area, level of community engagement needed, and the types of improvements recommended. For less complex issues, traffic calming improvements may be implemented within a few months. For projects that require substantial design and construction, the process may take up to a year to develop and longer to implement.

Once implemented, additional data is typically collected to compare pre and post implementation scenarios and determine whether the measures implemented are effectively addressing the concerns identified in the NTMP. This iterative process provides opportunities to refine and improve the solutions implemented either in the affected neighborhood or in other similar NTMP efforts.

Figure 1 – Intended Safe Route to School Network



Figure 2 – North School Study Area



STUDY AREA

North Elementary School is located at 417 25th Street in the northern part of Hermosa Beach, north of 25th Street, east of Myrtle Avenue, south of 26th Street, and west of Valley Park. Morningside Drive dead-ends at the southeast edge of the site and picks up north of the site at the intersection of 26th Street. The streets directly adjacent to the school are narrow residential streets and the nearest arterial streets are Gould Avenue to the north and Valley Drive to the east.

The Study Area for the Neighborhood Transportation Management Plan includes the local streets immediately surrounding the school site and is generally bounded by Ardmore Dr to the east, 27th St/Gould Ave to the north, Manhattan Ave to the west, and 24th St to the south (with the intersection of Monterey Blvd and Park Blvd also included, as shown in **Figure 2**).

NORTH SCHOOL PROJECT DESIGN

The improvements at North School include construction of a two-story classroom and administration building (main building), multipurpose building, loading and parking areas, play areas, and associated school improvements. An asphalt playground will be developed between the two buildings, and a natural turf field will be installed in the eastern portion of the site; the field will be supported above the grade of the hillside by a retaining wall. A surface parking lot with 41 stalls will be developed in the western portion of the site, and vehicular access to the site was proposed from 25th and 26th Streets.

North School is planned to serve the District's 3rd and 4th grade students and is designed to accommodate a maximum enrollment of 510 students. While View School is under construction in 2021, North School is anticipated to accommodate the District's 2nd, 3rd, and 4th grade students estimated at approximately 400 students in 2021.

Vehicular access to the site will be from 25th street; pedestrian access would be from four access points: 25th Street with direct access from the proposed passenger loading area on 25th Street, 26th Street at the eastern perimeter of the parking lot with direct access from the proposed passenger loading area on Myrtle Avenue, 26th Street at the intersection of Morningside Drive, and end of the cul-de-sac on 26th Street in the southeast portion of the campus

NEIGHBORHOOD TRANSPORTATION MANAGEMENT PLAN GOALS

The City of Hermosa Beach and the Hermosa Beach City School District sought the development of the Neighborhood Transportation Management Plan for the neighborhood surrounding North Elementary School to achieve the following goals:

1. **Identify solutions that will enhance public safety and traffic flow at North School without causing delays in the school's construction, which may include additional offsite loading and unloading zones on public property.**
2. **Maximize the efficient use of limited funds of the City and School District and leverages outside funding opportunities.**
3. **Utilize a collaborative process to incorporate City, School District, and community input on the design and operation of transportation facilities and traffic concerns.**
4. **Comply with the conditions set forth in the MOU and the Mitigation Monitoring and Reporting Program for the North School EIR.**
5. **Can be completed by March 31, 2020, including adoption of plan by both the School Board and City Council.**

2 history

NORTH SCHOOL SITE HISTORY

Historical maps show the project site developed as early as 1912. Two residential dwellings, including one that operated as a Baptist church, were on the western portion of the property. The dwellings eventually moved away as the school expanded. The main school building on 25th Street was constructed in 1924 after the City of Hermosa Beach passed a bond measure to build new grammar schools. In 1933, an earthquake with an epicenter in Long Beach damaged the building. Although the school reopened eight days after the earthquake, the building was restored in 1934. Two new buildings (kindergarten building and classroom building) were constructed in 1938/1939 with federal money under the New Deal Program. In 1958, the District constructed another kindergarten classroom and five-classroom building to house “Baby Boom” children. In the 1970s and ‘80s, the District experienced declining enrollment, and in 1984, North School was closed and leased to various public and private institutional entities until 2018.

LONG RANGE FACILITIES MASTER PLAN

The District completed a Long-Range Facilities Master Plan in June 2014 (2014 FMP). Based on feedback gathered from the FPAC, the 2014 FMP included four layouts to redevelop the North School site. All four options identified school parking along Morningside Drive at Gould Avenue. Option D of the 2014 FMP was selected as the preferred plan during the District’s 2014 Measure Q bond campaign.

2014 MEASURE Q BOND

In 2014, the District placed Measure Q on the November 2014 ballot. Measure Q failed by 32 votes. It would have authorized the District to issue \$54 million in bonds. With the loss of Measure Q, the District conducted a tracking poll and learned that the bond failed mainly because the Hermosa Beach community wanted to preserve the City’s limited open space; the community did not want the proposed school to encroach onto limited parkland.

2016 MEASURE S BOND

With the information gathered from the tracking poll, the District conducted community envisioning workshops that ultimately resulted in two options to reconstruct the North School site within the former

school’s general footprint. The new layouts were used as the preferred plans during the District’s June 2016 Measure S Bond. Measure S passed by 59.72 percent and includes \$59 million dollars for facility improvements at all three District school sites.

ENVIRONMENTAL REVIEW AND PROJECT APPROVALS

To comply with the California Environmental Quality Act (CEQA), the School District prepared an Environmental Impact Report (EIR) for the North School Reconstruction Project and took action to certify the Final EIR and approve the project on January 9, 2019.

Additional project approvals for certain elements of the project were required prior to construction commencing from:

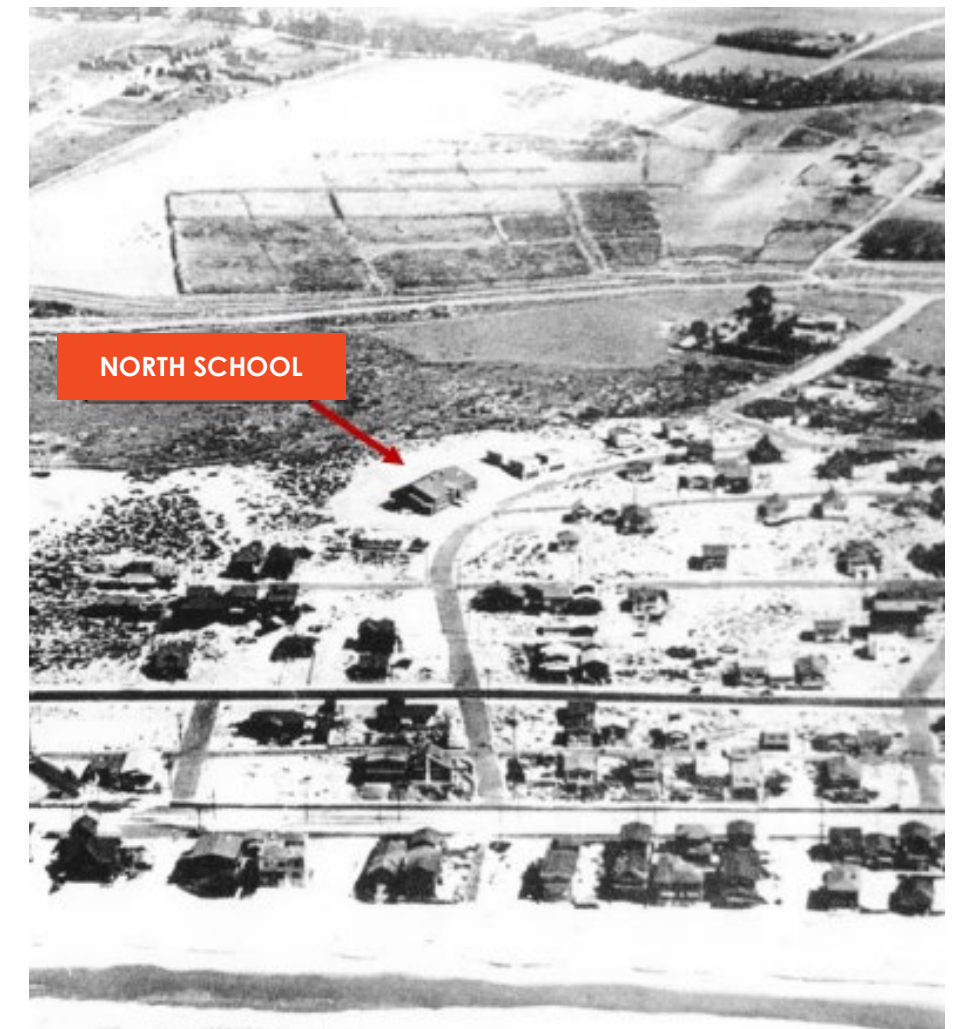
- California Department of Education, School Facilities and Transportation Services Division
- California Department of General Services, Division of the State Architect
- California Coastal Commission
- Los Angeles Regional Water Quality Control Board

MOU AND NEIGHBORHOOD TRANSPORTATION MANAGEMENT PLAN

Following certification of the Final EIR by the School Board on January 9, 2019, the City and School District representatives met as a team frequently to collaborate on the conditions to be included in a Memorandum of Understanding (MOU). On February 27, 2019 the Memorandum of Understanding was approved by both the City Council and School Board memorializing the commitment of both parties to work together collaboratively to safely manage transportation, traffic, and student loading and unloading activities, primarily through the development of a Neighborhood Transportation Management Plan (NTMP) for the streets and neighborhood surrounding North School.

As part of the Memorandum of Understanding, the City and District agreed to form a stakeholder group that would share information and gather public input on relevant topics including: peak traffic conditions, speed, safety, sight distance, anticipated and proposed student loading, and parent or resident concerns that might deter

walking and biking to school or use of certain routes to/from the project.



Aerial View of North School Prior to 1933 Long Beach Earthquake

3 planning process

Beginning in summer 2019, the City of Hermosa Beach and Hermosa Beach City School District (HBCSD) embarked on a collaborative, iterative, and public process to develop the NTMP agreed upon in the MOU. The NTMP proactively addresses transportation issues and traffic safety around North School, focusing on safe student loading and unloading activities, and the spillover effects from those activities. Transportation planning firm, Fehr & Peers, facilitated the process and provided technical guidance throughout the process.

The planning process (see **Figure 3**) included an evaluation of existing conditions, identification of issues and opportunities, creation of evaluation criteria to refine the recommendations and priorities, and ultimately development of the plan for review, adoption, and implementation. Each step in the process additionally involves various levels of community input and feedback to inform and refine the plan through an adaptive management program.

EXISTING CONDITIONS ASSESSMENT

The process was informed through the collection of new data on traffic and parking conditions in the vicinity of the school, including: daily traffic counts, identification of background traffic peaks, speed surveys, and an inventory and utilization assessment of street parking around Valley Park.

Traffic Volume and Speeds

Traffic counts and speed surveys were conducted on two weekdays of the same week (Tuesday, September 10 and Thursday, September 12). Traffic counts evaluated traffic volumes in 15-minute increments for a 24-hour period. Speed surveys identified the 85th percentile speed. They were collected at the following locations:

- Gould St, from Morningside to Valley
- Valley Drive, from Gould Avenue to 25th Street
- Myrtle Avenue, from 26th Street to 25th Street
- 25th Street, from Myrtle Avenue to 25th Street/Park Avenue

Results from the data collection are shown in **Figure 5**.

Parking Conditions

Parking occupancy was collected on a weekday (Wednesday, September 11) during anticipated school operation hours. On-street and off-street parking occupancies were counted every half hour, between 7 AM to 2:30 PM at the following locations:

- Gould Avenue, from Morningside Drive to Valley Drive (on- and off-street)
- Valley Drive, from Gould Avenue to 25th Street (on-street)
- Kiwanis/Rotary Club Lot (off-street)
- 25th Street, Myrtle Avenue to 25th Street/Park Avenue (on-street)

Safe Routes to School Survey

HBCSD parents were also surveyed regarding their children's mode of transportation to school, as well as the factors that affected their mode choice, including those factors which deter children from walking and/or biking to school.

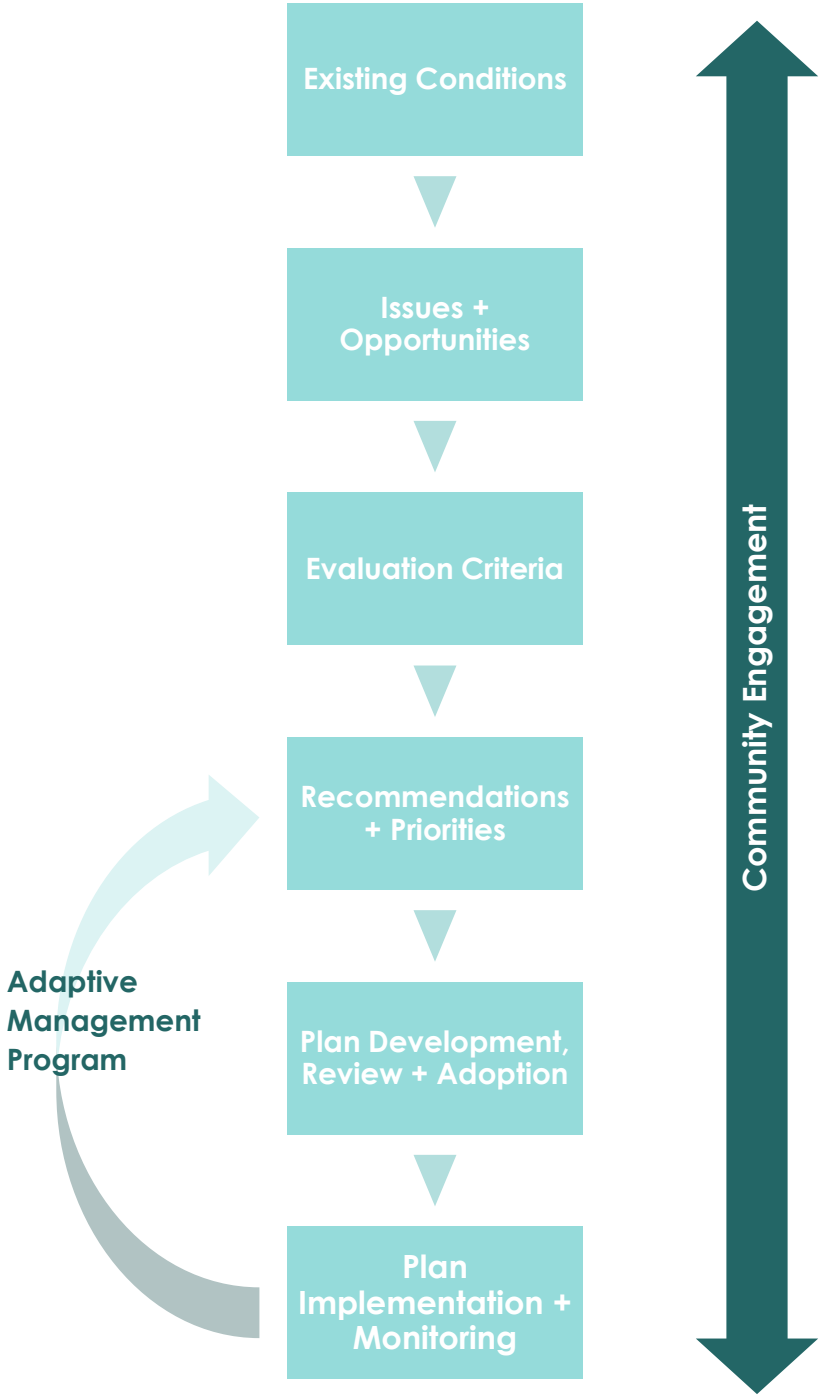
According to the 2019 Safe Routes to School survey from parents representing 340 students from Valley and View Schools, 87% of students live within one mile of school. On most days, 35% of school drop-off trips are by car, and similarly, 39% of school pick-up trips are by car.

COMMUNITY ENGAGEMENT

The process was shaped by a broad range of stakeholders, including the MOU Team, comprised of HBCSD school leadership, school board members, elected city officials, and city staff, and the Stakeholder Working Group, comprised of North School neighborhood residents, current and former HBCSD parents, and other Hermosa Beach residents who live adjacent to existing HBCSD schools. Public input to the process was solicited through two Community Workshops, as well as through social media and on the HBCSD and City websites. Throughout the process, other key stakeholders including the Hermosa Beach Police Department and the Department of Public Works.

A regular series of meetings was scheduled throughout the 6-month NTMP development period. These included three meetings with the MOU Team, five meetings with the Stakeholder Working Group including one neighborhood walking tour, two Community Workshops, and working meetings with representatives from the Police Department and the Department of Public Works.

Figure 3 – NTMP Planning Process





COMMUNITY WORKSHOP #2

MOU Subcommittee

The process kicked-off in July 2019 with a meeting of the full project team and members of the MOU Team. A brief site visit and walking tour of the North School neighborhood helped set the stage, and a productive first conversation led to an initial list of transportation issues and potential ideas for how to address those issues. The list of issues and ideas were mapped for ease of visual communication purposes.

Community Workshops

The first Community Workshop occurred at the end of October and members of the public were invited to participate. At the workshop, City and technical consultant staff introduced to attendees the idea categories and elements, then divided into small groups to allow for attendees to provide input. At the end of the workshop, a "dot" voting activity was conducted in which all attendees were able to vote their support for up to 10 of the ideas.

Following the first Community Workshop, the project team synthesized all that they had heard over the course of the fall to develop an Evaluation Matrix. The Evaluation Matrix identified whether the idea had been previously studied in the North School EIR, feasibility, the type of benefits expected from each idea, whether the idea was intended for near-term implementation before the opening of North School, or for longer-term implementation at a later date depending on need and/or further technical evaluation, and whether the idea was supported by the community. In November, the Evaluation Matrix was vetted and refined through conversations with the MOU Team, the Stakeholder Working Group, the Police Department, and Public Works. Stakeholder support, feasibility, and implementation timeframe were updated where necessary, and a holistic package of improvements was agreed upon. This package of improvements was Community Workshop, held in early December. Following the second Community Workshop, a final round of refinements was conducted through one more meeting each with the MOU Team and the Stakeholder Working Group.

Stakeholder Working Group

Through the end of the summer and into the beginning of fall, the initial list of transportation issues and ideas were more fully developed and categorized through in-depth discussions with the MOU Team and the Stakeholder Working Group. The Working Group participated in a walking tour, with members of the group who lived in the neighborhood providing particularly informative insights as to potential transportation challenges. Following the walking tour, the Stakeholder Working Group met to identify priorities and preferences as to which would be the most effective.

STAKEHOLDER WORKING GROUP IDENTIFIED PRIORITIES

Through the series of stakeholder meetings between September 2019 and January 2020, the stakeholder working group came to collectively identify a set of priorities for the NTMP. These priorities are identified below and have been integrated into the recommendation and implementation of this plan.

1. Monitoring Program

- Pre and post North School (NS) data collection
- On-going analysis for monitoring post NS construction
- Additional actions or reductions based on post construction analysis

2. Onsite Loading/Unloading at North School

3. Bus or Trolley for All Three Schools

4. Kiwanis/Rotary Parking Lot

- Loading and unloading configuration for parking lot
- Crossing to Greenbelt with stoplight (similar to Valley School)
- Pathway to NS from parking lot

5. Alternate Drop-off and Pick-up Locations

- Hermosa Avenue @ 25th Street
- Gould Avenue @ Valley Drive (West of Valley Drive)
- Gould Avenue @ Ardmore Drive (East of Ardmore)
- Valley Drive adjacent Valley Park
- Other options pending monitoring analysis

6. Pedestrian and Bike Access Improvements (Physical)

- Valley/Ardmore Corridor
- Widen sidewalks on "Safe Routes to School"
- Optional sidewalks on 24th St., 24th Pl., and 25th St. (for those interested)

7. Pedestrian and Bike Access Improvements (Programs)

- Walking School Bus
- Parent/Student incentive programs for walk, bike or bus

8. Pre and Post School Child Care Programs

- Spread out loading and unloading periods

9. Traffic Calming

- Crosswalks, speedbumps, signage, one-way streets
- Crossing Guards, Traffic Officers

4 neighborhood transportation management plan recommendations

The Neighborhood Transportation Management Plan (NTMP) was a collaborative process to identify potential traffic problems on nearby residential streets and develop recommendations to manage those concerns accordingly. As part of the process, the City and School District formed a stakeholder group of residents that provided local knowledge and input on concerns such as: projected traffic volumes, speed, safety, student drop-off/pick-up, and other topics that might impact walking and bicycling to school. Recommendations were developed throughout the public outreach process and grouped into the following categories:

- Trip Reduction
- Drop-off and Pick-up
- Pedestrian Accessibility and Safety
- Traffic Safety and Calming
- Other

TRIP REDUCTION

Increasing the number students who walk, bike, bus, and/or carpool can decrease congestion during school drop-off/pick-up times, reduce vehicle emissions, and increase overall physical activity and emotional well-being levels.

Carpool and Bus or Trolley Programs

Opportunities to develop formal and informal carpool programs and provide alternative transportation options such as a bus or trolley that serves all three school sites would help to alleviate vehicular congestion around the schools during drop-off/pick-up times.

Safe Routes to School Programs

Safe Routes to School strives to create a safe, convenient, and enjoyable opportunity for your children to walk or bike to and from school. There have been declines in the number of children walking and biking to schools, a nationwide increase in childhood obesity, and a lack of physical activity among children. While Hermosa Beach enjoys a relatively high rate of walking and biking to school participation, by continuing to implement safe routes for children to get to school, we hope to increase participation in these programs to reduce traffic strain on local streets around the schools and throughout the city.

Successful Safe Routes to School Programs incorporate what is known as the six E's: evaluation, education, encouragement, engineering, enforcement, and equity.

1. **Evaluation** of the school district and areas around the school assist in getting the program started. Surveys of parents and students serve as a great tool for collecting information about reasons for driving children instead of allowing them to walk or ride bikes. Surveys also help identify attributes of the program that would appeal to the students to make it an enjoyable experience.
2. **Education** of students, parents, school staff, and other community members is important to provide opportunities to learn about bicycle and pedestrian safety. Educational programs can also be offered about following the rules of the road when driving, walking, or riding a bike.
3. **Encouragement** from special events and programs help get students, parents, city officials, and school staff members involved in Safe Routes to School. Contests and challenges, within classrooms or schoolwide, often provide incentives for walking and riding bikes to and from school.
4. **Engineers** are needed after collecting data from surveys. The data identifies concerns about street infrastructures, such as street designs, intersections, signage, etc. Audits or walkabouts can be organized for parents and police officers to identify problems that children may encounter and discover the shortest and safest route to/from school.
5. **Enforcement** of traffic laws in the vicinity of schools from local law enforcement officers is very important for the safety of children and other pedestrians. They also assist in enforcing proper walking and bicycling behaviors. This can also be done through implementing the use of crossing guards and student safety patrols around school.
6. **Equity** is another important component of Safe Routes to School, with the goal of providing a safe, active, and healthy environment for all income levels, ethnicities, backgrounds, etc. in the community. Safe Routes to School wants to allow access to everyone in the hopes of creating safe and equitable opportunities for children, families, and other community members.

DROP-OFF/PICK-UP

Getting students safely to and from school is one of the primary goals of the NTMP. For those that are driven to school, the locations at which students are dropped off or picked up from school is a key consideration in the identification and implementation of other traffic calming and safety measures and providing a distributed range of options for parents and guardians to utilize helps to ensure no one street or area is disproportionately congested.

In the NTMP process, there are three types of drop-off and pick-up locations considered: on-site, school site adjacent in the public right-of-way, and at remote locations around Valley Park.

On-Site Loading and Unloading

Dedicated space that occurs within the boundaries of the District-owned property to facilitate the loading and unloading of students before and after school.

On-site configurations must meet California Department of Education standards to ensure student safety.

School Site Adjacent Loading and Unloading

Designated spaces within the public right-of-way or City streets that are directly adjacent to or adjoining with the school district property are also an opportunity facilitate student loading and unloading.

At these locations that border the school site, parking restrictions would be necessary during school times to ensure the curb space is available to safely and efficiently facilitate drop-off and pick-up.

Remote Drop-Off/Pick-Up and Parking

With the school site located next to Valley Park, there are a number of on-street and off-street parking areas within the vicinity that could be considered formally or informally for parents to either drop-off and pick-up students or park for a short duration and walk with their students to the school site.

At these locations, some adjustments or additions to parking restrictions may be necessary to facilitate their use as drop-off or pick-up locations.

PEDESTRIAN ACCESSIBILITY AND SAFETY

This section summarizes types of engineering treatments and operational programs that can help to improve pedestrian accessibility and safety around the school site and neighborhood.

Crossing Guards

Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians.

High-Visibility Crosswalks

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint.

Raised Crosswalks

Raised crosswalks are elevated to match the sidewalk to make pedestrians more visible to approaching vehicles. Typically located at midblock crossings, they encourage motorists to yield to pedestrians and reduce vehicle speed.

Rectangular Rapid-Flash Beacons

Pedestrian-activated flashing lights and additional signage enhance the visibility of marked crosswalks and alert motorists to pedestrian crossings.



TRAFFIC SAFETY AND CALMING

This section summarizes the types of treatments related to traffic safety and calming that that may be appropriate given the context of the streets within the study area.

Centerline Striping

Centerline striping can be used to delineate travel lanes on residential streets. As a neighborhood transportation management measure, they are often used on curves where vehicles tend to deviate outside of the proper lane, risking collision.

Curb Extensions

Curb extensions widen the sidewalk at intersections or midblock crossings to shorten the pedestrian crossing distance, to make pedestrians more visible to vehicles, and to reduce the speed of turning vehicles.

One-Way Street Conversion

Streets with limited right of way to accommodate on-street parking on both sides simultaneously with vehicular travel in both directions could be considered for conversion to a one-way street that would preserve limited parking, while improving the flow of travel.

Red Curbs

Red curbs indicate parking prohibitions on the streets within the City. They can enhance safety, especially on curved roads and near driveways, by improving sightlines for pedestrians and motorists.

Speed Feedback Signs

Real-time speeds are relayed to drivers and flash when speeds exceed the limit. Speed feedback signs are typically mounted on or near speed limit signs and can also be mobile units.

Speed Lumps

These traffic calming devices use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass with minimal slowing, while significantly slowing passenger cars and mid-size SUVs.

Signage

Signage that can be used as a neighborhood transportation management measure include:

- 'No left-turn' signs (during school hours)
- 'No stopping' signs (during school hours)
- 'One way' signs

- '15 mph Speed Limit' signs (during school hours)
- Four-way 'Stop' signs

Targeted Enforcement

Targeted enforcement may be used in conjunction with new neighborhood transportation management devices to help drivers become aware of the new restrictions. Depending on police department resources, the targeted enforcement may be limited in duration.

Traffic Control

Traffic control officers at strategic locations can help to improve the flow of vehicle traffic similar to a traffic signal. Traffic control officers are typically used in instances where traffic congestion may be present only during short time durations or certain times of day and a traffic signal is not warranted.



OTHER RECOMMENDATIONS

A series of other solutions identified through the process that aim to improve traffic flow, by offsetting the number of trips that are generated during a peak time period are identified below.

Staggered Bell Schedule

The North School Environmental Impact Report includes a mitigation measure for the District to stagger the bell schedule for school start and end times between grades at the school. This mitigation does not necessarily reduce the number of trips that occur, but helps to distribute the trips over a wider time period to reduce potential traffic congestion.

Before and After School Programs

Before and after school programming for students provides numerous benefits to both students and parents, but in the context of a neighborhood transportation management plan provides an opportunity similar to a staggered bell schedule to distribute the trips to and from the school so that they occur outside of peak drop-off or pick up times.

Regular Monitoring and Evaluation

Regular monitoring and evaluation of the effectiveness of the measures is key to the implementation and iterative process of the plan. The adaptive management program has been developed to establish parameters for ensuring the recommendations implemented are effective and whether additional measures are warranted based on data and analysis.

RECOMMENDATION FRAMEWORK

The recommendations were generated over the course of four stakeholder group meetings, two public workshops, and three meetings with the MOU subcommittee comprised of City Council and School Board members. The outreach process provided recommendations that would be most effective based on public feedback, alignment with the North School Environmental Impact Report (EIR), and the costs/benefits of implementation. While the input from stakeholder meetings and public workshops provided general priorities, the consultant team provided technical expertise on the type and placement of treatments. The comprehensive set of recommendations are shown **Figure 4** and in the corresponding table.

Following the graphic depiction of the set of recommendations, each recommendation is then described briefly and includes information on the implementation timeframe, any additional evaluation needed, planning level cost estimates, and where appropriate conceptual designs presented for the recommendation.

Implementation Timeframe

Recommendations are divided into near-term and long-term implementation projects described below.

- **NEAR-TERM PROJECTS** that the City and School District will install before the school opens.
- **LONG-TERM PROJECTS** that the City and School District will consider and plan for implementation as funding is available and as the adaptive management program monitoring warrants.

Additional Evaluation Needed

For long-term measures, areas of additional evaluation that may be needed are identified as follows:

- **REQUIRES ADDITIONAL ANALYSIS** are projects that additional data must be gathered to assess and monitor whether the measure would be effective
- **REQUIRES PUBLIC CONSULTATION** that the technical team determined are effective recommendations but will require petition of support from the residents on the affected street or block
- **REQUIRES AGENCY COORDINATION** are projects that may require more time and coordination among agencies and other organizations for implementation

Planning Cost Estimates

Planning-level cost estimates are also included for both near-term and long-term projects. Estimated construction costs are based on available bid result information for similar types of project work. Bid result costs are compiled from projects from 2015 to 2019.

Conceptual Designs

For those projects that require engineering plans or designs prior to implementation, conceptual designs have been prepared to illustrate the general location and design of the proposed treatment or infrastructure needed.

FIGURE 1

HERMOSA BEACH NORTH SCHOOL NTMP

Recommendations

CATEGORIES

- Drop-off/Pick-Up
- Pedestrian Accessibility & Safety
- Trip Reduction
- Traffic Safety & Calming
- Other
- Long-Term Recommendations



NEAR-TERM RECOMMENDATIONS									
Trip Reduction		Drop-Off/Pick-Up Around School Site		Pedestrian Accessibility & Safety		Traffic Safety and Calming		Other	
33	Encourage walking and all rolling mode options	1	Formal school loading/unloading along 25th St in front of school	4	Crossing guard - 25th St & Myrtle Av	3	Add pork-chop island at school driveway to restrict eastbound left-turn traffic from 25th St into school	37	Staggered Bell Schedule
34	Walking school bus on Valley Dr with enhanced stops - School to manage organization of parent volunteers	2	On-site school loading/unloading & ADA drop-off/pick-up	5	High visibility crosswalks - 25th St & Myrtle Av (E/S/W legs)	8	Speed lump - midway along Myrtle Av	38	Before and After School Programs
		17	Prohibit drop-off/pick-up on Morningside Av (signage)	6	High visibility crosswalk - 25th St & Manhattan Av (E/W legs)	9	Speed lump - midway along Silverstrand Av	39	Regularly scheduled re-evaluation of NTMP effectiveness - Built-in monitoring to evaluate NTMP
		22	Gould Av on-street parking - Allocate 8 spaces for school short-term parking during school hours	7	High visibility crosswalk with stop signs - 24th St & Manhattan Av (N/S legs)	10	Yellow centerline striping along 25th St/Park Ave (from Manhattan Ave to 24th St)		
		26	Valley Dr On-Street Spaces - Allocate 8 spaces for school short-term parking during school hours	12	High visibility crosswalk - 25th St & 25th St (E leg)	11	Speed lump - 25th St		
				15	High visibility crosswalk - 24th Pl & 25th St/Park Av (E leg)	13	Red curb - east side of 25th St/Park/24th Pl		
				21	Crossing guard - Morningside Ave/27th St/Gould Av	14	Speed lump - 24th Pl & 25th St/Park Av		
				23	Crossing guard - Gould Av/Valley Dr/Ardmore Av	16	Speed lump - Park Av		
				29	High visibility crosswalk - Valley Dr & 25th St (W leg)	18	One way street heading westbound for 26th St		
				31	High visibility crosswalk - Valley Dr & 24th St (W leg)	19	"Stop Ahead" roadway marking - 26th St heading east towards school		
						20	15 mph speed limit around school (only during school hours)		
						24	Traffic control officer at Gould Av/Valley Dr/Ardmore Av		
						25	15 mph speed limit on Valley Dr (only during school hours)		
						27	Red curb - west side of Valley Dr, just north of Kiwanis Club (eliminates 2 on-street parking spaces)		
						28	Curb extension - Valley Dr & 25th St		
						30	No left-turn restriction from Valley Dr onto 25th St (only during school drop-off/pick-up hours)		
						32	No left-turn restriction from Valley Dr onto 24th Pl (only during school drop-off/pick-up hours)		
						35	Targeted traffic enforcement during school drop-off/pick-up times (when school opens)		
						36	Develop suggested parent travel route maps for entrance/exit to/from neighborhood		

Trip Reduction		Drop-Off/Pick-Up Around School Site		LONG-TERM RECOMMENDATIONS		Pedestrian Accessibility & Safety		Traffic Safety and Calming		Other	
K	Busing for all 3 schools (Valley, View & North)	A	Kiwanis/Rotary Club Lot - Redesign existing parking layout for formal use as drop-off/pick-up area	B	Pedestrian path across park from Kiwanis Club (with school monitor/volunteer)	F	Red curb - both sides of 25th St (diagonal segment) @ 25th St/Park Av				
		I	Gould Av on-street parking - Look into drop-off/pick-up options east of Gould Av/Ardmore Av	C	High visibility midblock crosswalk - across Valley Dr, in front of Kiwanis/Rotary Club Lot, with HAWK (High-Intensity Activated Crosswalk) beacon or traffic signal	H	Signalize Gould Av/Valley Dr/Ardmore Av (similar to 15th St/Valley Dr/Ardmore Av in Manhattan Beach)				
		J	Hermosa Av on-street parking - Use time restrictions to make available 4-5 drop-off/pick-up spaces	D	Pedestrian path across greenbelt to connect Kiwanis Club to greenbelt						
		E	Traffic control officer at Gould Av/Valley Dr or in front of Kiwanis Lot								
		G	Crossing guard - 25th St/Park/24th Pl								
		L	Raised midblock crosswalk with recentangular rapid-flash beacons with appropriate signage and markings)- 25th St in front of school main entrance								

NEAR-TERM RECOMMENDATIONS

The following recommendations have been identified to be implemented in the near-term, prior to the opening of North School.

1. FORMAL SCHOOL DROP-OFF/PICK-UP ALONG 25TH ST IN FRONT OF SCHOOL ●

Description

At the front of the school site, a street widening/curb cutout is proposed along 25th Street stretching approximately 200 feet to serve as a school drop-off and pick-up location directly adjacent to the main entrance of the school. This space is intended to accommodate approximately 9 vehicles at a time.

A school valet program will also be implemented to assist in the efficiency of the drop-off/pick-up process.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
Included in school construction project contract

Conceptual Designs:
See Appendix A

2. ON-SITE SCHOOL & ADA DROP-OFF/PICK-UP ●

Description

On-site school parking lot was re-designed by the School District with help from project neighbors, the transportation consulting team, and stakeholder to revise the configuration to introduce on-site drop-off/pick-up while still complying with accessibility standards under the Americans with Disability Act (ADA) and California Division of the State Architect standards, while maintain the 41 on-site parking spaces approved by the California Coastal Commission. The on-site loading and unloading area is designed to accommodate approximately 4 vehicles at a time.

A school valet program will also be implemented to assist in the efficiency of the drop-off/pick-up process.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 15,000 for design

Conceptual Designs:
See Appendix A

3. ADD PORK-CHOP ISLAND AT SCHOOL DRIVEWAY ●

Description

To restrict eastbound left-turn traffic from 25th Street into the school parking lot and left-turn traffic from the school parking lot back onto 25th Street, concrete “pork chop” island is recommended for installation to prohibit those turning movements.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 1,100

Conceptual Designs:
See Appendix A

4. CROSSING GUARD - 25TH ST & MYRTLE AV ●

Description

Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians. A crossing guard is recommended for the intersection of 25th Street and Myrtle Avenue.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$10,900 per year

5. HIGH-VISIBILITY CROSSWALKS - 25TH ST & MYRTLE AV ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 25th Street and Myrtle Avenue on the east, south and west legs. In addition to striping, reconstruction of the intersection corners would be needed to mitigate the downslope, as well as installation of new directional ramps for each crosswalk and potential drainage changes.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 40,400

6. HIGH VISIBILITY CROSSWALK - 25TH ST & MANHATTAN AV ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 25th Street and Manhattan Avenue on the east and west legs.

In addition to striping, reconstruction of the intersection corners would be needed to mitigate the downslope, as well as installation of new directional ramps for each crosswalk and potential drainage changes.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 39,300

7. HIGH VISIBILITY CROSSWALK WITH STOP SIGNS - 24TH ST & MANHATTAN AV ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 24th Street and Manhattan Avenue on the north and south legs.

In addition to striping, reconstruction of the intersection corners would be needed to mitigate the downslope, as well as installation of new directional ramps for each crosswalk and potential drainage changes.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 35,100

8. SPEED LUMP - MIDWAY ALONG MYRTLE AV ●

Description

Speed lumps use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass with minimal slowing, while significantly slowing passenger cars and mid-size SUVs.

Speed lumps are recommended for installation along Myrtle Avenue midway between 24th Street and 25th Street. This recommendation will require a petition of support from the residents on the affected street.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 3,300

9. SPEED LUMP - MIDWAY ALONG SILVERSTRAND AV ●

Description

Speed lumps use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass with minimal slowing, while significantly slowing passenger cars and mid-size SUVs. Speed lumps are recommended for installation along Silverstrand Avenue midway between 24th Street and 25th Street. This recommendation will require a petition of support from the residents on the affected street.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 3,300

10. YELLOW CENTERLINE STRIPING ALONG 25TH ST/PARK AVE ●

Description

Centerline striping can be used to delineate travel lanes on residential streets. As a neighborhood transportation management measure, they are often used on curves where vehicles tend to deviate outside of the proper lane, risking collision. Centerline striping is recommended for installation along 25th Street and Park Avenue between Manhattan Avenue and 24th Street due to the curvature of the road and limited roadway width.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 400

11. SPEED LUMP - 25TH ST ●

Description

Speed lumps use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass with minimal slowing, while significantly slowing passenger cars and mid-size SUVs. Speed lumps are recommended for installation along 25th Street north of the intersection with 24th Place and Park Avenue. This recommendation will require a petition of support from the residents on the affected street.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 3,300

12. HIGH VISIBILITY CROSSWALK - 25TH ST & PARK AV ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 25th Street where it intersects with Park Avenue on the east leg.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 4,800

13. RED CURB - EAST SIDE OF 25TH ST/PARK/24TH PL ●

Description

A red curb is proposed on the east side of the intersection between 25th Street, Park Avenue and 24th Place due to the curved roadways, unusual intersection geometry, and sloped nature of the roadway approaches to improve sightlines for pedestrians and motorists.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 210

14. SPEED LUMP - 24TH PL & 25TH ST/PARK AV ●

Description

Speed lumps use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass with minimal slowing, while significantly slowing passenger cars and mid-size SUVs.

Speed lumps are recommended for installation along 25th Street at the intersection with 24th Place and Park Avenue. This recommendation will require a petition of support from the residents on the affected street.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 3,300

15. HIGH VISIBILITY CROSSWALK - 24TH PL/25TH ST/PARK AV ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 24th Place where it intersects with Park Avenue on the east leg.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 11,900

16. SPEED LUMP - PARK AV ●

Description

Speed lumps use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass with minimal slowing, while significantly slowing passenger cars and mid-size SUVs.

Speed lumps are recommended for installation along Park Avenue south of the intersection with 24th Place and 25th Street. This recommendation will require a petition of support from the residents on the affected street.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 3,500

17. PROHIBIT DROP-OFF/PICK-UP ON MORNINGSIDE DR ●

Description

The southern segment of Morningside Drive which is accessed from 25th Street is a narrow dead-end street without space for proper vehicle turning. To avoid the use of that location as a drop-off or pick-up spot for students, signage will be installed that prohibits drop-off activity at the intersection of the street with 25th Street.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 1,900

18. ONE WAY STREET HEADING WESTBOUND FOR 26TH ST ●

Description

This roadway is very narrow, and with added traffic volume from the school, it will be very difficult to function as two-way with parking on both sides of the street. Converting to one-way would allow parking on both sides with sufficient space for reasonable vehicle circulation.

Two-way access would be maintained on Morningside Drive, between Gould Avenue and 26th Street, to preserve alley access. Conversion of 26th Street to one-way will require a petition of support from the residents on the affected street.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 4,200

19. “STOP AHEAD” ROADWAY MARKING - 26TH ST HEADING WEST TOWARDS MANHATTAN AV ●

Description

Roadway markings such as 'stop ahead' are intended to warn drivers of an upcoming change to the roadway conditions. This type of roadway marking is recommended for installation along 26th Street as drivers approach the intersection with Manhattan Avenue.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 300

20. SCHOOL ZONE SPEED LIMITS ●

Description
A reduction in the maximum speed limit is recommended for implementation along Valley Drive from Gould Avenue to 21st Street through designation as a School Zone speed limit, as allowed under the California Vehicle Code. The lower speed limit of 15 MPH would be limited to enforcement during school hours. Real-time speeds can be relayed to drivers and flash when speeds exceed the limit through the installation of speed feedback signs.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 4,500

21. CROSSING GUARD - MORNINGSIDE DR/27TH ST ●

Description
Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians. A crossing guard is recommended for the intersection of Morningside Drive and 27th St adjacent to Valley Park.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$10,900 per year

22. GOULD AVE ON-STREET PARKING ●

Description
Designate a portion of the spaces (approximately 8 spaces) as 15-minute parking zones 30 minutes before and after school intake and dismissal. This parking is currently unrestricted and typically used by park-goers during the daytime and adjacent residents overnight. During the beginning and ending of school, these spaces are not heavily subscribed. Therefore, making them available for school-related drop-off/pick-up will benefit the neighborhood by not requiring these parents to drive on the smaller residential streets adjacent to the school.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 3,700

23. CROSSING GUARD - GOULD AV/VALLEY DR/ ARDMORE AV ●

Description
Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians. A minimum of two crossing guards are recommended for the intersections of Gould Avenue where it intersects with Valley Drive and Ardmore Avenue.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$10,900 per year

24. TRAFFIC CONTROL OFFICER AT GOULD AV/VALLEY DR/ARDMORE AV ●

Description
Traffic control officers at strategic locations can help to improve the flow of vehicle traffic similar to a traffic signal. Traffic control officers are typically used in instances where traffic congestion may be present only during short time durations or certain times of day. In conjunction with crossing guards, a traffic control officer is recommended for the intersections of Gould Avenue where it intersects with Valley Drive and Ardmore Avenue.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$14,200 per year

25. 15 MPH SPEED LIMIT ON VALLEY DR (ONLY DURING SCHOOL HOURS) ●

Description
A reduction in the maximum speed limit is recommended for implementation along Valley Drive from Gould Avenue to 21st Street through designation as a School Zone speed limit, as allowed under the California Vehicle Code. The lower speed limit of 15 MPH would be limited to enforcement during school hours. Real-time speeds can be relayed to drivers and flash when speeds exceed the limit through the installation of speed feedback signs.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 4,500

26. VALLEY DR ON-STREET SPACES ●

Description
Designate a portion of the spaces (approximately 8 spaces) as 15-minute parking zones 30 minutes before and after school intake and dismissal.

This parking along Valley Drive currently has 6-hour time restrictions and typically used by park-goers during the daytime. During the beginning and ending of school, these spaces are not heavily subscribed. Therefore, making them available for school-related drop-off/pick-up will benefit the neighborhood by not requiring these parents to drive on the smaller residential streets adjacent to the school.

Throughout the outreach process, the nearby Kiwanis/Rotary Club lot was identified as a potential asset for off-site drop-off/pick-up during school hours. The lot was considered for school-related drop-off/pick-up, but is not feasible in the short-term as it will require approval from the California Coastal Commission and additional capital improvement program funding to build out an ADA-compliant pedestrian path across Valley Park.

The City and District have identified other nearby locations, including the on-street spaces along Valley Drive for drop-off/pick-up that are less costly, giving more time to accumulate the funds and pursue the approvals needed for to formally utilize the Kiwanis/Rotary Club lot in the future.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 3,700

27. RED CURB - WEST SIDE OF VALLEY DR, JUST NORTH OF KIWANIS CLUB (ELIMINATES 2 ON-STREET PARKING SPACES) ●

Description
A red curb is proposed on the west side of Valley Drive, just north of the Kiwanis/Rotary Club parking lot. This red curb would result in the elimination or adjustment of two on-street parking spaces, but would improve visibility reduce conflicts between vehicles along Valley Drive and those exiting the parking lot.

Implementation Timeframe:
Near-Term

Planning Cost Estimates:
\$ 140

28. CURB EXTENSION - VALLEY DR & 25TH ST ●

Description

A curb extension is proposed on the northwest corner of the intersection between 25th Street and Valley Drive to address pedestrian visibility, slope change, and vehicle speed concerns as southbound motorists turn from Valley Drive on to 25th Street.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 11,400

29. HIGH VISIBILITY CROSSWALK - VALLEY DR & 25TH ST ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 25th Street and Valley Drive on the west leg.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 1,050

30. NO LEFT-TURN RESTRICTION FROM VALLEY DR ONTO 25TH ST (ONLY DURING SCHOOL DROP-OFF/PICK-UP HOURS) ●

Description

Northbound left turn movements from Valley Drive onto 25th Street by vehicles attempting to access the school site have the potential to increase the volume of traffic on this street, interfere with pedestrian crossings, and delay northbound traffic on Valley Drive. Signage is proposed at this intersection to prohibit left-hand turns during school hours to address these concerns.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 465

31. HIGH VISIBILITY CROSSWALK - VALLEY DR & 24TH PL ●

Description

Crosswalks should be designed with continental markings to be more visible to approaching drivers and use high-visibility material, such as inlay tape or thermoplastic tape instead of paint. High-visibility crosswalk markings are recommended at the intersection 24th Place and Valley Drive on the west leg.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 1,050

32. NO LEFT-TURN RESTRICTION FROM VALLEY DR ONTO 24TH PL (ONLY DURING SCHOOL DROP-OFF/PICK-UP HOURS) ●

Description

Northbound left turn movements from Valley Drive onto 24th Place by vehicles attempting to access the school site have the potential to increase the volume of traffic on this street, interfere with pedestrian crossings, and delay northbound traffic on Valley Drive. Signage is proposed at this intersection to prohibit left-hand turns during school hours to address these concerns.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

\$ 465

33. ENCOURAGE WALKING AND ALL ROLLING MODE OPTIONS ●

Description

The District will encourage and support all non-auto transportation modes, including walking, biking, skateboarding, scootering, and others, through a combination of ongoing education, encouragement, and incentives. This encouragement applies to all students who utilize non-auto modes to school, not just those participating in the Walking School Bus program (see # 35, below).

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

34. WALKING SCHOOL BUS ON VALLEY DR WITH ENHANCED STOPS ●

Description

HBCSD's existing Walking School Bus program utilizes trained adult volunteers, usually parents, to safely walk students to school along a designated Safe Route To School, with coordinated stops to allow additional students to "get on the bus" along the way. Due to the program's voluntary nature, both in terms of the adults who supervise the walk and students participants, participation varies from school year to school year. To ensure sustained high levels of participation in the North School Walking School Bus program, appropriate incentives will be determined and offered to participants. Routes will be adjusted annually to best serve student home origin locations.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

35. TARGETED TRAFFIC ENFORCEMENT DURING SCHOOL DROP-OFF/PICK-UP TIMES ●

Description

Targeted enforcement will be used as resources are available to focus safe travel behaviors by vehicles, bicycles, and pedestrians. Key times in which targeted enforcement may be used include: when new neighborhood transportation management devices to help drivers become aware of the new restrictions; when school schedules change or reset (back to school, school breaks); and as concerns arise regarding unsafe travel behaviors that can be reduced through traffic enforcement.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

36. DEVELOP SUGGESTED PARENT TRAVEL ROUTE MAPS FOR ENTRANCE/EXIT TO/FROM NEIGHBORHOOD ●

Description

A school route map can inform parents of students about suggested driving routes to and from school depending on where they live. While the suggested driving routes are intended to make the school trips safer by identifying optimal routes, the map also identifies alternate drop-off/pick-up locations to mitigate traffic congestion around the school during peak hours and encourage more students to walk to/from school.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

37. STAGGERED BELL SCHEDULE ●

Description

The North School Environmental Impact Report includes a mitigation measure for the District to stagger the bell schedule for school start and end times between grades at the school. This mitigation does not necessarily reduce the number of trips that occur, but helps to distribute the trips over a wider time period to reduce potential traffic congestion.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

38. BEFORE AND AFTER SCHOOL PROGRAMS ●

Description

Before and after school programming for students provides numerous benefits to both students and parents, but in the context of a neighborhood Transportation management plan provides an opportunity similar to a staggered bell schedule to distribute the trips to and from the school so that they occur outside of peak drop-off or pick up times.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

39. REGULARLY SCHEDULED RE-EVALUATION OF NTMP EFFECTIVENESS (I.E. BUILT-IN MONITORING TO EVALUATE TRAFFIC VOLUMES) ●

Description

Regular monitoring and evaluation of the effectiveness of the measures is key to the implementation and iterative process of the plan. The adaptive management program has been developed to establish parameters for ensuring the recommendations implemented are effective and whether additional measures are warranted based on data and analysis.

The City and School District proposed approach to regular monitoring and evaluation is described in the adaptive management program chapter of this document.

Implementation Timeframe:

Near-Term

Planning Cost Estimates:

Minimal infrastructure development costs, costs primarily related to labor.

5 implementation

FUNDING OPPORTUNITIES

As noted in the recommendations, each project will require funding to implement. While many of the smaller cost and short-term projects may be implemented using existing funding resources, other projects will require the City and School District to consider and apply for outside funding resources from federal, state, local, and even private granting agencies. The range of resources available are described in this chapter.

FEDERAL FUNDING

Safe Routes to School Program (SRTS)

<http://www.dot.ca.gov/hq/localprograms/saferoutes/srts.htm>

Cycle 3 of the Federal Safe Routes to School program has been extended after the success of California's Safe Routes to School (SR2S) program which began in 1999. Originally a five year program, extensions through continuing resolution have been enacted by Congress allowing the program to remain funded for the purpose of: 1) enabling and encouraging students in kindergarten through eighth grade (K-8), including students with disabilities, to safely walk and bicycle to school, 2) making walking and bicycling to school a more appealing mode choice, and 3) facilitating the planning, design, and implementation of projects that will improve safety, environment, and overall quality of life. Consistent with other federal-aid programs, each State Department of Transportation is held responsible for developing and implementing the program.

Transportation Enhancement Activities

www.fhwa.dot.gov/environment/transportation_enhancements

The Transportation Enhancement (TE) activities offered funding opportunities to help expand transportation choices and enhance the transportation experience through 12 eligible TE activities related to surface transportation, including pedestrian and bicycle infrastructure and safety programs, scenic and historic highway programs, landscaping and scenic beautification, historic preservation, and environmental mitigation.

STATE FUNDING SOURCES

Active Transportation Program (ATP)

<https://catc.ca.gov/programs/active-transportation-program>

The California Transportation Commission developed program guidelines and project selection criteria for the first call for projects for the statewide Active Transportation Program (ATP) in March 2014. The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. A fourth cycle of the ATP is anticipated in 2019 and expected to last through 2023.

The purpose of ATP is to encourage increased use of active modes of transportation by achieving Increase the proportion of trips accomplished by biking and walking, Increased safety and mobility for non-motorized users, advance the active transportation efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals, enhance public health, ensure that disadvantaged communities fully share in the benefits of the program, and provide a broad spectrum of projects to benefit many types of active transportation users.

In addition, the Senate Bill 1 (SB1) transportation bill funds an additional \$1 billion for the Active Transportation Program (ATP) over the next ten years —that's an additional \$100 million per year for cities, counties and regional transportation agencies to build more bike paths, cross-walks and sidewalks.

The Safe Routes to School (SR2S) grants are awarded through the ATP, listed below:

Safe Routes to School (SR2S)

SR2S is administered by Caltrans, and funds engineering and education projects that improve safety to/from schools. Authorized by Section 1404 of SAFETEA-LU (the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), the SRTS Program came into effect in August of 2005. This federal funding program emphasizes community collaboration in the development of projects, and projects that incorporate elements of – education, encouragement, engineering, enforcement, and evaluation.

Environmental Enhancement and Mitigation Program

www.resources.ca.gov/grants/environmental-enhancement-and-mitigation-eem

The Environmental Enhancement and Mitigation Program (EEMP) was established in 1989 and is administered by the California Natural Resources Agency and Caltrans. The program offers a total of \$7 million each year for grants to local, state, and federal governmental agencies and to nonprofit organizations, funded through gasoline taxes. EEMP Funds are allocated to projects that either directly or indirectly offset environmental impacts of modified or new public transportation facilities including streets, mass transit guideways, park-n-ride facilities, transit stations, tree planting to offset the effects of vehicular emissions, and the acquisition or development of roadside recreational facilities, such as trails. EEMP is an annual program with the next solicitation expected in April of 2019.

Highway Safety Improvement Program (HSIP)

www.dot.ca.gov/hq/LocalPrograms/hsip.htm

The Highway Safety Improvement Program (HSIP) is a core federal-aid program that aims to reduce traffic fatalities and serious injuries on public roads. HSIP funds can be used for projects such as bike lane or sidewalk projects on local roadways, improvements to Class I multi-use paths, or for traffic calming measures. Applications that identify a history of incidents and demonstrate their project's improvement to safety are most competitive for funding. Program is administered by Caltrans in the State of California.

California Office of Traffic Safety Grant Opportunities

www.ots.ca.gov/Grants/default.asp

The California Office of Traffic Safety (OTS) provides grants for safety programs and equipment. Drivers of motor vehicles need to share the road with pedestrians and bicyclists. OTS grantees develop programs to increase awareness of traffic rules, rights, and responsibilities among various age groups. Bicycle and Pedestrian Safety is a specifically identified funding priority. This category of grants includes enforcement and education programs, which encompass a wide range of activities, including bicycle helmet distribution, design and printing of billboards and bus posters, other public information materials, development of safety components as part of physical education curriculum, or police safety demonstrations through school visitations.

REGIONAL AND LOCAL FUNDING SOURCES

At the regional and county level, SCAG and Metro administer much of the funds that can be used to implement active transportation projects. Metro administers several programs that are sources of funding for recommended projects.

SCAG Grant Opportunities

<http://www.scag.ca.gov/opportunities/Pages/Grants.aspx>

The Southern California Association of Governments' Grant opportunities offered by various agencies that may be pertinent to your agency's workplan. SCAG gathers this information in order to disseminate it to all interested agencies in the SCAG region.

Measure M

<http://theplan.metro.net/>

The Measure M Expenditure Plan devotes its funds to nine transportation categories as follows: 35% to new rail and bus rapid transit construction, 17% highway/Carpool lane/Goods movement improvements, 20% Bus operations, 17% to local city transportation improvements, 5% to Metro Rail system improvements, 2% for state of good repair, 2% to keep fares affordable for seniors, students and disabled, 2% for active transportation projects, 1% for Metrolink projects. Many jurisdictions use their local Measure M funding for active transportation projects and local transportation improvements.

Air Quality Improvements through Automobile Trip Reduction & Roadway Congestion Mitigation

<http://www.scag.ca.gov/opportunities/Pages/Grants.aspx>

The AQMD announces the availability to local governments of up to \$5 million in grant funds for opportunities to reduce automobile trips, traffic congestion, and their associated air pollutant emissions by shifting attendees of major event center functions out of their personal automobile and onto public transportation.

Traffic Mitigation Fees

Some agencies have implemented development fees that can then be used to fund various types of infrastructure. For example, a fee may be adopted for each PM peak hour trip that is generated by a project. This funding is combined with funds from other projects to establish a source of funds to construct the improvements that are on an adopted project list. Based on the list of projects or other mechanisms, the traffic mitigation program can be used to fund a variety of projects that serve several travel modes.

Capital Improvement Program (CIP)

Each year, the City allocates a portion of the general fund budget to transportation capital projects, including pedestrian-related facilities, street lighting, and traffic calming. This is typically the largest source of funds for existing communities. This is typically the largest source of funds for existing communities. While sidewalk repair and replacement are usually the responsibility of the adjacent land owner, the City is responsible for the repair of sidewalk damage caused by City-owned trees, vehicle crashes, water main breaks and natural subsidence. The majority of CIP funds, however, are for new installations associated with city streets, buildings and other infrastructure.

Community Development Block Program (CDBG)

CDBG Partners with rural cities and counties to improve the lives of their low- and moderate-income residents through the creation and expansion of community and economic development opportunities in support of livable communities. The CDBG program is the development of viable urban communities by providing decent housing and a suitable living environment and through expanding economic opportunities, principally, for persons of low- and moderate-income. "Persons of low and moderate income" are defined as families, households, and individuals whose incomes do not exceed 80 percent of the county median income, adjusted for family or household size.

Beach Cities Health District

Beach Cities Health District offers two types of grants: our Grants for Non-Profits and our Micro Enrichment Grants for small, one-time health projects.

The District funds programs that provide:

- Health education and prevention
- Support groups
- Health promotion
- Health maintenance
- Efforts to develop and test new approaches to solving problems within the health field
- Safety net programs for vulnerable and underserved populations (e.g., senior and homeless meal program)

PUBLIC PRIVATE PARTNERSHIPS

Increasingly, innovative bicycle projects are being implemented with the assistance and funding from private entities. Examples of local projects include the provision of shared bicycles at hotels, the construction of shower and changing facilities in office buildings, and the development of bicycle storage rooms at new residential development sites.

The National Institutes of Health

The National Institutes of Health funds projects that "study primary and secondary prevention approaches targeting environmental factors that contribute to inappropriate weight gain in children, adolescents, and adults." Applications may be submitted by for-profit and non-profit organizations (e.g., universities, colleges, hospitals, laboratories, units of state and local governments, and eligible agencies of the federal government). Approximately 4,000,000 dollars are committed to fund successful applications and NIH anticipates making 5 to 12 awards. The application guidelines that apply to pedestrian and bicycle programs are listed below:

- Promoting walking or bicycling to school or to worksites
- Increasing physical activity during, before, and after school care
- Decreasing sedentary behaviors in children and adolescents
- Promoting physical activity at worksites
- Increasing family participation in physical activity

COST SHARING APPROACH

This section specifies the financial arrangement between the Hermosa Beach School District and the City of Hermosa Beach in service of implementing the NTMP project, which considers operational and physical improvements on the school site and its adjacent public right-of-way.

The physical improvements of the School District might include curb extensions, gateways, speed humps, crosswalks, lane reconfiguration, new traffic signals, site access, and tiered pick up/drop off zones. The infrastructure and operational components would be identified and evaluated after analyzing the existing and future conditions of the area, and establishing the objectives in terms of traffic management, safety, and health. Also, the District will require to develop a construction work site traffic control plan in accordance to the Mitigation TRAF-3, and must restrict equipment and construction vehicles from parking in from local streets once the construction begins, as stated in TRAF-4.

Both parties would have financial responsibilities throughout the development of the project, for the planning, design, and implementation, to the on-going operational requirements and updates to the initial plan. Their level of participation will depend on their jurisdiction and defined geographical limits as it follows:

- **The School District** is responsible for 50% of the planning and designing costs of the NTMP, and any future updates applied to the plan. Consequently, The District will pay 100% of the implementation cost of the portion of the project set within the school limits (on-site), which includes the site access and the adjacent right-of-way. All proposals for construction must first be submitted and approved by the Hermosa Beach Public Works Department; the District will assume the total cost of the fees related to such process.

If any of the planned interventions, within and out of the School District limits, has a negative impact on Level of Service, the District will cover a proportional cost calculated in the planning process and based on the projects attributable increase in vehicle activity relative to existing or future vehicle activity, to help fund the projects identified. Similarly, if on-going operational support is needed during, and after the construction of the project (e.g. traffic control officers or devices), the District can request support from the City Council. However, this might entail an additional

partial cost (50% of the total) for the District, as the NTMP may require an update.

- **The City** is responsible for 50% of the planning and designing cost of the NTMP, and any future updates applied to the plan. Consequently, the City will pay for the total cost of the physical and operational interventions in the public right-of-way adjacent to the School District limits, with the exemption of the proportional cost attributable to the school, based on project generated traffic.

If the project is provided with on-going operational support and/or traffic control devices during, and after the construction of the project by the City Council, the City will pay for 50% of the costs required to update the NTMP.

COST SHARING BETWEEN THE SCHOOL DISTRICT AND THE CITY BREAK DOWN

Cost-sharing allocations were derived from the MOU:

PHASE		THE DISTRICT	THE CITY
PLANNING AND DESIGN		50%	50%
IMPLEMENTATION	ON-SITE	100%	
	SCHOOL SITE ADJACENT RIGHT-OF-WAY	100%	
	PUBLIC RIGHT-OF-WAY*		100%
PLAN UPDATES + MONITORING		50%	50%

As established in the MOU dated February 27, 2019, any costs associated with the recommendations of the NTMP that entail construction of physical improvements or implementation of traffic control devices will be assigned a proportional cost to the District relative to the level of service (LOS) impact or increased volume of traffic that would otherwise be generated by the project.

6 adaptive management program

Local traffic conditions are, by nature, fluid due to random fluctuations (from individual choices), economic conditions, technology changes, and local land development. In the case of the North School, conditions will also vary based upon enrollment and the grades being accommodated at the school.

Beyond the fluid traffic conditions, estimating the success of traffic management measures is an in-exact science. The consultant team advising on this effort have used their knowledge of similar treatments at other schools, but the context of every school is different. In this case, Hermosa Beach uses a citywide approach to grade levels, which is not common to other communities.

DATA COLLECTION PARAMETERS

Given the uncertainty described above, it is appropriate to monitor conditions and adjust the NTMP from time to time. Moreover, some potential treatments have been identified as “long-term” due to questions about their efficacy, difficulty of implementation, or potential negative side-effects. Monitoring will help determine when/whether long-term measures are implemented. The following parameters for data collection are recommended to maximize opportunities to compare data:

- **Frequency:** monitoring should be conducted annually for the at least the first five years after the school is reopened.
- **Schedule:** during the school year on days when school is in session.
- **Duration:** for a three-day period (Tues-Thurs) that is representative of an average school week (i.e. no holidays, minimum days, atypical weather conditions)

DATA TO BE COLLECTED

Figure 5 provides base-level data with respect to traffic volume and speed, but some additional “pre” data should be collected to fill all the categories described below:

- **Enrollment Numbers and Grades at School** will be an essential foundation to understanding other data collected and providing a point of comparison from year to year.
- **Walk and Bike to School Participation Rates** using the sample safe routes to school survey provided in the

appendices will assist in evaluating effectiveness of programs implemented.

- **Traffic Collision Reports** prepared by the Police Department or School Officials will be reviewed to understand patterns and primary collision factors that may be involved and identify opportunities to reduce instances of traffic collisions by addressing primary factors (speed, visibility, distraction, etc)
- **Traffic Volume and Speeds** collected hourly and in two-directions on:
 - Manhattan Avenue (both north and south of 25th Street)
 - Gould Avenue (adjacent to park)
 - Valley Drive (adjacent to park)
 - 27th Court (between Morningside Drive and Ozone Court)
 - Ozone Court (between 24th Street and 27th Street)
 - 26th Street (between Manhattan Avenue and Morningside Drive)
 - 25th Street (between Manhattan Avenue and Park Avenue)
 - 25th Street (between 25th Street/Park Avenue to Valley Drive)
 - 24th Place
 - 24th Street (between Park Avenue and Valley Drive, and from Park Avenue to Manhattan Avenue)
 - Silverstrand Avenue
 - Myrtle Avenue (between 24th Street to 26th Street)
 - Park Avenue (between 25th Street and Monterey Boulevard)

Existing traffic volumes from the 2018 North School Reconstruction Environmental Impact Report (EIR) included 2016 traffic volumes, as well as projected 2019 volumes with and without the opening of North School. As a point of reference for future volume counts, the table in **Appendix B** compares the volumes from the EIR with the 2019 volumes that were recorded as part of the NTMP.

- **Parking Occupancy** collected hourly from 7 AM to 4 PM at:
 - off-street parking on the school site parking lot
 - off-street on Gould Avenue at park (perpendicular spaces)
 - Kiwanis/Rotary Club lot

- on-street on Gould Avenue at park (parallel spaces)
- on-street on Valley Drive along park
- 27th Street (between Manhattan Avenue and Morningside Drive)
- 26th Street (between Manhattan Avenue and Morningside Drive)
- Morningside Drive (between 26th Street and 27th Street, and north of 25th Street)
- Myrtle Avenue (between 26th Street and 24th Street)
- Silverstrand Avenue
- 25th Street/Park Avenue (Manhattan Avenue to 24th Street)
- Park Avenue (between 24th Street and Monterey Boulevard)
- 25th Street (between 25th Street/Park Avenue to Valley Drive)
- 24th Place
- Ozone Court (between 24th Street to 26th Street)
- **Queuing** noted the extent and duration of vehicle queues on the streets bordering the school

Figure 6 shows the location of the suggested data collection points as described above.

ANNUAL REVIEW PROCESS

After the annual monitoring is completed, the City and School District will summarize the results and compare to both the baseline data and any prior years (post 2020). The results will be published on both the City and School District websites and then discussed with the stakeholder group that was formed to advise on the NTMP. Given there are no absolute standards for traffic volume, speed, and parking, it is the opinion of the community that will shape any modifications to the NTMP.

Any modifications developed to the NTMP, because of the annual monitoring program, will be brought to both the School District Board and City Council for consideration.

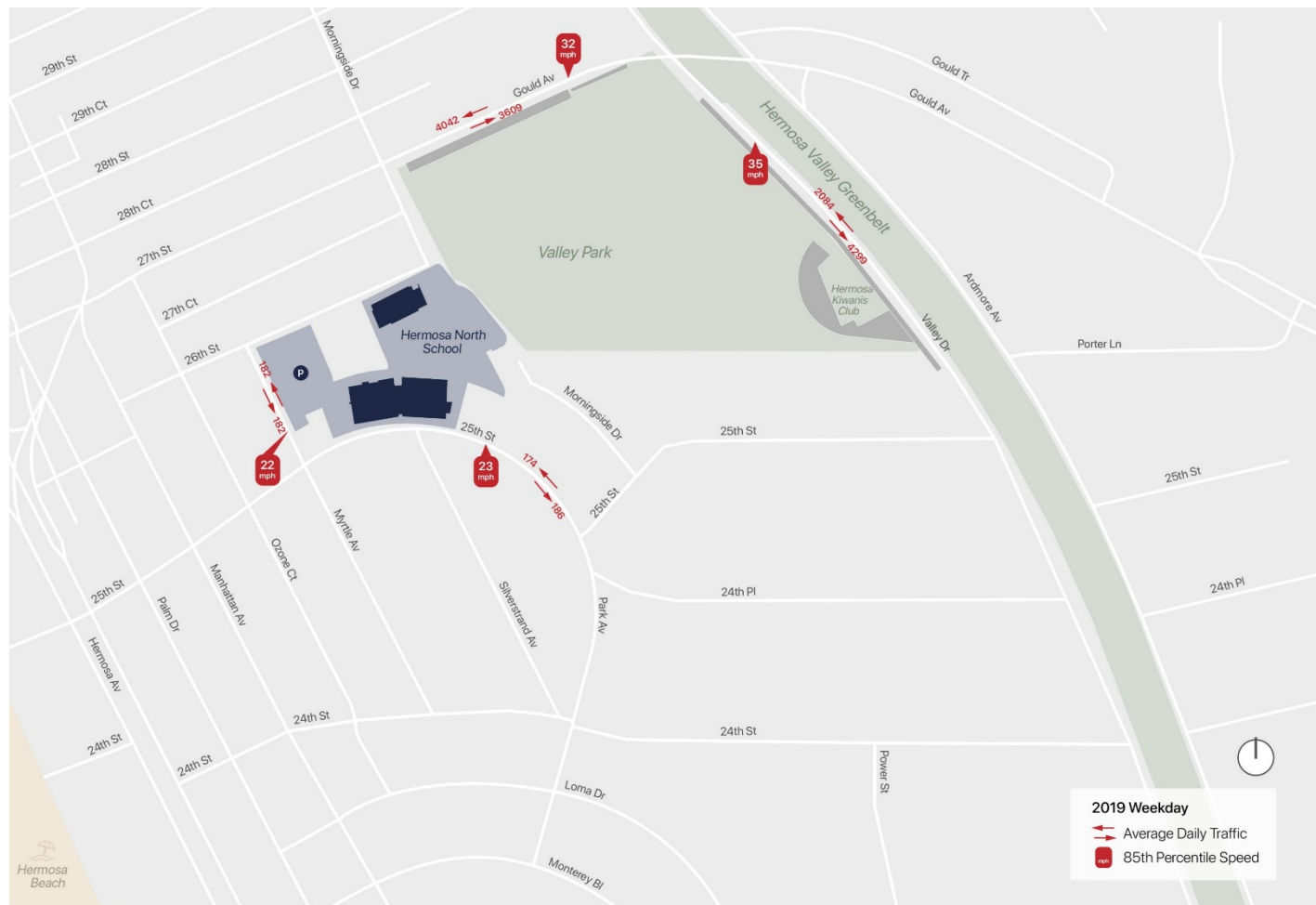


FIGURE 5

HERMOSA NORTH SCHOOL NTMP

Existing Traffic Volumes and Speeds

FEHR PEERS



FIGURE 6

HERMOSA NORTH SCHOOL NTMP

Suggested Monitoring Locations

FEHR PEERS

appendices

APPENDIX A



APPENDIX B

Comparison of traffic volumes that were taken as part of the 2018 EIR and the 2020 NTMP. Based on the EIR, the 2016 volumes were taken at one-hour intervals during the peak period from 7:00 to 9:00 am on Thursday, November 19, 2015 and Tuesday, December 1, 2015.

		2018 EIR			2020 NTMP	
		2016 Existing Peak (7 - 9 am)	2019 Projected Peak (7 - 9 am)	2019 Projected w/ North School Open Peak (7 - 9 am)	2019 Existing Peak (7 - 9 am)	2019 Existing (24-hour)
Gould Av Bet. Morningside Dr & Valley Dr	EB	300	345	361	438	3,609
	WB	240	279	287	534	4,042
Valley Dr Bet. Gould Av & 25th St	NB	200	204	212	439	2,084
	SB	410	417	441	480	4,299
Myrtle Av Bet. 26th St & 25th St	NB	25	25	69	35	182
	SB	15	15	41	24	182
25th St Bet. Myrtle Av & 25th St/Park Av	EB	45	45	76	33	186
	WB	60	61	128	33	174

October 15, 2020

North School Reconstruction Hermosa Beach City School District

Addendum to Final EIR (SCH #2017021031)

Project Description: This document is an Addendum to the Final Environmental Impact Report (the "Final EIR") for the North School Reconstruction Project, which was certified by the Hermosa Beach City School District in January 2019.

As part of the implementation of the Transportation and Traffic Mitigation Measures identified in the North School EIR and development of the North School Neighborhood Transportation Management Plan (NTMP) jointly with the City of Hermosa Beach there are certain project modifications proposed. The project modifications include the addition of on-site student pick-up and drop-off in the School parking lot instead of a student loading/unloading area along Myrtle Ave and the changes to the traffic mitigation in that the proposed conversion of 26th Street adjacent to the school site from a narrow two-way street into a one-way street heading westbound between Morningside Drive and Manhattan Avenue. Implementation of those proposed modifications would also eliminate the need for additional parking restrictions for the on-street parking located on the east side of Myrtle Avenue and the south side of 26th Street. The revisions do not change any other features of the approved project as it relates to building size, use, or site layout.

This Addendum to the Final EIR analyzes the project modifications and determines whether those modifications would result in new significant impacts or a substantial increase in the severity of previously identified significant impacts as described in the Final EIR.



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1 SUMMARY

1.1 INTRODUCTION

This document is an Addendum to the Final Environmental Impact Report (the "Final EIR") for the North School Reconstruction Project, which was certified by the Hermosa Beach City School District in January 2019. On January 9, 2019, the Hermosa Beach Board of Education adopted Resolution #06:18/19 certifying the Final Environmental Impact Report and approving the development of the North School Reconstruction Project (the "Approved Project"). The School District also adopted a Mitigation Monitoring and Reporting Program and a Statement of Overriding Considerations finding that the project's economic, social and design benefits would outweigh the project's significant and unavoidable environmental impacts. More specifically, the significant and unavoidable impacts identified in the Final EIR were limited to Transportation and Traffic and include:

- Impact 5.12-1b: Half Hour Peak Traffic Impacts;
- Impact 5.12-3 Traffic Safety Hazard Impacts; and
- Impact 5.12-6: Secondary Parking Effects.

The Approved Project entails demolition and removal of existing structures and vegetation onsite, extending the development footprint eastward over a vegetated slope, and constructing new school facilities. The proposed improvements are funded by Measure S, which was approved by the District's constituents in June 2016. The improvements include construction of a two-story classroom and administration building (main building), multipurpose building, loading and parking areas, play areas, and associated school improvements. An asphalt playground will be located between the two buildings, and a natural turf field will be installed in the eastern portion of the site; the field will be supported above the grade of the hillside by a retaining wall. A surface parking lot with 41 stalls will be developed in the western portion of the site, and vehicular access to the site will be provided from 25th and 26th Streets.

Following certification of the Final EIR by the School Board, the City and School District representatives met as a team to collaborate on the conditions to be included in a Memorandum of Understanding, which led to the collaboration on a Neighborhood Traffic Management Plan for the project, later renamed a Neighborhood Transportation Management Plan. On February 27, 2019 the Memorandum of Understanding was approved by both the City Council and School Board memorializing the commitment of both parties to work together collaboratively to safely manage transportation, traffic, and student loading and unloading activities, primarily through the development of a Neighborhood Transportation Management Plan for the streets and neighborhood surrounding North School. The Neighborhood Transportation Management Plan ("NTMP") means the plan described in and required under Mitigation Measure TRAF-5(d) and is generally described as an iterative plan to identify operational traffic concerns on adjacent streets resulting from the Project (limited to the geographic areas described for study in Recirculated DEIR Section 5.12.1) and ways to manage them accordingly. The purpose of the plan is to improve pedestrian, bicycle and vehicular safety; enhance quality of life for surrounding land uses caused by speeding vehicles and careless drivers and help School District and City prioritize limited resources.



As part of the implementation of the Transportation and Traffic Mitigation Measures identified in the North School EIR and development of the North School Neighborhood Transportation Management Plan (NTMP) jointly with the City of Hermosa Beach there are certain project modifications proposed (NTMP Implementation). The project modifications are to the circulation and traffic control measures studied in the EIR and not the characteristics of the project itself. The modifications include the addition of on-site student pick-up and drop-off in the School parking lot and the proposed conversion of 26th Street adjacent to the school site from into a one-way street. The revisions do not change any other features of the approved project as it relates to building size, use, or site layout.

The overall purpose of this Addendum is to analyze the proposed modifications to the circulation and traffic control measures in the Approved Project and to determine whether implementation of the revised mitigation measures and NTMP would result in any new significant environmental impacts which were not identified in the Final EIR or whether the previously identified significant impacts would be substantially more severe with the implementation of the NTMP recommendations. The Final EIR is hereby incorporated by reference. The changes may be referred collectively to herein as NTMP Implementation.

1.2 CEQA AUTHORITY FOR AN ADDENDUM

The California Environmental Quality Act ("CEQA")¹ and CEQA Guidelines² establish the type of environmental documentation that is required when changes to a project occur after an EIR is certified. Section 15164 (a) of the CEQA Guidelines states that:

"The lead agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred."

Section 15162 of the CEQA Guidelines states that preparation of a subsequent EIR is required when there are substantial changes proposed to a project, or substantial changes occur with respect to circumstances, or new information becomes available which could lead to new significant environmental effects or a substantial increase in the severity of previously identified significant effects. Likewise, California Public Resources Code ("PRC") Section 21166 states that unless one or more of the following events occur, no subsequent or supplemental environmental impact report shall be required by the lead agency or by any responsible agency:

- Substantial changes are proposed in the project which will require major revisions of the environmental impact report;
- Substantial changes occur with respect to the circumstances under which the project is being undertaken which will require major revisions in the environmental impact report; or
- New information, which was not known and could not have been known at the time the environmental impact report was certified as complete, becomes available.

¹ See Public Resources Code § 21000, et seq.

² See Cal. Code Regs., tit. 14, § 15000, et seq.



The analysis in this Addendum evaluates the proposed changes associated with the NTMP Implementation in order to determine whether any significant environmental impacts that were not identified in the Final EIR would result or whether previously identified significant impacts would be substantially more severe.

As demonstrated by the analysis herein, the NTMP Implementation would not result in any additional significant impacts nor would it substantially increase the severity of previously identified significant impacts. Because the EIR was certified in January 2019 and this addendum only assesses minor deviations to the project's circulation and mitigation program, any changes to CEQA that have been implemented since that time would not be applicable to this addendum (See 14 CCR 15007; 15064.3(c)).

An addendum is appropriate here for these minor technical changes and additions because none of the factors contained in CEQA Guidelines 15162 are present. Specifically, an addendum is appropriate because:

- The revisions do not change any features of the approved project as it relates to building size, use, or site layout.
- The project modifications are to the circulation and traffic control measures studied in the EIR and not the characteristics of the project itself.
- The proposed changes are anticipated to be functional improvements to the originally proposed measures.

This Addendum will be considered by the School Board and the City Council when considering the final NTMP.

1.3 SUMMARY OF ENVIRONMENTAL EFFECTS, MITIGATION MEASURES & LEVEL OF SIGNIFICANCE AFTER MITIGATION

This Addendum analyzes the NTMP Implementation and describes the modifications to the Final EIR that are necessary to reflect the revisions to the project based on the implementation of the NTMP. For all environmental issues, the Addendum demonstrates that the NTMP Implementation as proposed would not result in new significant impacts or substantial increases in the severity of previously identified impacts for the Approved Projects and that, as a result, no supplemental or subsequent environmental impact report is required.

Following the implementation of the revised traffic mitigation measures provided in the Final EIR, like the Approved Project, the NTMP Implementation would continue to have significant and unavoidable impacts in the area of Transportation and Traffic which includes:

- Impact 5.12-1b: Half Hour Peak Traffic Impacts;
- Impact 5.12-3 Traffic Safety Hazard Impacts; and
- Impact 5.12-6: Secondary Parking Effects.

Pursuant to Resolution #06:18/19, the Hermosa Beach City School Board adopted a Mitigation Monitoring and Reporting Program and a Statement of Overriding Considerations finding that the Approved Project's economic, social and design benefits would outweigh the significant and unavoidable environmental impacts. The Statement of Overriding Considerations for the Approved Project include the following benefits:



- The project keeps the existing school in the neighborhood;
- Use of District owned land maximizes use of limited funds;
- The school is adjacent to a park, which affords options for students before and after school.

The benefits provided by the NTMP Implementation will be at least equivalent to those of the Approved Project and generally improves or lessens the potential impacts related to transportation and traffic.

2 PROJECT DESCRIPTION

2.1 PROJECT LOCATION

The project is at 417 25th Street in the northern part of Hermosa Beach, Los Angeles County, California. The property is known as the North School site. It is north of 25th Street, east of Myrtle Avenue, south of 26th Street, and west of Valley Park. Morningside Drive dead-ends at the southeast edge of the site and picks up north of the site at the intersection of 26th Street. Regional access to the site is provided by Pacific Coast Highway (PCH) and Interstate 405 (I-405), approximately 0.4 mile and 6.5 miles east of the site, respectively.

2.2 SUMMARY OF THE APPROVED PROJECT

The Final EIR for the North School Reconstruction Project analyzed the potential environmental impacts of demolishing existing structures, construction of new facilities and operation of an elementary school with a maximum design capacity of 510 seats.

The approved project entails demolition and removal of existing structures and vegetation onsite, extending the development footprint eastward over a vegetated slope, and constructing new school facilities. The proposed improvements are funded by Measure S, which was approved by the District's constituents in June 2016. The improvements include construction of a two-story classroom and administration building (main building), multipurpose building, loading and parking areas, play areas, and associated school improvements. An asphalt playground will be located between the two buildings, and a natural turf field will be installed in the eastern portion of the site; the field will be supported above the grade of the hillside by a retaining wall. A surface parking lot with 41 stalls will be developed in the western portion of the site, and vehicular access to the site will be provided from 25th and 26th Streets (deliveries and emergency vehicles only).

The certification of the Final EIR also included the adoption of a Mitigation Monitoring and Reporting Program. The Mitigation Monitoring and Reporting Program requires the implementation of mitigation measures identified in the Final EIR to reduce potentially significant adverse impacts that can be mitigated, avoided or substantially lessened and those implemented to lessen the adverse impacts for those resource areas that cannot be reduced, avoided, or substantially lessened to a level that is less than significant.

Potentially Significant Adverse Impacts

- Aesthetics
- Biological Resources
- Cultural Resources



- Geology and Soils
- Noise
- Tribal Cultural Resources

Significant and Unavoidable Adverse Impacts

- Transportation and Traffic

More specifically, the significant and unavoidable impacts were limited to Transportation and Traffic and include:

- Impact 5.12-1b: Half Hour Peak Traffic Impacts;
- Impact 5.12-3 Traffic Safety Hazard Impacts; and
- Impact 5.12-6: Secondary Parking Effects.

While Transportation and Traffic impacts were determined in the Final EIR to be significant and unavoidable, the Mitigation Monitoring and Reporting Program requires the implementation of all feasible mitigation measures, even if they do not mitigate the adverse impacts to a level that is less than significant.

2.3 TRANSPORTATION AND TRAFFIC MITIGATION MEASURES

The Transportation and Traffic Mitigation Measures identified in the Final EIR for the Approved Project include:

TRAF-1: The District shall develop a Transportation Management Program to emphasize use, awareness, and safety of public transit, ridesharing, walking, and bicycling to the proposed school site. The program shall consider contracting a bus service to pick up student passengers at each District school and transport them to the next school. The District shall also consider a "Walking School Bus" program to facilitate group walking of children to and from school and/or between schools with one or more adults. The District shall provide information on the availability and benefits of the various travel modes to faculty/staff, students, and parents and offer incentives to faculty/staff for using public transit or carpools.

TRAF-2: Half-hour peak traffic impacts at the intersections of Valley Drive | Gould Avenue and Ardmore Avenue | Gould Avenue shall be improved by one or more of the following:

- a. Prior to the opening of the proposed school, the District shall stagger the proposed school's bell schedule so that the starting and ending times for third and fourth grades would be offset by 30 minutes. The staggered schedule would separate arrival and departure times for the two grade levels and reduce peak traffic surge by approximately 50 percent. If the starting and ending times for the two grade levels cannot be staggered by 30 minutes, a smaller, more practical time interval such as 15 minutes shall be implemented.
- b. If the District cannot stagger the bell schedule by 30 minutes, the District shall pay an ad-hoc, fair-share contribution of 13.3 percent to the City of Hermosa Beach for deployment of traffic control officers or implementation of another economically comparable improvement at Valley Drive | Gould Avenue and/or Ardmore Avenue | Gould Avenue intersections during the morning arrival and/or afternoon departure peak periods. The traffic control officers, or other economically comparable improvement shall be available and/or operable by the first day of school. Deployment of traffic control officers and/or



use of another economically comparable improvement shall be reviewed and approved by the City of Hermosa Beach.

TRAF-3: In conjunction with parking restrictions required to designate City right-of-way, adjacent to the project site on 25th Street and Myrtle Avenue as student passenger loading (see TRAF-4), prior to opening the proposed school, additional parking restriction signage shall be installed on the north side of 25th Street (near 301 25th Street), east side of Myrtle Avenue (near the residence of 301 25th Street), and south side of 26th Street (near 316 and 336 26th Street) to provide a continuous, unobstructed path from the passenger loading areas to the intersection of Gould Avenue and Morningside Drive. The sign shall state, "No Parking, 8 AM to 9 AM & 2:30 PM to 3:30 PM, School Days" (or time periods deemed appropriate based on the staggered bell schedule per Mitigation Measure TRAF-2a). The signs will be subject to review and approval by the City of Hermosa Beach.

TRAF-4: The following shall be implemented to enhance passenger loading activities:

- a. Prior to opening the proposed school, the District shall work with the City to designate passenger loading zones on the north side of 25th Street and east side of Myrtle Avenue, adjoining the frontages of the proposed school site. Use of City right-of-way will be subject to review and approval by the City of Hermosa Beach.
- b. Prior to opening the proposed school, the District shall work with the City to install signs at the passenger loading zones that state: "Passenger Loading & Unloading Only, 8 AM to 9 AM & 2:30 PM to 3:30 PM, School Days" (or time periods deemed appropriate based on the staggered bell schedule per Mitigation Measure TRAF-2a). The signs will be subject to review and approval by the City of Hermosa Beach.

TRAF-5: To enhance traffic safety and awareness for vehicular, bicycle, and pedestrian movements, the following measures shall be implemented to comply with standards included in the California Manual on Uniform Traffic Control Devices, Part 7, Traffic Control For School Areas:

- a. The District shall prepare a "Pedestrian School Route Plan" to educate parents, students and staff of pedestrian and bicycle safety. The plan shall provide guidance on the preferred travel routes and locations to cross-streets based on the existing and proposed traffic control devices and crosswalks. The Pedestrian School Route Plan shall include the City-prepared School Routes Plan (Figure 5.12- 7, Safe Routes to School Network) and shall be completed prior to the opening of the proposed school. The plan shall be distributed to students and parents at the beginning of each school year and to all new students/parents who begin school midyear. It shall also be available on the school's website as a public outreach tool.
- b. The District shall prepare a "Recommended Vehicle Travel Routes Map" (see Figure 5.12-6, Recommended Vehicle Travel Routes to School) to limit two-way travel on streets in the immediate vicinity of the proposed school site. The map of vehicle travel routes to school shall be completed and available for distribution to students and parents by the first day of school; it shall be made available on the school's website as a public outreach tool.
- c. To maximize the number of passenger loading spaces at the proposed school, limit vehicle stacking on adjacent streets, and improve pedestrian safety on streets adjoining the project site, the District shall prepare and implement a "Pedestrian Monitoring and Assistance Plan" by the first day of school that includes:



- i. Assignment of adult personnel and volunteers at the passenger loading zones on the north side of 25th Street and east side of Myrtle Avenue to control, direct, and guide students as they walk to and from school grounds.
- ii. Procedures for the adult personnel and volunteers include but are not limited to:
 - A. Directing vehicles to stop at the spaces at the front of the passenger loading zones, when unoccupied, to facilitate vehicle flow.
 - B. Creating a vehicle valet system, such as opening car doors.
 - C. Discouraging students from crossing 25th Street in front of the school, including at the intersection of Silverstrand Avenue.
 - D. Directing students using the Myrtle Avenue passenger loading zone to access school grounds from the entry on 26th Street, at the eastern perimeter of the proposed school parking lot.
- d. The District, in conjunction with the City of Hermosa Beach, shall create a working group—including but not limited to representatives from the City and District—to prepare and implement an ongoing Neighborhood Traffic Management Plan (NTMP) to identify operational traffic concerns on adjacent streets and ways to manage them accordingly. Development of the NTMP shall begin at least nine months prior to the opening of the proposed school to ensure its timely completion prior to the opening of the proposed school. The NTMP shall be updated as needed to meet its purpose to improve pedestrian, bicycle, and vehicular safety; enhance the quality-of-life for surrounding land uses caused by speeding vehicles and careless drivers; and help the District and City to prioritize limited resources. The NTMP shall be distributed to students and parents and be available on the school's website as a public outreach tool. If operational traffic safety hazards remain after all improvements identified in Mitigation Measure TRAF-5 are implemented, the NTMP working group shall consider additional ways to manage traffic safety and vehicle queueing and stacking at "problem areas," including but not limited to:
 - i. Painting curbs red at intersections, if warranted.
 - ii. Installing additional traffic control improvements, offsite loading areas, crossing guards, if needed.
 - iii. Installing additional stop and/or yield signs and other signage that restricts turning movements during peak traffic periods, as warranted.
 - iv. Restricting more on-street parking during peak traffic periods, if appropriate.
 - v. Widening the passenger loading zone on Myrtle Avenue adjacent to the proposed school by eight feet, if warranted.
- e. The District shall work with the City to install school area warning signs to notify drivers that they are entering a school zone on 25th Street west of Myrtle Avenue, 25th Street east of the school site, 26th Street west of Myrtle Avenue, Morningside Drive south of 27th Street | Gould Avenue, Myrtle Drive south of 25th Street, and Silverstrand Avenue south of the project site. The signs shall be subject to review and approval by the City of Hermosa Beach.
- f. The District shall work with the City to install yellow school crosswalks at the intersections of 25th Street and Myrtle Avenue (all four legs), 26th Street and Myrtle Avenue (south leg), and 27th Street | Gould Avenue at Morningside Drive (all four legs). The yellow school crosswalks shall be subject to review and approval by the City of Hermosa Beach.
- g. To minimize the volumes of traffic traveling in the opposite direction of street segments with passenger loading zones, the District shall work with the City of Hermosa Beach to install signage to restrict peak hour turning movements onto 25th Street and Myrtle Avenue. Sign text may include "No Right (or Left) Turn from 8 AM to 9 AM & 2:30 PM to 3:30

City of Hermosa Beach & Hermosa Beach City School District

PM, School Days." Signs shall be installed at the below intersections and be subject to review and approval by the City of Hermosa Beach:

- i. Myrtle Avenue | 25th Street: No Right Turn on northbound Myrtle at 25th Street and No Left Turn on southbound Myrtle at 25th Street
 - ii. Myrtle Avenue | 26th Street: No Left Turn on westbound 26th Street at Myrtle Avenue
 - iii. Silverstrand | 25th Street: No Right Turn on northbound Silverstrand at 25th.
- h. To facilitate the flow of traffic to and from the school site and enhance vehicular circulation, the District shall work with the City of Hermosa Beach to either install "Do Not Block Intersection" signs or mark "Keep Clear" on the pavements at the intersections of 25th Street | Park Avenue, 25th Street | Myrtle Avenue, and 26th Street | Myrtle Avenue.
- i. In addition to crossing guards identified in the City's safe routes to school map (Figure 5.12-7), the District shall work with the City of Hermosa Beach to seek funding for a qualified crossing guard at the intersection of 25th Street and Myrtle Avenue and for other appropriate circulation and safety measures recommended in the NTMP.

TRAF-6: To limit potential hazards caused by temporary roadway or sidewalk closures and/or traffic detours caused by project construction, the District shall require its construction contractors to submit a construction work site traffic control plan to the City of Hermosa Beach for approval prior to the start of any construction at the project site. The plan shall show all haul routes, construction hours, protective devices, warning signs, parking/staging areas, and access points to the property. The District shall encourage its contractors to limit construction-related trucks to off-peak commute periods. Applicable transportation-related safety measures shall be implemented during construction.

TRAF-7: The District shall prohibit its construction contractors to park construction vehicles and equipment and employee personal vehicles on the City-classified local streets. All construction-related vehicles and equipment shall park within the project site and/or at offsite, off-street locations at the expense of the construction contractor.

2.4 SUMMARY OF NTMP IMPLEMENTATION

Mitigation Measure TRAF-5 includes a requirement for "The District, in conjunction with the City of Hermosa Beach, shall create a working group—including but not limited to representatives from the City and District—to prepare and implement an ongoing Neighborhood Traffic Management Plan (NTMP) to identify operational traffic concerns on adjacent streets and ways to manage them accordingly."

The City and District formed a stakeholder group to share information and gather public input on relevant topics to be included in the NTMP. Over a period of twelve months, staff and the consulting team collaborated in the evaluation of the study area and facilitation of a stakeholder working group and community workshops to inform the development of the NTMP.

A draft of the NTMP was released in January 2020 and was presented to the City Council, School Board, and the community for initial feedback and discussion on the near and long-term recommendations included within the NTMP. Community feedback on the January 2020 Draft NTMP was solicited through February 28, 2020 and a Revised Draft NTMP was released in July 2020 and presented to the Public Works Commission for commission review and additional community input and a Final October 2020 Draft will be presented and considered by the School Board and City Council.

The NTMP includes a series of near-term and long-term recommendations to address potential traffic concerns within the study area. Recommendations were developed throughout the public outreach process and grouped into the following categories:

- Trip Reduction
- Drop-off and Pick-up
- Pedestrian Accessibility and Safety
- Traffic Safety and Calming
- Other

The Near-Term Recommendations identified in the October 2020 Draft NTMP are presented in **Figure 1** and include 39 measures to be implemented prior to the opening of North School. These measures are to be implemented by the School District and/or City prior to the reopening of North School and funded based on a cost share approach that assigns allocation of costs for different recommendations based on the location of the recommendations (on-site, school site adjacent right-of-way, or public right-of-way).

Figure 1: North School NTMP Near-Term and Long-Term Recommendations





An additional 12 measures have been identified as Long-Term Recommendations and may be implemented after the school project is complete if the Adaptive Management Program identified in the NTMP determines the Long-Term Recommendations or other measures are warranted. The Adaptive Management Program is an approach to monitoring conditions and adjust the NTMP as needed through an annual review process for the first five years of school operation and based on a series of data parameters that include:

- Enrollment Numbers and Grades at School
- Walk and Bike to School Participation Rates
- Traffic Collision Reports
- Traffic Volumes and Speeds
- Parking Occupancy
- Queueing

2.5 NECESSARY ACTIONS

Most near-term recommendations identified in the NTMP were either considered in the Approved Project design or are part of the Final EIR Mitigation Measures. Through the design and implementation of required mitigation measures and development of the NTMP, the following modifications have been proposed, which were not previously considered and are the subject and focus of this Addendum:

- Addition of: On-Site Student Loading and Unloading within the School Parking Lot
- Removal of: Passenger Loading Designation on Myrtle Avenue, and restriction of on-street parking as identified in TRAF-3 for Myrtle Ave
- Addition of: One-Way Street Designation on 26th Street heading westbound from Morningside Drive to Manhattan Ave.
- Removal of: Restriction of on-street parking as identified in TRAF-3 for 26th Street

These modifications will be considered as part of the adoption of the NTMP, which will require approval by the Hermosa Beach City School Board and the Hermosa Beach City Council prior to implementation. The purpose of this Addendum is to confirm that if the NTMP implements slightly different circulation and traffic control measures than those studied in the EIR, the modifications will not result in a new or increased significant impact. As lead Agency, the School District will adopt the NTMP for its project. Then the City of Hermosa Beach will also adopt the NTMP based on the findings made by the School Board.

On-Site Passenger Loading and Unloading

Through the development of the NTMP, the on-site school parking lot was re-designed by the School District with help from project neighbors, the transportation consulting team, and stakeholders to accommodate on-site drop-off/pick-up. The revised configuration as illustrated in **Figure 2** complies with accessibility standards under the Americans with Disability Act and California Division of the State Architect standards, while maintaining the 41 on-site parking spaces approved by the California Coastal Commission for this project. The on-site loading/unloading area is designed to accommodate approximately 4 vehicles at a time and is proposed instead of the on-street passenger loading that was previously planned on Myrtle Ave adjacent to the school site between 25th Street and 26th Street. The parking lot was additionally re-designed with a pork chop island at the entrance to limit vehicles to right-turns only in and out of the school parking lot to reduce exit and entry delays from vehicles attempting to make

left-hand turns in and out of the parking lot. Accommodating some on-site drop-off and pick-up was a project element that many community members advocated for and eliminates the need for some of the other traffic and circulation measures analyzed as part of the EIR.

Figure 2: North School Site Layout with Revised On-Site Loading and Unloading



One-Way Designation on 26TH Street

26th Street between Morningside Drive and Manhattan Avenue is a narrow, 25-foot-wide, residential street with a prima facie speed limit of 25 mph. Parking is currently allowed on both sides with 7-foot-wide parking stalls marked on the street, leaving an 11-foot-wide two-way travel lane in the middle. Due to the narrow width of 26th Street, the Final EIR certified by the School District included a mitigation to restrict on-street parking during morning and afternoon school drop-off and pick-up hours to improve the flow of two-way vehicular travel along 26th Street. Through the development of the NTMP, the City and School District have evaluated the conditions and alternative mitigation options along 26th Street and proposes a near-term recommendation to convert 26th Street from a two-way street into a one-way street westbound from Morningside Dr to Manhattan Ave as an alternative to restricting on-street parking. The one-way designation would be in place at all times, not just during school hours to reduce confusion and maximize traffic safety. The City's Traffic Engineer has reviewed the proposal to convert 26th Street to a one-way street and evaluated the potential impacts to traffic flow, volume, and safety, which is presented in **Appendix 1** and further described in the next section.



3 ENVIRONMENTAL IMPACT ANALYSIS

3.1 TRANSPORTATION AND TRAFFIC

Appendix G of the CEQA Guidelines identifies seven Transportation and Traffic categories to determine whether a project could have a significant impact on the environment. The following Thresholds were used to determine whether the project would have a significant impact:

- T-1: Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit.
- T-2: Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways.
- T-3: Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks.
- T-4: Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment).
- T-5: Result in inadequate emergency access.
- T-6: Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities.
- T-7: Result in inadequate parking capacity.

Local plans and programs including the 1990 Hermosa Beach General Plan Circulation, Transportation, and Parking Element and the Los Angeles County Metro Congestion Management Plan were used in the Final EIR for guidance to determine significance criteria used in the evaluation of Transportation and Traffic Impacts. **Table 1** includes a summary of the impact analysis for Transportation and Traffic in the Final EIR and how they address each of the relevant thresholds identified in Appendix G of the CEQA Guidelines.

Table 1: Transportation and Traffic Impacts of Approved Project Identified in Final EIR

Impact Analysis	Approved Project
5.12-1a: One-Hour Peak Traffic [T-1]	Less than Significant
5.12-1b: Half-Hour Peak Traffic [T-1]	<i>Significant and Unavoidable</i>
5.12-2: Congestion Management Program [T-2]	Less than Significant
5.12-3: Roadway Hazards [T-4 and T-6]	<i>Significant and Unavoidable</i>
5.12-4: Emergency Access [T-5]	Less than Significant
5.12-5: Alternative Transportation [T-1 and T-6]	Less than Significant
5.12-6: Parking [T-7]	<i>Significant and Unavoidable</i>
5.12-7: Vehicle Miles Traveled	Less than Significant
Cumulative Impacts	Less than Cumulatively Considerable



Significant and Unavoidable Transportation and Traffic Impacts include:

- **Impact 5.12-1b: Half Hour Peak Traffic Impacts** – Vehicle trips generated by the proposed school during peak half-hour arrival and departure periods would cause significant project-level and cumulatively considerable traffic impacts at the intersections of Gould Avenue at Valley Drive and Ardmore Avenue and street segments along 24th Street, Morningside Drive, Park Avenue, 25th Street, 26th Street, and Myrtle Avenue.
- **Impact 5.12-3 Traffic Safety Hazard Impacts** – The proposed site plan does not provide adequate student loading space and could create queueing on the local circulation network; the proposed project would require drivers and student pedestrians to access public facilities within the City right-of-way that do not have adequate traffic control devices to support operations of a school; and construction activities may create roadway hazards.
- **Impact 5.12-6: Secondary Parking Effects** – Construction-related parking impacts would be limited with mitigating construction contract-terms. Secondary effects caused by Mitigation Measures TRAF-3 and TRAF-4 would alter on-street parking and require City approval.

1. ANALYSIS OF PROJECT CHANGES

5.12-1a: One-Hour Peak Traffic and 5.12-1b: Half-Hour Peak Traffic

With regard to peak traffic, the NTMP Implementation would have no change to construction related impacts identified for the Approved Project. The NTMP Implementation does not change or alter any features of the Approved Project as it relates to building size, use, or site layout and therefore would not generate any additional trips that would lead to an increase in the overall number of trips within the roadway network or change the basis for the analysis and conclusions in the FEIR. The proposed conversion of 26th Street to a one-way street would redistribute some peak hour school trips to adjacent streets when compared to the Approved Project.

The Final EIR for the Approved Project identified that impacts to street intersections and roadway segments during the morning one-hour peak period were less than significant, but did identify several Significant Impacts for peak half-hour arrival and departure periods of the proposed school at several nearby intersections and street segments. The analysis for the peak-half-hour identified in the Final EIR that the Approved Project would generate 699 vehicles trips during the morning peak hour (377 inbound and 322 outbound), 357 trips during the afternoon peak hour (161 inbound and 196 outbound), and 1,250 total vehicle trips per day.

For Intersection Level of Service, the Approved Project was determined to have a significant half-hour peak impact at Valley Drive | Gould Avenue and Ardmore Avenue | Gould Avenue. For Street Segment Level of Service, the Approved Project was determined to have a significant half-hour peak impact on:

- 24th Street (between Manhattan Avenue and Valley Drive)
- 25th Street (between Manhattan Avenue and Valley Drive)
- 26th Street (between Manhattan Avenue and Morningside Drive)
- Myrtle Avenue (between 24th Street and 26th Street)
- Morningside Drive (north of 27th Street)
- Park Avenue (between Monterey Blvd and 25th Street)



With the significant impacts identified for half-hour peak traffic, the Final EIR considered several alternatives and identified Mitigation Measures TRAF-1 and TRAF-2 to implement all feasible mitigation options available including trip reduction programs, a 30-minute staggered bell schedule, and use of traffic control officers during peak periods.

The North School Final EIR estimated that during the AM peak hour, the school would add 35 vehicles to 26th Street east of Myrtle Avenue and to Morningside Drive, and 5 vehicles to 26th Street west of Myrtle Avenue. With the NTMP Implementation and 26th Street converted to one-way, approximately 21 AM peak hour school trips would be diverted from northbound Morningside Drive to westbound 26th Street and 3 school trips would be diverted from eastbound 26th Street west of Myrtle Avenue. The City's Traffic Engineer notes that is anticipated that the one-way street could better accommodate the school traffic than the existing two-way street as it would reduce peak traffic impacts and would improve roadway safety conditions (which are further described in the Roadway Hazards section).

While the NTMP Implementation would improve traffic flow and reduce impacts to the 26th Street Roadway Segment, the City's Traffic Engineer has noted that the implementation would result in slight increases to traffic flow on adjacent or parallel streets as follows:

- **26th Street** – Decrease in the traffic volumes on 26th Street by approximately half between Morningside Drive and Myrtle Avenue and by somewhat less than half between Myrtle Avenue and Manhattan Avenue. The decrease in traffic volumes would also improve traffic flow, but potentially slightly increase traffic speeds
- **Morningside Drive** – Decrease northbound traffic by over half, but somewhat increase southbound traffic
- **Myrtle Avenue** – Somewhat increase northbound traffic, and decrease southbound traffic by a similar amount
- **Ozone Court:**
 - It is anticipated that vehicles diverted from exiting the neighborhood on Morningside Drive at 27th Street would instead use Ozone Court and make a right turn onto 27th Street.
 - Between 25th and 26th Streets, increase northbound traffic somewhat and decrease southbound traffic by a similar amount.
 - Between 26th and 27th Streets, somewhat increase both northbound and southbound traffic, but could have a greater increase in northbound traffic.
- **25th Street** – Slightly increase eastbound traffic from Manhattan Avenue to Myrtle Avenue
- **27th Street** – Slightly increase eastbound traffic from Manhattan Avenue to Morningside Drive

While the NTMP Implementation would slightly re-distribute some trips throughout the roadway network, it would not generate additional trips that would make impacts more severe at the two impacted intersections and six impacted roadway segments and would not generate new significant impacts at additional intersections or roadway segments during the morning or afternoon peak half-hour period compared to the Approved Project. The NTMP Implementation would also implement Mitigation Measures TRAF-1 and TRAF-2 consistent with the Approved Project, including the 30-minute staggered school bell schedule.



Therefore, the NTMP Implementation would have a substantially similar impact when compared to the Approved Project which was determined to have a significant and unavoidable impact related to half-hour peak traffic. The NTMP and mitigation measures also anticipate an iterative process, whereby the measures can be improved and enhanced over time and as the traffic and circulation warrant.

5.12-2: Congestion Management Program

The NTMP Implementation does not change or alter any features of the Approved Project as it relates to building size, use, or site layout. The NTMP Implementation would not generate any additional trips that would lead to an increase in trips or conflict with an applicable Congestion Management Program. Therefore, the NTMP Implementation would have a substantially similar impact when compared to the Approved Project which was determined to have a less than significant impact on the Congestion Management Program performance standards during the AM one-hour peak period.

5.12-3: Roadway Hazards

With regard to roadway hazards, the NTMP Implementation would have no change to construction related impacts identified for the Approved Project. For School Operations, the Final EIR evaluated the potential effects on roadway hazards for the project based on the narrow street widths, passenger loading, and vehicular, bicycle, and pedestrian safety. An analysis of how the changes identified through the NTMP Implementation differs from the Approved Project is provided below:

- **Narrow Street Widths** – While the widths of streets near the project site are narrow and cannot readily accommodate both directions of traffic flow, which could constrain or slow traffic flow during peak arrival and departure times at the beginning and ending of each school day, the Final EIR for the approved project concluded that there are sufficient pull-out opportunities for vehicles traveling in opposite directions to pass when one of the drivers pulls over to an open curb to allow oncoming vehicles to pass and as drivers reduce speeds. Due to those factors and with the implementation of mitigation measure TRAF-6, traffic hazards due to narrow roadways were determined to be less than significant. Due to the narrow width of the street, the Final EIR for the Approved Project included a mitigation measure to restrict on-street parking on the south side of 26th Street to allow for the two-way travel of vehicles.

NTMP Implementation differs from the Approved Project with regards to roadway hazards only through the conversion of 26th Street from a two-way street to a one-way westbound street. Implementation of the NTMP recommendation to convert from a two-way a one-way street would further reduce potential roadway hazards on 26th Street by eliminating the condition where vehicles would need to pull out of the travel lane to allow oncoming vehicles to pass. The City's traffic engineer notes that while there have been no reported traffic collisions in the previous five years on 26th Street, the conversion to a one-way street would improve roadway safety conditions as:

- The chances of head-on collisions would be largely eliminated.

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- The likelihood of right-angle collisions at cross streets caused by limited sight distance, would be reduced due to entering motorists only needing to see approaching traffic from one direction.
 - Potential conflict points, including with pedestrians, would be reduced.
- **Passenger Loading** – Due to site constraints, including narrow roadways and an awkwardly shaped property, the Approved Project identifies the school's main passenger loading zone on 25th Street with a pull-in curb. This segment of 25th Street will be widened by eight feet, which would allow vehicles to get out of the westward thru-lane on 25th Street, stop, and load/unload students while other vehicles can pass through on 25th Street. The passenger loading zone on 25th Street is approximately 180 feet and would accommodate approximately 9 vehicles. The loading area on 25th Street alone would not meet the minimum spaces required, and vehicles waiting to load/unload students on 25th Street would create a queue and potential traffic hazards along 25th Street. Mitigation Measure TRAF-4 in the Final EIR additionally identifies Myrtle Avenue adjacent to the project site as a designated passenger loading area within City right-of-way. The segment of Myrtle Avenue identified in the Approved Project and adjacent to the project site is approximately 165 feet and currently marked with 8 on-street parking spaces, 4 of which are currently designated as passenger loading. According to "Traffic Operations and Safety at Schools: Recommended Guidelines" (Cooner et al. 2004), drop-off and pick-up areas at schools should include at least one space for every 50 students, with a minimum of 5 spaces. The proposed school has a maximum design enrollment capacity of 510 seats and would require 11 passenger loading spaces.

The NTMP Implementation does not propose any changes to the passenger loading area on the north side of 25th Street compared to the Approved Project. NTMP Implementation does incorporate a change to the design of the on-site parking lot in order to accommodate passenger loading and unloading instead of using the loading zone on Myrtle Avenue identified in Mitigation Measure TRAF-4. The NTMP additionally includes Near-Term Recommendations to designate portions of the parking on Gould Avenue and Valley Drive adjacent to Valley Park as locations for student drop-off and pick-up during morning arrival and afternoon departure. Long-Term recommendations in the NTMP additionally identify the Kiwanis/Rotary Club Parking Lot, Gould Avenue east of Ardmore Dr, and Hermosa Avenue for consideration as additional passenger loading zones should additional locations be needed. The addition of passenger loading and unloading space on the school site, as well as the near-term distributed drop-off and pick-up locations near the school site would provide a total of 28 designated spaces for passenger loading activities. With the provision of 28 designated spaces, well beyond the required 11 passenger loading spaces recommended for the school with a maximum enrollment capacity of 510 students, the NTMP Implementation would reduce the potential for queueing of vehicles waiting to load/unload students on 25th Street and potentially significant traffic hazard impacts caused by inadequate passenger loading space would be less than significant.

- **Vehicular, Bicycle, and Pedestrian Safety** – The Approved Project will generate nonmotorized travel with students walking or riding their bicycles to school. The District encourages students to walk to school each day to alleviate traffic in the community and promote healthy living. The NTMP incorporates elements from the Approved Project and Mitigations Measures to identify near and long-term recommendations that are specifically intended to enhance the safety or convenience of walking and biking (which



are further described in the Alternative Transportation section). The near-term recommendations that support safe and convenient alternative transportation options for students include:

- **Safe Routes to School Programs** – includes implementation of the Six E's in Safe Routes to School Planning - evaluation, education, encouragement, engineering, enforcement, and equity – that aim to increase participation in walking and biking to school.
- **Crossing Guards** - Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians.
- **High-Visibility Crosswalks** - Crosswalks with continental markings and high-visibility materials are more visible to approaching drivers and will be painted yellow along designated safe routes to school in the surrounding area to guide students along designated routes.
- **Curb Extensions** - Curb extensions widen the sidewalk at intersections or midblock crossings to shorten the pedestrian crossing distance, to make pedestrians more visible to vehicles, and to reduce the speed of turning vehicles.
- **Red Curbs** - Red curbs can enhance safety, especially on curved roads and near driveways, by improving sightlines for pedestrians and motorists.
- **Speed Feedback Signs** - Real-time speeds are relayed to drivers and flash when speeds exceed the limit alerting drivers to slow down.
- **Speed Lumps** - These traffic calming devices use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large vehicles, such as emergency vehicles and buses, to pass quickly, while slowing passenger cars and mid-size SUVs.
- **Signage** – Signage is used to remind drivers of certain conditions or restrictions that may be present on the road. The NTMP includes recommendations for additional no left-turn, one-way, and speed limit signage.
- **Targeted Enforcement** - Targeted enforcement may be used in conjunction with new neighborhood transportation management devices to help drivers become aware of the new restrictions or address the presence of unsafe driving behaviors.

Similar to the Approved project, the NTMP Implementation incorporates design features and mitigation measures to improve safety conditions related to narrow roadway widths, passenger loading and unloading, and vehicular, pedestrian, and bicycle safety. While the NTMP Implementation would not reduce the impact to a level that is less than significant, the impacts would not be more severe than the Approved Project and are anticipated to be functional improvements to the originally proposed measures.

5.12-4: Emergency Access

The NTMP Implementation does not change or alter any features of the Approved Project as it relates to building size, use, or site layout or propose to alter any site access points. For School Operations, both on-site and surrounding area emergency access is evaluated to determine the adequacy of the site layout and access on nearby streets below:

- **On-Site Emergency Access** - The Approved Project was designed to provide adequate emergency access to the site and on January 11, 2018, the County of Los Angeles Fire Department, Fire Prevention Division, approved the site plan for life safety and all access



features are subject to and must satisfy design requirements of the Division of the State Architect (DSA). The NTMP Implementation does not propose any changes that would alter on-site emergency access.

- **Surrounding Area Emergency Access** - The Approved Project was also determined to not impede emergency access in the surrounding area and while the NTMP Implementation proposes to convert 26th Street from a two-way to one-way street and eliminates the need to restrict on-street parking during morning and afternoon peak periods, the conversion would improve traffic circulation and reduce instances of emergency vehicles coming into conflict with other oncoming traffic which could otherwise delay emergency response efforts. LA County Fire has reviewed the one-way street conversion proposal and does not have concerns that the conversion would adversely effect emergency access in the surrounding area.

With Mitigation Measures TRAF-3 and TRAF-4 implemented and that drivers will comply with "move over" laws, including the requirement to yield the right-of-way to police vehicles, fire engines, ambulances, or other emergency vehicles using a siren and red lights, the NTMP Implementation would not result in inadequate emergency access on streets surrounding the project site. Similar to the Approved Project, the NTMP Implementation would continue to have a less than significant impact on emergency access both on-site and in the surrounding area.

5.12-5: Alternative Transportation

The Approved Project will generate nonmotorized travel with students walking or riding their bicycles to school. The District encourages students to walk to school each day to alleviate traffic in the community and promote healthy living. The NTMP incorporates elements from the Approved Project and Mitigations Measures to identify near and long-term recommendations that are specifically intended to enhance the safety or convenience of walking and biking in the categories of: Trip Reduction, Pedestrian Accessibility and Safety, Traffic Safety and Calming. The near-term recommendations that support safe and convenient alternative transportation options for students include:

- **Safe Routes to School Programs** – includes implementation of the Six E's in Safe Routes to School Planning - evaluation, education, encouragement, engineering, enforcement, and equity – that aim to increase participation in walking and biking to school.
- **Crossing Guards** - Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians.
- **High-Visibility Crosswalks** - Crosswalks with continental markings and high-visibility materials are more visible to approaching drivers and will be painted yellow along designated safe routes to school in the surrounding area to guide students along designated routes.
- **Curb Extensions** - Curb extensions widen the sidewalk at intersections or midblock crossings to shorten the pedestrian crossing distance, to make pedestrians more visible to vehicles, and to reduce the speed of turning vehicles.
- **Red Curbs** - Red curbs can enhance safety, especially on curved roads and near driveways, by improving sightlines for pedestrians and motorists.
- **Speed Feedback Signs** - Real-time speeds are relayed to drivers and flash when speeds exceed the limit alerting drivers to slow down.
- **Speed Lumps** - These traffic calming devices use vertical deflection to encourage motorists to travel at slower speeds. Speed lumps have cut-outs designed to allow large



vehicles, such as emergency vehicles and buses, to pass quickly, while slowing passenger cars and mid-size SUVs.

- **Signage** – Signage is used to remind drivers of certain conditions or restrictions that may be present on the road. The NTMP includes recommendations for additional no left-turn, one-way, and speed limit signage.
- **Targeted Enforcement** - Targeted enforcement may be used in conjunction with new neighborhood transportation management devices to help drivers become aware of the new restrictions or address the presence of unsafe driving behaviors.

Similar to the Approved project, the NTMP Implementation is both consistent with applicable policies, plans, and programs that have been established and further facilitates safe and convenient alternative transportation options for students getting to and from school. Therefore, the NTMP Implementation would continue to have a less than significant impact on the performance or safety of alternative transportation options.

5.12-6: Parking

With regard to parking, the NTMP Implementation would have no effect on construction related parking impacts identified for the Approved Project. For School Operations, both on-site and surrounding area parking impacts are evaluated to determine the adequacy of the proposed on-site parking lot to accommodate the school's parking demand and the physical loss of on-street parking spaces adjacent to the school below:

- **On-Site Parking** – The Approved Project includes a total of 41 on-site parking spaces to accommodate faculty, staff, and visitors on a typical school day in a surface parking lot located along the west side of the school property. The number of on-site parking spaces was determined based on California Department of Education recommendations that a school have at least 2.25 parking spaces per classroom/teaching station. The Approved Project is considered to have 18 teaching stations (15 classrooms, 2 labs, 1 learning center/library) for a recommendation of 41 parking spaces. The NTMP Implementation includes a re-design of the parking lot to accommodate on-site student drop-off and pick-up but retains all 41 on-site parking spaces consistent with the Approved Project.
- **Surrounding Area On-Street Parking** – Implementation of the Approved Project and Mitigation Measures TRAF-3 and TRAF-4 propose to alter on-street parking on 25th Street, Myrtle Avenue, and 26th Street by restricting on-street parking during certain times of the school day. The parking restrictions on Myrtle Avenue and 26th Street included in the Approved Project are a secondary effect of reducing the significant and unavoidable impacts of the half-hour peak period trips and were determined to be a significant and unavoidable parking impact.
 - **25th Street** – The NTMP Implementation would not alter the design of or restriction of parking spaces along 25th Street compared to the Approved Project.
 - **Myrtle Avenue** – The Final EIR for the Approved Project included Mitigation Measure TRAF-3 which would restrict parking at 10 on-street parking spaces on Myrtle Avenue between 25th Street and 26th Street during the morning arrival and afternoon departure periods (approximately 8 AM to 9 AM and 2:30 PM to 3:30 PM each school day) to provide for passenger loading activities. With the recommendation in the NTMP to provide additional on-site passenger loading and unloading activities within the school parking lot, the need to restrict on-street

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parking on the east side of Myrtle Avenue between 25th Street and 26th Street for passenger loading activities is reduced. The NTMP Implementation would therefore have a reduced impact on parking along Myrtle Avenue in comparison to the Approved Project.

- **26th Street** – The Final EIR for the Approved Project included Mitigation Measure TRAF-3 which would restrict parking at 11 on-street parking spaces on 26th Street between Myrtle Avenue and Morningside Drive during the morning arrival and afternoon departure periods (approximately 8 AM to 9 AM and 2:30 PM to 3:30 PM each school day) to facilitate the efficient flow of vehicles in two directions along 26th Street. The recommendation in the NTMP to convert 26th Street from a two-way street to a one-way street westbound would provide for the effective movement of vehicle traffic and also eliminate the need to restrict on-street parking on the south side of the street between Morningside Drive and Myrtle Avenue. The NTMP Implementation would have a reduced impact (be an improvement) on parking along 26th Street in comparison to the Approved Project.

Although the NTMP Implementation would reduce the overall number of on-street parking spaces that are restricted from 32 in the Approved Project, it would still result in the restriction of 11 on-street parking spaces along 25th Street during the morning arrival and afternoon departure periods along 25th Street. Therefore, the NTMP Implementation would have a reduced impact compared to the Approved Project on parking but would still be considered a significant and unavoidable parking impact.

5.12-7: Vehicle Miles Traveled

The NTMP Implementation does not change or alter any features of the Approved Project as it relates to building size, use, or site layout. The NTMP Implementation would not generate any additional trips that would lead to an increase in vehicle miles traveled. Therefore, the NTMP Implementation would have a substantially similar impact when compared to the Approved Project which was determined to have a less than significant impact on Vehicle Miles Traveled.

Cumulative Impacts

The cumulative traffic impacts associated with the Approved Project and related development projects in the City are addressed under the 2019 baseline scenario of Impact 5.12-1a and Impact 5.12-1b. The 2019 baseline analysis captures traffic from ambient regional growth and developments in the South Bay region. As discussed in Impact 5.12-1a, cumulative traffic impacts under the one-hour AM peak condition would be less than significant. However, cumulative traffic impacts under the half-hour AM and PM peak conditions would be significant and adverse (see Impact 5.12-1b).

Neither traffic hazards nor parking effects would be cumulatively considerable under the Approved Project. Related projects are not in close proximity to the project site (see Figure 3-6), and there are no anticipated developments identified in PLAN Hermosa that when combined with the proposed project would significantly impact roadway hazards or cause parking impacts. There is no additional information or changes considered in the NTMP Implementation that would affect the cumulative impacts identified under the Approved Project. Therefore the

implementation of the NTMP would be less than cumulatively considerable with respect to transportation and traffic.

2. REVISED PROJECT IMPACTS

As demonstrated by the analysis herein and noted in **Table 2**, the NTMP Implementation would not result in any additional significant impacts nor would it substantially increase the severity of previously identified significant impacts in comparison to the Approved Project. In several impact areas, the NTMP Implementation would reduce the severity of transportation and traffic related impacts, although they would not be reduced to a less than significant level.

**Table 2: Comparison of Transportation and Traffic Impacts
between Approved Project and NTMP Implementation**

Impact Analysis	Approved Project	NTMP Implementation
5.12-1a: One-Hour Peak Traffic	Less than Significant	Less than Significant
5.12-1b: Half-Hour Peak Traffic	Significant and Unavoidable	Significant and Unavoidable
5.12-2: Congestion Management Program	Less than Significant	Less than Significant
5.12-3: Roadway Hazards	Significant and Unavoidable	Significant and Unavoidable
5.12-4: Emergency Access	Less than Significant	Less than Significant
5.12-5: Alternative Transportation	Less than Significant	Less than Significant
5.12-6: Parking	Significant and Unavoidable	Significant and Unavoidable
5.12-7: Vehicle Miles Traveled	Less than Significant	Less than Significant
Cumulative Impacts	Less than Cumulatively Considerable	Less than Cumulatively Considerable

3. MITIGATION MEASURES

The NTMP Implementation would be required to implement the same mitigation measures as the Approved Project as set forth in the Final EIR with the following changes noted in track changes:

The Transportation and Traffic Mitigation Measures identified in the Final EIR include:

TRAF-1: The District shall develop a Transportation Management Program to emphasize use, awareness, and safety of public transit, ridesharing, walking, and bicycling to the proposed school site. The program shall consider contracting a bus service to pick up student passengers at each District school and transport them to the next school. The District shall also consider a "Walking School Bus" program to facilitate group walking of children to and from school and/or between schools with one or more adults. The District shall provide information on the availability and benefits of the various travel modes to faculty/staff, students, and parents and offer incentives to faculty/staff for using public transit or carpools.

TRAF-2: Half-hour peak traffic impacts at the intersections of Valley Drive | Gould Avenue and Ardmore Avenue | Gould Avenue shall be improved by one or more of the following:

- a. Prior to the opening of the proposed school, the District shall stagger the proposed school's bell schedule so that the starting and ending times for third and fourth grades would be offset by 30 minutes. The staggered schedule would separate arrival and departure times for the two grade levels and reduce peak traffic surge by

City of Hermosa Beach & Hermosa Beach City School District

approximately 50 percent. If the starting and ending times for the two grade levels cannot be staggered by 30 minutes, a smaller, more practical time interval such as 15 minutes shall be implemented.

- b. If the District cannot stagger the bell schedule by 30 minutes, the District shall pay an ad-hoc, fair-share contribution of 13.3 percent to the City of Hermosa Beach for deployment of traffic control officers or implementation of another economically comparable improvement at Valley Drive|Gould Avenue and/or Ardmore Avenue|Gould Avenue intersections during the morning arrival and/or afternoon departure peak periods. The traffic control officers or other economically comparable improvement shall be available and/or operable by the first day of school. Deployment of traffic control officers and/or use of another economically comparable improvement shall be reviewed and approved by the City of Hermosa Beach.

TRAF-3: In conjunction with parking restrictions required to designate City right-of-way, adjacent to the project site on 25th Street ~~and Myrtle Avenue as student passenger loading~~ (see TRAF-4), prior to opening the proposed school, additional parking restriction signage shall be installed on the north side of 25th Street (near 301 25th Street), ~~east side of Myrtle Avenue (near the residence of 301 25th Street), and south side of 26th Street (near 316 and 336 26th Street)~~ to provide a continuous, unobstructed path from the passenger loading areas to the intersection of Gould Avenue and Morningside Drive. The sign shall state, "No Parking, 8 AM to 9 AM & 2:30 PM to 3:30 PM, School Days" (or time periods deemed appropriate based on the staggered bell schedule per Mitigation Measure TRAF-2a). The signs will be subject to review and approval by the City of Hermosa Beach.

TRAF-4: The following shall be implemented to enhance passenger loading activities:

- a. Prior to opening the proposed school, the District shall work with the City to designate passenger loading zones on the north side of 25th Street ~~and east side of Myrtle Avenue~~, adjoining the frontages of the proposed school site. Use of City right-of-way will be subject to review and approval by the City of Hermosa Beach.
- b. Prior to opening the proposed school, the District shall work with the City to install signs at the passenger loading zones that state: "Passenger Loading & Unloading Only, 8 AM to 9 AM & 2:30 PM to 3:30 PM, School Days" (or time periods deemed appropriate based on the staggered bell schedule per Mitigation Measure TRAF-2a). The signs will be subject to review and approval by the City of Hermosa Beach.

TRAF-5: To enhance traffic safety and awareness for vehicular, bicycle, and pedestrian movements, the following measures shall be implemented to comply with standards included in the California Manual on Uniform Traffic Control Devices, Part 7, Traffic Control For School Areas:

- a. The District shall prepare a "Pedestrian School Route Plan" to educate parents, students and staff of pedestrian and bicycle safety. The plan shall provide guidance on the preferred travel routes and locations to cross-streets based on the existing and proposed traffic control devices and crosswalks. The Pedestrian School Route Plan shall include the City-prepared School Routes Plan (Figure 5.12- 7, Safe Routes to School Network) and shall be completed prior to the opening of the proposed school. The plan shall be distributed to students and parents at the beginning of each school year and to all new students/parents who begin school midyear. It shall also be available on the school's website as a public outreach tool.



- b. The District shall prepare a "Recommended Vehicle Travel Routes Map" (see Figure 5.12-6, Recommended Vehicle Travel Routes to School) to limit two-way travel on streets in the immediate vicinity of the proposed school site. The map of vehicle travel routes to school shall be completed and available for distribution to students and parents by the first day of school; it shall be made available on the school's website as a public outreach tool.
- c. To maximize the number of passenger loading spaces at the proposed school, limit vehicle stacking on adjacent streets, and improve pedestrian safety on streets adjoining the project site, the District shall prepare and implement a "Pedestrian Monitoring and Assistance Plan" by the first day of school that includes:
 - i. Assignment of adult personnel and volunteers at the passenger loading zones on the north side of 25th Street and in school parking lot loading zone east side of Myrtle Avenue to control, direct, and guide students as they walk to and from school grounds.
 - ii. Procedures for the adult personnel and volunteers include but are not limited to:
 - A. Directing vehicles to stop at the spaces at the front of the passenger loading zones, when unoccupied, to facilitate vehicle flow.
 - B. Creating a vehicle valet system, such as opening car doors.
 - C. Discouraging students from crossing 25th Street in front of the school, including at the intersection of Silverstrand Avenue.
 - ~~D. Directing students using the Myrtle Avenue passenger loading zone to access school grounds from the entry on 26th Street, at the eastern perimeter of the proposed school parking lot.~~
- d. The District, in conjunction with the City of Hermosa Beach, shall create a working group—including but not limited to representatives from the City and District—to prepare and implement an ongoing Neighborhood Traffic Management Plan (NTMP) to identify operational traffic concerns on adjacent streets and ways to manage them accordingly. Development of the NTMP shall begin at least nine months prior to the opening of the proposed school to ensure its timely completion prior to the opening of the proposed school. The NTMP shall be updated as needed to meet its purpose to improve pedestrian, bicycle, and vehicular safety; enhance the quality-of-life for surrounding land uses caused by speeding vehicles and careless drivers; and help the District and City to prioritize limited resources. The NTMP shall be distributed to students and parents and be available on the school's website as a public outreach tool. If operational traffic safety hazards remain after all improvements identified in Mitigation Measure TRAF-5 are implemented, the NTMP working group shall consider additional ways to manage traffic safety and vehicle queueing and stacking at "problem areas," including but not limited to:
 - i. Painting curbs red at intersections, if warranted.
 - ii. Installing additional traffic control improvements, offsite loading areas, crossing guards, if needed.
 - iii. Installing additional stop and/or yield signs and other signage that restricts turning movements during peak traffic periods, as warranted.
 - iv. Restricting more on-street parking during peak traffic periods, if appropriate.
 - ~~v. Widening the passenger loading zone on Myrtle Avenue adjacent to the proposed school by eight feet, if warranted.~~
- e. The District shall work with the City to install school area warning signs to notify drivers that they are entering a school zone on 25th Street west of Myrtle Avenue, 25th Street



east of the school site, 26th Street west of Myrtle Avenue, Morningside Drive south of 27th Street | Gould Avenue, Myrtle Drive south of 25th Street, and Silverstrand Avenue south of the project site. The signs shall be subject to review and approval by the City of Hermosa Beach.

- f. The District shall work with the City to install yellow school crosswalks at the intersections of 25th Street and Myrtle Avenue (all four legs), 26th Street and Myrtle Avenue (south leg), and 27th Street | Gould Avenue at Morningside Drive (all four legs). The yellow school crosswalks shall be subject to review and approval by the City of Hermosa Beach.
- g. To minimize the volumes of traffic traveling in the opposite direction of street segments with passenger loading zones, the District shall work with the City of Hermosa Beach to install signage to restrict peak hour turning movements onto 25th Street and Myrtle Avenue. Sign text may include "No Right (or Left) Turn from 8 AM to 9 AM & 2:30 PM to 3:30 PM, School Days." Signs shall be installed at the below intersections and be subject to review and approval by the City of Hermosa Beach:
 - i. Myrtle Avenue | 25th Street: No Right Turn on northbound Myrtle at 25th Street and No Left Turn on southbound Myrtle at 25th Street
 - ii. Myrtle Avenue | 26th Street: ~~No~~ Left Turn Only on westbound 26th Street at Myrtle Avenue
 - iii. Silverstrand | 25th Street: No Right Turn on northbound Silverstrand at 25th.
- h. To facilitate the flow of traffic to and from the school site and enhance vehicular circulation, the District shall work with the City of Hermosa Beach to either install "Do Not Block Intersection" signs or mark "Keep Clear" on the pavements at the intersections of 25th Street | Park Avenue, 25th Street | Myrtle Avenue, and 26th Street | Myrtle Avenue.
- i. In addition to crossing guards identified in the City's safe routes to school map (Figure 5.12-7), the District shall work with the City of Hermosa Beach to seek funding for a qualified crossing guard at the intersection of 25th Street and Myrtle Avenue and for other appropriate circulation and safety measures recommended in the NTMP.

TRAF-6: To limit potential hazards caused by temporary roadway or sidewalk closures and/or traffic detours caused by project construction, the District shall require its construction contractors to submit a construction work site traffic control plan to the City of Hermosa Beach for approval prior to the start of any construction at the project site. The plan shall show all haul routes, construction hours, protective devices, warning signs, parking/staging areas, and access points to the property. The District shall encourage its contractors to limit construction-related trucks to off-peak commute periods. Applicable transportation-related safety measures shall be implemented during construction.

TRAF-7: The District shall prohibit its construction contractors to park construction vehicles and equipment and employee personal vehicles on the City-classified local streets. All construction-related vehicles and equipment shall park within the project site and/or at offsite, off-street locations at the expense of the construction contractor.

With the implementation of all required Transportation and Traffic mitigation measures, the NTMP Implementation would improve the conditions but still result in the same significant and unavoidable impacts to half-hour peak traffic at two intersections and six street segments,



roadway hazards, and parking. All other impacts to Transportation and Traffic would remain less than significant.

4. CONCLUSION

The changes considered through the NTMP Implementation would not introduce new significant impacts with regard to traffic and parking. Thus, the environmental implications of the proposed changes would be consistent with those analyzed in the Final EIR. Although the project, as revised, would result in significant and unavoidable impacts to half-hour peak traffic at two intersections and six street segments, roadway hazards, and parking, the Final EIR determined and disclosed that the Approved Project would result in significant and unavoidable impacts at these same intersections and street sections during the same analyzed time periods.

Pursuant to Resolution #06:18/19, the Hermosa Beach City School Board adopted a Mitigation Monitoring and Reporting Program and a Statement of Overriding Considerations finding that the Approved Project's economic, social and design benefits would outweigh the significant and unavoidable environmental impacts. The Statement of Overriding Considerations for the Approved Project include the following benefits:

- The project keeps the existing school in the neighborhood;
- Use of District owned land maximizes use of limited funds;
- The school is adjacent to a park, which affords options for students before and after school.

Accordingly, when compared to the Approved Project, the changes considered would not involve new significant environmental effects or a substantial increase in the severity of previously identified significant effects related to Transportation and Traffic.

3.2 OTHER IMPACT AREAS

The NTMP Implementation does not change or alter any features of the Approved Project as it relates to building size, use, or site layout. The project modifications include the addition of on-site student pick-up and drop-off in the School parking lot instead of a student loading/unloading area along Myrtle Ave and the proposed conversion of 26th Street adjacent to the school site from a narrow two-way street into a one-way street heading westbound between Morningside Drive and Manhattan Avenue. Implementation of those proposed modifications would eliminate the need for additional parking restrictions for the on-street parking located on the east side of Myrtle Avenue and the south side of 26th Street.

These proposed changes and their potential environmental effects are limited to Transportation and Traffic impacts. Since the design and intensity of the use would be substantially the same as the Approved Project, it is determined that impacts associated with the NTMP Implementation would continue to have a less-than-significant impact on the following areas:

Less-Than-Significant

- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources



- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Noise
- Public Services
- Transportation and Traffic
- Tribal Cultural Resources
- Utilities and Service Systems

It is further determined that impacts associated with the NTMP Implementation and the implementation of mitigation measures required in the Final EIR, would continue to have a less-than-significant impact with mitigation on the following areas:

Less-Than-Significant with Mitigation

- Aesthetics
- Biological Resources
- Cultural Resources
- Geology and Soils
- Noise
- Tribal Cultural Resources

Since the NTMP Implementation does not change or alter any features of the Approved Project as it relates to building size, use, or site layout and the project modifications are limited in their effect to transportation and traffic, it is determined that the NTMP Implementation would not involve new significant environmental effects or a substantial increase in the severity of previously identified significant effects related to Transportation and Traffic.

MEMORANDUM



Date: August 18, 2020

To: Leeanne Singleton, AICP, LEED AP
Environmental Analyst

From: Nicole Jules, PE
Consulting Traffic Engineer

Subject: Letter of Opinion regarding the Proposal to Convert 26th Street to One-Way
Westbound between Manhattan Avenue and Morningside Drive

The North School Neighborhood Traffic Management Plan (NTMP) was recently developed in a joint effort between the City of Hermosa Beach and the Hermosa Beach City School District. The NTMP addresses traffic concerns in the surrounding neighborhood, particularly regarding the proposed North Elementary School, which is located on 25th Street east of Myrtle Avenue and backs up to 26th Street (see Exhibit 1). One of the near-term recommendations is to convert 26th Street, which is currently a two-way street, to a one-way westbound street. This Letter of Opinion summarizes the results of our analysis of the proposed one-way conversion and provides a recommendation regarding its implementation.

EXISTING CONDITIONS

26th Street between Manhattan Avenue and Morningside Drive is a narrow, 25-foot-wide, residential street with a prima facie speed limit of 25 mph. Parking is allowed on both sides with 7-foot-wide parking stalls marked on the street, leaving an 11-foot-wide two-way travel lane in the middle. The east end of 26th Street terminates at Morningside Avenue and the west side of Valley Park. Valley Park is a heavily used neighborhood park along the east side of Morningside Avenue. Morningside Avenue also provides access to 27th Street/Gould Avenue to the north. The study segment of 26th Street terminates at Manhattan Avenue on the west, where it is approximately three blocks from the beach. 26th Street slopes steeply downward to the east and to the west, with the peak located approximately 200 feet west of Morningside Drive. 26th Street currently has two parking restrictions: “1-Hour Parking, 10 AM to Midnight, May 15 to Sept 15, Except Resident or Pay Permits” for seasonal beach-goers, and “No Parking Tuesday, 8 AM to 12 Noon” for street sweeping.

Due to the coronavirus pandemic, we were unable to collect existing traffic count data. The NTMP traffic study, however, did collect traffic count data in 2019, but it did not specifically collect traffic count data for 26th Street. Also, the *North School EIR* collected traffic data for the surrounding streets in 2016 and developed projected 2019 traffic volumes. To estimate the magnitude of traffic on 26th Street, we compared the traffic count data for Myrtle Avenue for projected 2019 (from the 2018 *North School EIR*) to the actual 2019 (from the *North School NTMP*) and used it to extrapolate the estimated 2019 daily traffic volume on 26th Street. The existing (2019) two-way daily volume results are an estimated 600 vehicles per day between Morningside Drive and Myrtle Avenue, and an estimated 540 vehicles per day between Myrtle Avenue and Manhattan Avenue. Although pedestrian counts were not collected, a large number of pedestrians were observed to use 26th Street.

ANALYSIS

The traffic collision data was reviewed as part of the analysis using the Statewide Integrated Traffic System (SWITRS) and City of Hermosa Beach Police Department records. There were no reported traffic collisions on 26th Street between Manhattan Avenue and Morningside Drive for the last five years. This is likely due to the low traffic volumes and low traffic speeds.

Converting 26th Street to one-way westbound would have several effects on local traffic, as follows:

1. Reduction in the likelihood of traffic collisions, even though the crash rate is already low.
 - The chances of head-on collisions would be largely eliminated.
 - The likelihood of right-angle collisions at cross streets caused by limited sight distance, would be reduced due to entering motorists only needing to see approaching traffic from one direction.
 - Potential conflict points, including with pedestrians, would be reduced.
2. Decrease in the traffic volumes on 26th Street by approximately half between Morningside Drive and Myrtle Avenue and by somewhat less than half between Myrtle Avenue and Manhattan Avenue. The decrease in traffic volumes would also improve traffic flow, but potentially slightly increase traffic speeds.
3. Impacts to the traffic flow on the following streets:
 - Morningside Drive – Decrease northbound traffic by over half, but somewhat increase southbound traffic
 - Myrtle Avenue – Somewhat increase northbound traffic, and decrease southbound traffic by a similar amount
 - Ozone Court:
 - It is anticipated that vehicles diverted from exiting the neighborhood on Morningside Drive at 27th Street would instead use Ozone Court and make a right turn onto 27th Street.
 - Between 25th and 26th Streets, increase northbound traffic somewhat and decrease southbound traffic by a similar amount.
 - Between 26th and 27th Streets, somewhat increase both northbound and southbound traffic, but could have a greater increase in northbound traffic.
 - 25th Street – Slightly increase eastbound traffic from Manhattan Avenue to Myrtle Avenue
 - 27th Street – Slightly increase eastbound traffic from Manhattan Avenue to Myrtle Avenue
4. Improvement in traffic flow and an increase the roadway capacity on 26th Street, as follows:
 - By eliminating vehicles traveling in opposite directions, there would be no need for vehicles to pull over and wait for each other to pass.
 - By eliminating the conflict and reducing the delay of a parked vehicle pulling out in front of a vehicle traveling in the opposite direction.

IMPACT OF PROPOSED NORTH SCHOOL TRAFFIC

The proposed North School would be built on the same footprint as the existing facility, with access to the on-site parking lot from 25th Street. The North School EIR estimated that during the AM peak hour,

the school would add 35 vehicles to 26th Street east of Myrtle Avenue and to Morningside Drive, and 5 vehicles to 26th Street west of Myrtle Avenue. With 26th Street converted to one-way, approximately 21 AM peak hour school trips would be diverted from northbound Morningside Drive to westbound 26th Street and 3 school trips would be diverted from eastbound 26th Street west of Myrtle Avenue. It is anticipated that the one-way street could better accommodate the school traffic than the existing two-way street.

FINDINGS

Converting 26th Street to one-way westbound would improve traffic flow on 26th Street and reduce the likelihood of head-on, broadside and pedestrian collisions. Although the conversion would reroute traffic on nearby streets, it is anticipated that they have adequate capacity to handle any traffic increases. Our analysis supports converting 26th Street to one-way westbound.

ADDITIONAL CONSIDERATIONS

If the City decides to convert 26th Street to one-way, the City should also consider converting certain other nearby streets to one-way at the same time. 27th Court is a narrow street that feeds the garages for the houses fronting 26th Street and 27th Street. Converting 27th Court to one-way eastbound would create a couplet with 26th Street, improving traffic flow not only on 27th Court but also for local traffic. Morningside Drive is another street to consider converting, to one-way southbound. Parking is already limited to the southbound side and the section south of 27th Court would essentially be one-way if 26th Street is converted. Converting Morningside Drive to southbound-only, however, would eliminate the primary access to exit the area onto 27th Street/Gould Avenue. Perhaps only convert the section of Morningside Drive south of 27th Court. If the City is interested in these options, they should be studied as a whole circulation system before any decisions are made.

Exhibit 1

Location Map & Existing Traffic Volumes/Speeds

(Excerpt from *North School Neighborhood Traffic Management Plan (NTMP)*, July 2020 Draft, produced by Fehr & Peers, for the City of Hermosa Beach and the Hermosa Beach City School District)

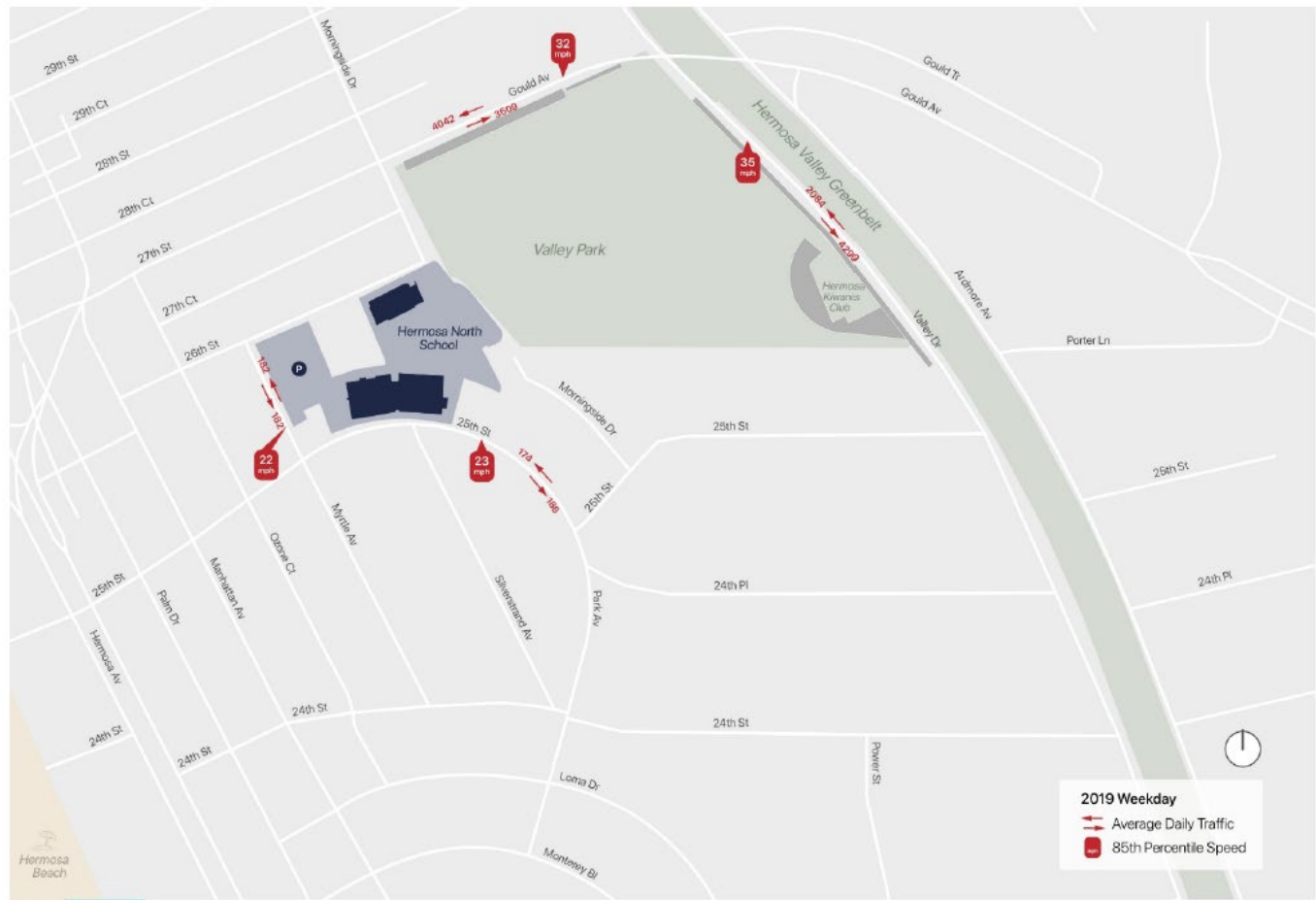


FIGURE 5

HERMOSA NORTH SCHOOL NTMP

Existing Traffic Volumes and Speeds

FEHR & PEERS

north school

Neighborhood Traffic
Management Plan (NTMP)

October 2020



Developed Jointly by the City of Hermosa Beach and Hermosa Beach City School District

PRODUCED BY

FEHR PEERS

agenda topics

Purpose, Goals, & Process



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graph TD; A[Purpose, Goals, & Process] --> B[NTMP Recommendations]; B --> C[Adaptive Management Program]; C --> D[CEQA Review]; D --> E[Adoption & Implementation];
```

NTMP Recommendations

Adaptive Management Program

CEQA Review

Adoption & Implementation

what is an ntmp?

- objective is to **provide safer, more comfortable streets and improve the quality of life in our neighborhoods** by developing and implementing innovative and effective transportation solutions on residential streets.
- identify and **address traffic related issues** such as speeding, traffic collisions, and cut-through traffic.
- As options are considered, the surrounding street network must be carefully evaluated to **avoid shifting impacts from one area to another.**
- the **toolbox of improvements** that can be implemented include updating street signs, adding pavement markers and roadway striping, increased enforcement, and items such as traffic diverters and speed lumps

purpose + project goals

1. Identify solutions that will enhance public safety and traffic flow at North School without causing delays in the school's construction, which may include additional offsite loading and unloading zones on public property.
2. Maximize the efficient use of limited funds of the City and School District and leverages outside funding opportunities.
3. Utilize a collaborative process to incorporate City, School District, and community input on the design and operation of transportation facilities and traffic concerns.
4. Comply with the conditions set forth in the MOU and the Mitigation Monitoring and Reporting Program for the North School EIR.
5. Can be completed by March 31, 2020, including adoption of plan by both the School Board and City Council.

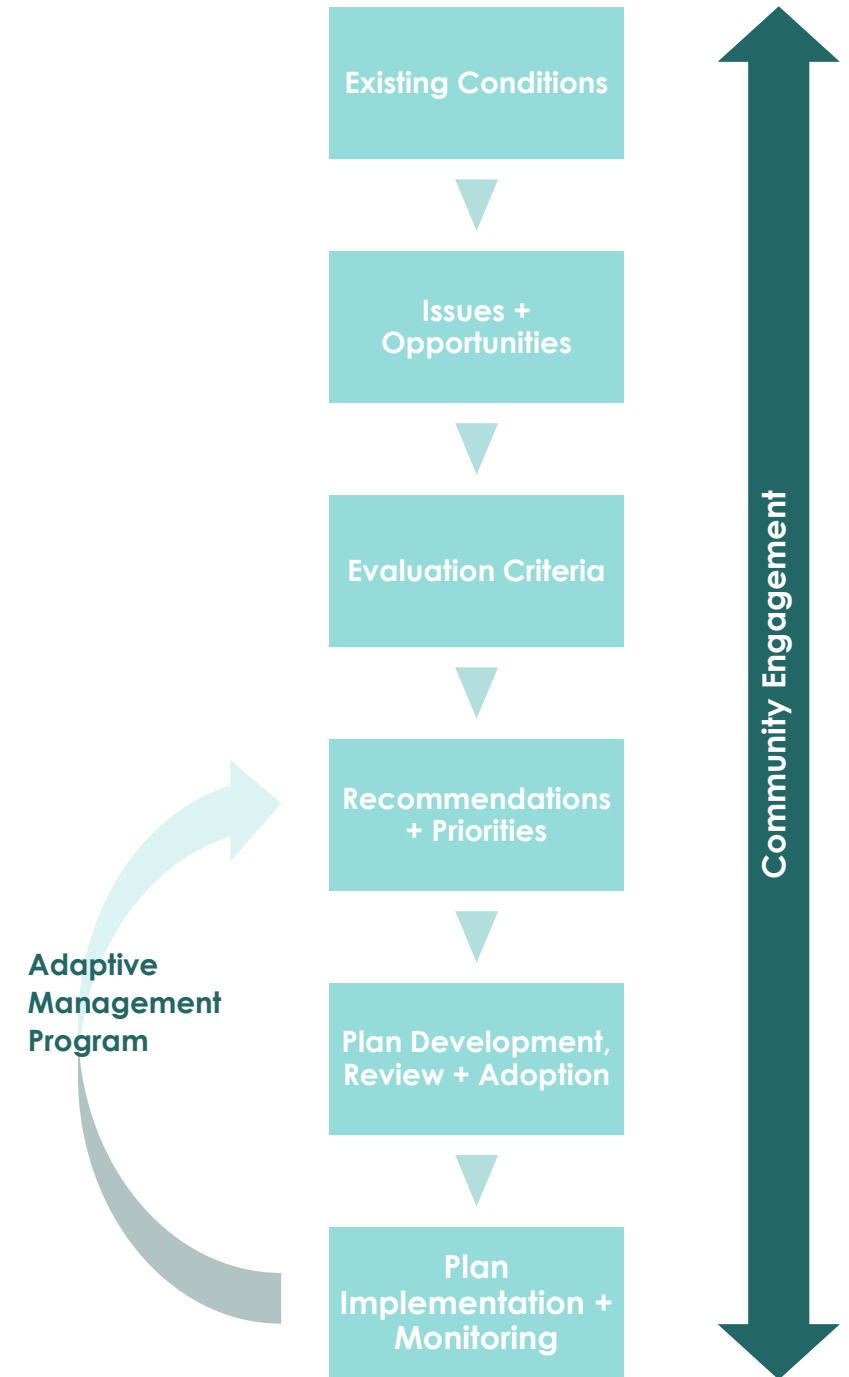
* Note that while adoption was initially anticipated in March 2020, due to the COVID-19 pandemic and extraordinary demands on School District and City Staff time, revisions to the draft based on public feedback were not finalized until October 2020.

project team



planning process

- The process included an evaluation of existing conditions, identification of issues and opportunities, creation of evaluation criteria to refine the recommendations and priorities, and ultimately development of the plan for review, adoption, and implementation.
- Each step in the process additionally involves various levels of community input and feedback to inform and refine the plan through an adaptive management program.



community engagement

Community Workshops

- October 21, 2019
- December 3, 2019

MOU Subcommittee

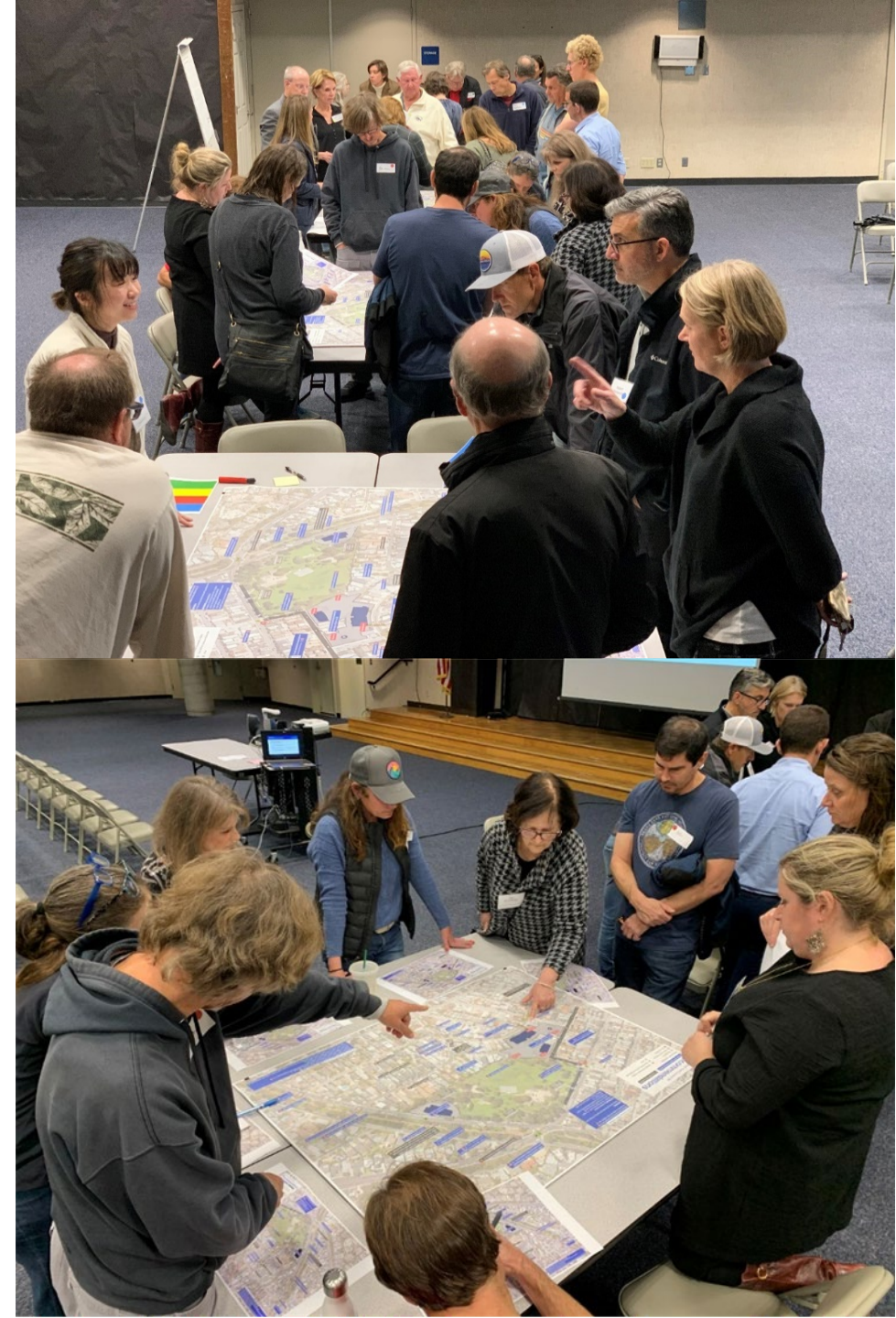
- September 11, 2019
- November 7, 2019
- December 9, 2019
- January 15, 2020

Stakeholder Working Group

- September 23, 2019
- October 16, 2019
- November 20, 2019
- December 16, 2019
- January 15, 2020

Public Meetings

- February 3, 2020 – Joint School Board and City Council
- July 15, 2020 – Public Works Commission Review



stakeholder working group priorities

Through the series of stakeholder meetings between September 2019 and January 2020, the stakeholder working group came to collectively identify a set of priorities for the NTMP. These priorities are identified below and **have been integrated into** the recommendation and implementation of this plan.

1. Monitoring Program

- Pre and post North School (NS) data collection
- On-going analysis for monitoring post NS construction
- Additional actions or reductions based on post construction analysis

2. Onsite Loading/Unloading at North School

3. Bus or Trolley for All Three Schools

4. Kiwanis/Rotary Parking Lot

- Loading and unloading configuration for parking lot
- Crossing to Greenbelt with stoplight (similar to Valley School)
- Pathway to NS from parking lot

5. Alternate Drop-off and Pick-up Locations

- Hermosa Avenue @ 25th Street
- Gould Avenue @ Valley Drive (West of Valley Drive)
- Gould Avenue @ Ardmore Drive (East of Ardmore)
- Valley Drive adjacent Valley Park
- Other options pending monitoring analysis

6. Pedestrian + Bike Access Improvements (Physical)

- Valley/Ardmore Corridor
- Widen sidewalks on "Safe Routes to School"
- Optional sidewalks on 24th St., 24th Pl., and 25th St. (for those interested)

7. Pedestrian + Bike Access Improvements (Programs)

- Walking School Bus
- Parent/Student incentive programs for walk, bike or bus

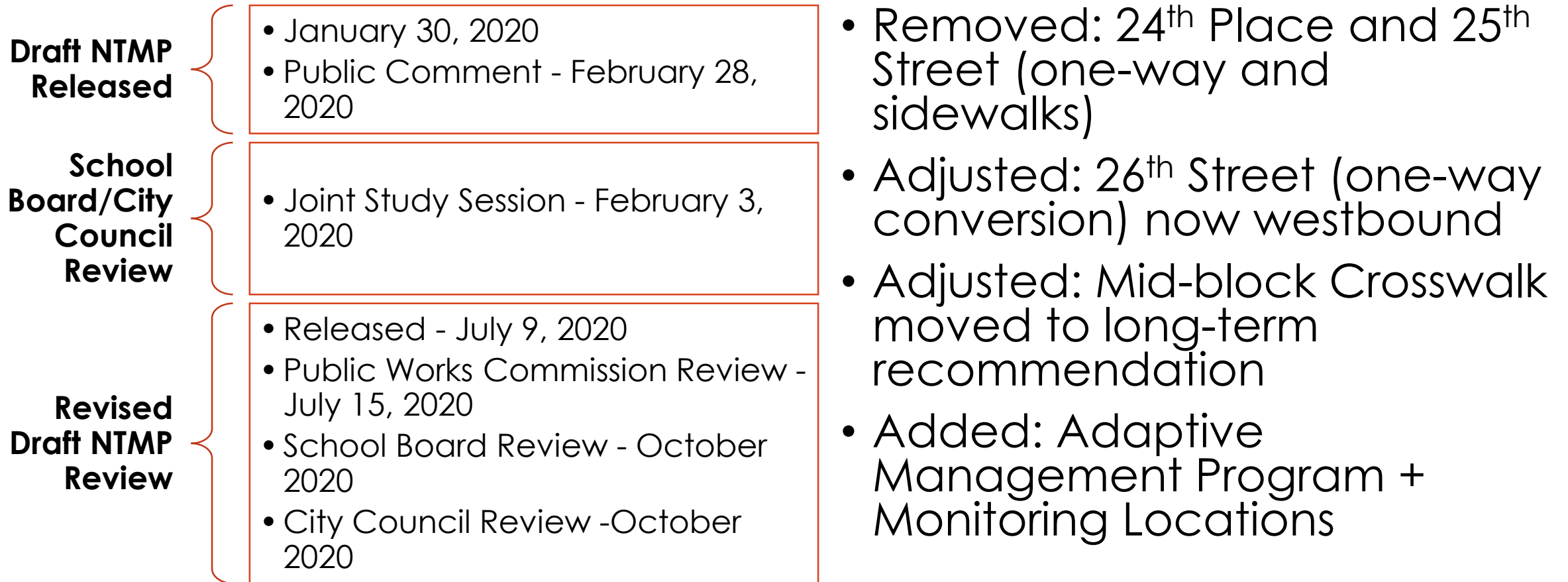
8. Pre and Post School Child Care Programs

- Spread out loading and unloading periods

9. Traffic Calming

- Crosswalks, speedbumps, signage, one-way streets
- Crossing Guards, Traffic Officers

review timeline + ntmp draft changes

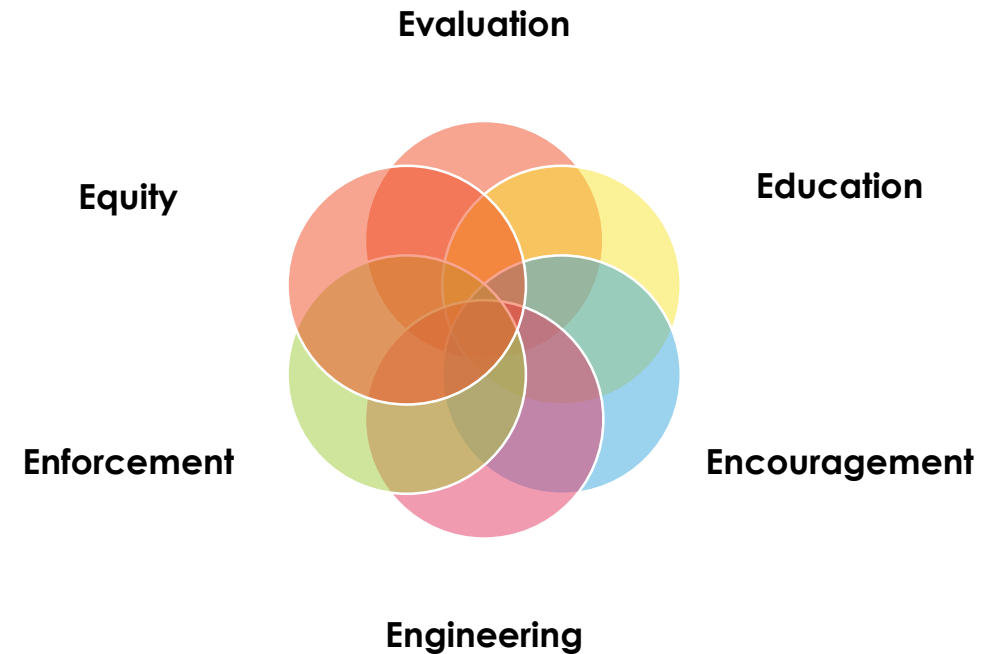


ntmp recommendations

NTMP Categories

1. Trip Reduction
2. Drop-off and Pick-up
3. Pedestrian Accessibility and Safety
4. Traffic Safety and Calming
5. Other

Safe Routes to School Programs





recommendations

Trip Reduction		Drop-Off/Pick-Up Around School Site		NEAR-TERM RECOMMENDATIONS Pedestrian Accessibility & Safety		Traffic Safety and Calming		Other	
33	Encourage walking and all rolling mode options	1	Formal school loading/unloading along 25th St in front of school	4	Crossing guard - 25th St & Myrtle Av	3	Add pork-chop island at school driveway to restrict eastbound left-turn traffic from 25th St into school	37	Staggered Bell Schedule
34	Walking school bus on Valley Dr with enhanced stops - School to manage organization of parent volunteers	2	On-site school loading/unloading & ADA drop-off/pick-up	5	High visibility crosswalks - 25th St & Myrtle Av (E/S/W legs)	8	Speed lump - midway along Myrtle Av	38	Before and After School Programs
		17	Prohibit drop-off/pick-up on Morningside Av (signage)	6	High visibility crosswalk - 25th St & Manhattan Av (E/W legs)	9	Speed lump - midway along Silverstrand Av	39	Regularly scheduled re-evaluation of NTMP effectiveness - Built-in monitoring to evaluate NTMP
		22	Gould Av on-street parking - Allocate 8 spaces for school short-term parking during school hours	7	High visibility crosswalk with stop signs - 24th St & Manhattan Av (N/S legs)	10	Yellow centerline striping along 25th St/Park Ave (from Manhattan Ave to 24th St)		
		26	Valley Dr On-Street Spaces - Allocate 8 spaces for school short-term parking during school hours	12	High visibility crosswalk - 25th St & 25th St (E leg)	11	Speed lump - 25th St		
				15	High visibility crosswalk - 24th Pl & 25th St/Park Av (E leg)	13	Red curb - east side of 25th St/Park/24th Pl		
				21	Crossing guard - Morningside Ave/27th St/Gould Av	14	Speed lump - 24th Pl & 25th St/Park Av		
				23	Crossing guard - Gould Av/Valley Dr/Ardmore Av	16	Speed lump - Park Av		
				29	High visibility crosswalk - Valley Dr & 25th St (W leg)	18	One way street heading westbound for 26th St		
				31	High visibility crosswalk - Valley Dr & 24th St (W leg)	19	"Stop Ahead" roadway marking - 26th St heading east towards school		
						20	15 mph speed limit around school (only during school hours)		
						24	Traffic control officer at Gould Av/Valley Dr/Ardmore Av		
						25	15 mph speed limit on Valley Dr (only during school hours)		
						27	Red curb - west side of Valley Dr, just north of Kiwanis Club (eliminates 2 on-street parking spaces)		
						28	Curb extension - Valley Dr & 25th St		
						30	No left-turn restriction from Valley Dr onto 25th St (only during school drop-off/pick-up hours)		
						32	No left-turn restriction from Valley Dr onto 24th St (only during school drop-off/pick-up hours)		
						35	Targeted traffic enforcement during school drop-off/pick-up times (when school opens)		
						36	Develop suggested parent travel route maps for entrance/exit to/from neighborhood		

recommendation framework

3. ADD PORK-CHOP ISLAND AT SCHOOL DRIVEWAY ●

Description

To restrict eastbound left-turn traffic from 25th Street into the school parking lot and left-turn traffic from the school parking lot back onto 25th Street, concrete “pork chop” island is recommended for installation to prohibit those turning movements.

Implementation Timeframe:

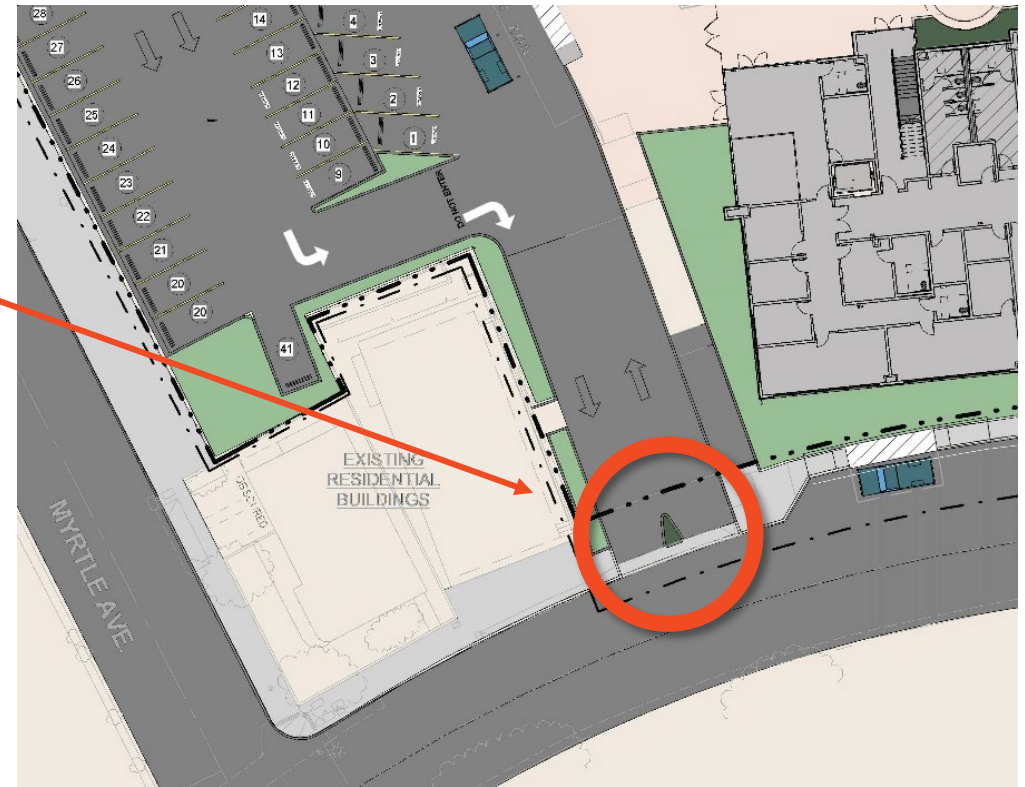
Near-Term

Planning Cost Estimates:

\$ 1,100

Conceptual Designs:

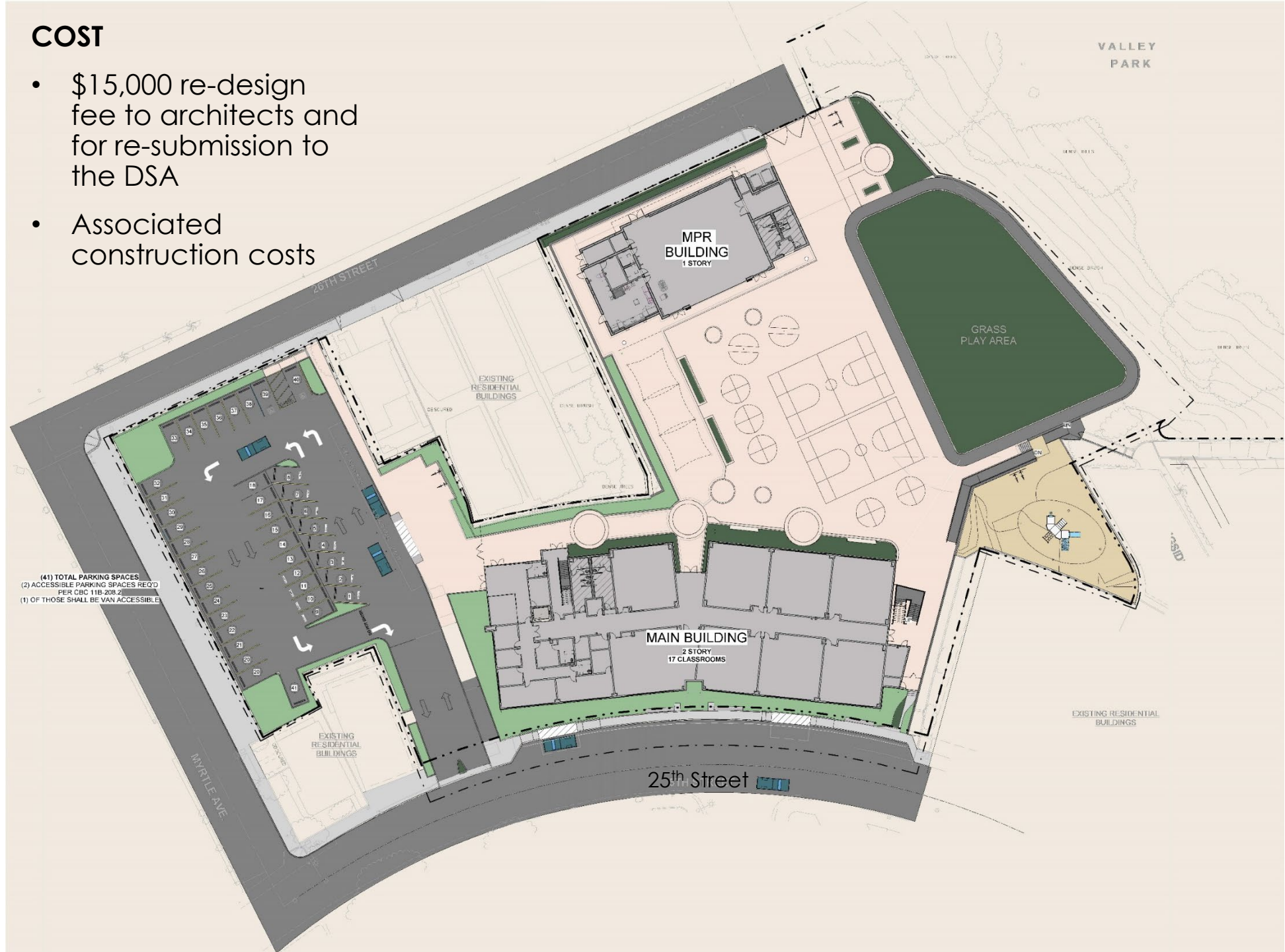
See Appendix A



on-site parking lot layout redesign

COST

- \$15,000 re-design fee to architects and for re-submission to the DSA
- Associated construction costs



grant funding opportunities

FEDERAL FUNDING

- Safe Routes to School Program (SRTS)
- Transportation Enhancement Activities

STATE FUNDING

- Active Transportation Program (ATP)
- Environmental Enhancement and Mitigation Program
- Highway Safety Improvement Program (HSIP)
- OTS Grant Opportunities

REGIONAL & LOCAL FUNDING

- SCAG Grant Opportunities
- Measure M
- Air Quality Improvements through Automobile Trip Reduction & Roadway Congestion Mitigation
- Capital Improvement Program (CIP)
- Community Development Block Program (CDBG)
- Beach Cities Health District

PUBLIC PRIVATE PARTNERSHIPS

- The National Institutes of Health

cost-sharing approach

PHASE		THE DISTRICT	THE CITY
PLANNING AND DESIGN		50%	50%
IMPLEMENTATION	ON-SITE	100%	
	SCHOOL SITE ADJACENT RIGHT-OF-WAY	100%	
	PUBLIC RIGHT-OF-WAY*		100%
PLAN UPDATES + MONITORING		50%	50%

* As established in the MOU dated February 27, 2019, any costs associated with the recommendations of the NTMP that entail construction of physical improvements or implementation of traffic control devices will be assigned a proportional cost to the District relative to the level of service (LOS) impact or increased volume of traffic that would otherwise be generated by the project.

adaptive management program

DATA COLLECTION PARAMETERS

The following parameters for data collection are recommended to maximize opportunities to compare data:

- **Frequency:** monitoring should be conducted prior to the opening of the school and annually for the at least the first five years after the school is reopened.
- **Schedule:** during the school year on days when school is in session.
- **Duration:** for a three-day period (Tues-Thurs) that is representative of an average school week (i.e. no holidays, minimum days, atypical weather conditions)

ANNUAL REVIEW PROCESS

After the annual monitoring is completed, the City and School District will summarize the results and compare to both the baseline data and any prior years (post 2020). The results will be published on both the City and School District websites and then discussed with the stakeholder group that was formed to advise on the NTMP. Given there are no absolute standards for traffic volume, speed, and parking, it is the opinion of the community that will shape any modifications to the NTMP.

Any modifications developed to the NTMP, because of the annual monitoring program, will be brought to both the School District Board and City Council for consideration.

adaptive management program

Enrollment Numbers and Grades at School

Walk and Bike to School Participation Rates

Traffic Collision Reports

Traffic Volume and Speeds

Parking Occupancy

Queuing



FIGURE 6

HERMOSA NORTH SCHOOL NTMP

Suggested Monitoring Locations

ceqa review authority

The California Environmental Quality Act (“CEQA”) and CEQA Guidelines establish the type of environmental documentation that is required when changes to a project occur after an EIR is certified.

“The lead agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred.”

project modifications

Most near-term recommendations identified in the NTMP were either considered in the Approved Project design or are part of the Final EIR Mitigation Measures. Through the design and implementation of required mitigation measures and development of the NTMP, the following modifications have been proposed, which were not previously considered and are the subject and focus of this Addendum:

- Approved Project: Passenger Loading Designation on Myrtle Avenue, and restriction of on-street parking as identified in TRAF-3 for Myrtle Ave
- NTMP Implementation: On-Site Student Loading and Unloading within the School Parking Lot
- Approved Project: Restriction of on-street parking as identified in TRAF-3 for 26th Street
- NTMP Implementation: One-Way Street Designation on 26th Street heading westbound from Morningside Drive to Manhattan Ave.

analysis of project impacts

- Review data and updates from Final EIR analysis
- City Traffic Engineer review of 26th Street one-way recommendation
- Review by LA County Fire for emergency access

Impact Analysis	Approved Project	NTMP Implementation
5.12-1a: One-Hour Peak Traffic	Less than Significant	Less than Significant
5.12-1b: Half-Hour Peak Traffic	Significant and Unavoidable	Significant and Unavoidable
5.12-2: Congestion Management Program	Less than Significant	Less than Significant
5.12-3: Roadway Hazards	Significant and Unavoidable	Significant and Unavoidable
5.12-4: Emergency Access	Less than Significant	Less than Significant
5.12-5: Alternative Transportation	Less than Significant	Less than Significant
5.12-6: Parking	Significant and Unavoidable	Significant and Unavoidable
5.12-7: Vehicle Miles Traveled	Less than Significant	Less than Significant
Cumulative Impacts	Less than Cumulatively Considerable	Less than Cumulatively Considerable

ceqa findings

- The NTMP Implementation **would not introduce new significant impacts** with regard to traffic and parking. Thus, the environmental implications of the NTMP Implementation would be consistent with those analyzed in the Final EIR.
- Although the project, as revised, would result in significant and unavoidable impacts to half-hour peak traffic at two intersections and six street segments, roadway hazards, and parking, **the Final EIR determined and disclosed that the Approved Project would result in significant and unavoidable impacts at these same intersections and street sections** during the same analyzed time periods.

adoption + implementation timeline

- School Board Adoption: October 14, 2020
- City Council Adoption: October 27, 2020
- Coordination and Implementation of Short-Term Recommendations: Fall 2020
- Adaptive Management Program Review: Spring 2021 + Annually Thereafter

covid-19 + school re-openings

It should be noted that the response to COVID-19 has significantly impacted school operations and it is anticipated that adjustments will continue through the majority of the 2020-21 school year. Specifically, the Hermosa Beach City School District is currently planning for the following:

- Grades 2-4 located at school site during View construction
- Hybrid model opening only allows 50% student capacity
- Staggered drop-off and pick-up times
- Midday pick-up schedule: 11:20-11:30AM

discussion + input + adoption

- Questions
- Public Comment
- Discussion
- Recommendation

It is recommended that the School Board:

- Determine there are no new or more severe significant impacts identified through the analysis of the project modifications

It is recommended that the School Board and City Council:

- Adopt the North School NTMP



Staff Report

Staff Report

REPORT 20-0677

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

CONSIDERATION OF A HOLIDAY FREE PARKING PROGRAM

(City Manager Suja Lowenthal)

Recommended Action:

Staff recommends that the City Council discuss and provide direction on alternatives for a holiday free parking program at citywide commercial zone silver-post meters¹.

Executive Summary:

The City Council has provided up to three hours of free parking with the holiday free parking program for a number of years to encourage shopping in the City's commercial areas during the holiday season.

Background:

The holiday free parking program was traditionally offered as a two-week period from December 11th -December 25th. In recent years, the City Council has extended the program to more closely reflect similar efforts in neighboring cities with a three-week program in 2017, and a four-week program in 2018 and 2019. In 2019, the City of Redondo Beach offered a three-week free holiday parking program, and Manhattan Beach offered a four-week program.

The City of Hermosa Beach has 445 silver-post meters (as shown in **Attachment 1**) located as follows:

- Bounded by the City border-Herondo Street on the south, Manhattan Avenue on the east, The Strand on the west, 27th Street on the north
- Pier Avenue-bounded by Hermosa Avenue on the west, Pacific Coast Highway on the east
- Lot D-at the intersection of Palm Drive and 14th Street
- Lot F-on 14th Street (behind the Beach Market)
- Lot G-the 10 spaces on the City-owned lot on the north side of 4th Street, east of Pacific Coast Highway

¹ Does not include the parking structure or downtown public parking lots A and B. Standard, full-time rates will still apply at these locations and at all non-bagged yellow-post (residential zone) meters.

Staff Report

REPORT 20-0677

Enforcement of silver-post meters runs from 10 a.m. to 2 a.m., seven days a week. The silver-post meters also have a two or three-hour time limit to ensure a turnover of vehicles. The two- or three-hour time limit would not be affected by the program, as free or discounted parking would be offered in accordance with existing posted meter time limits. Vehicles exceeding the posted time limits would be cited.

Red festive meter covers are placed over all participating silver-post meters for the duration of the program. Meter covers have shown to be an effective branding tool for the program, while clarifying parking guidelines for those using the spaces.

Analysis:

The following three alternatives are presented for Council consideration in order of program length. The revenue loss associated with free holiday parking would be in meter revenue and parking citations for expired meters. The economic impact of the current Safer at Home health orders and rapidly changing economic landscape makes estimating 2020 revenue loss difficult. As such, the information presented below has been carried forward from 2019 as a best estimate. These totals are listed on a per-year basis and reflect current meter rates-should meter rates increase in the future, so too would program costs for the City.

Alternative 1: Implementation of a two-week (14-day) free holiday parking program from December 11th through December 25th would be consistent with City efforts prior to 2016. The estimated fiscal impact in total lost revenue for a period of this length is \$75,078, with a breakdown of these totals outlined in Table #1 below:

Table #1
(14-day Period)

HOLIDAY PARKING PROGRAM (Dec. 11 - Dec. 25)	
METER REVENUE LOSS	\$50,512
PARKING CITATION REVENUE LOSS	\$24,566
TOTAL ESTIMATED REVENUE LOSS	\$75,078

Alternative 2: Implementation of a three-week (21-day) free holiday parking program from December 4th through December 25th. The estimated total fiscal impact in lost revenue during the proposed 21-day period is \$112,617, with a breakdown of these totals outlined in Table #2 below:

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Table #2
(21-day Period)

HOLIDAY PARKING PROGRAM (Dec. 4 - Dec. 25)	
METER REVENUE LOSS	\$75,768
PARKING CITATION REVENUE LOSS	\$36,849
TOTAL ESTIMATED REVENUE LOSS	\$112,617

Alternative 3: Implementation of a four-week (28-day) free holiday parking program from November 27th through December 25th. The estimated fiscal impact in total lost revenue during the proposed 28-day period is \$150,156, with a breakdown of these totals outlined in Table #3:

Table #3
(28-day Period)

HOLIDAY PARKING PROGRAM (Nov. 27 - Dec. 25)	
METER REVENUE LOSS	\$101,024
PARKING CITATION REVENUE LOSS	\$49,132
TOTAL ESTIMATED REVENUE LOSS	\$150,156

Additional Options:

Alternatively, City Council may opt for a free holiday parking program with a different time-period not listed above. In any case, special consideration should be given so that potential program dates are in line with the City's regular days of operation to ensure staff availability for set-up and removal of meter covers.

Ongoing Investments in the City's Downtown:

Since 2013, the City has foregone revenues estimated to be approximately \$1,000,000 in free parking programs aimed at encouraging patronage of downtown businesses. These costs exclude incentives provided for electric vehicles or special event programming. In addition to these subsidies, the City has committed to a suite of projects over the past several years to bolster economic development throughout the City. The following is a non-exhaustive list of some of the City's most recent efforts:

COVID-19 Economic Development Efforts:

- Extended Business License renewal due dates

Staff Report

REPORT 20-0677

- Extended Parking Permit renewal due dates
- Delayed Parking Citation unbilled late fees
- No Parking Citations will be placed on hold at the DMV
- Waived Temporary Banner/Sign permit fees
- Suspended Restaurant Encroachment fees until further notice for existing encroachments
- New outdoor dining and dining deck program-waived encroachment fees until further notice; no charges for loss of parking meter revenue for decks
- New outdoor retail and personal care program-waived encroachment fees until further notice; no charges for loss of parking meter revenue if applicable
- New outdoor fitness program for brick and mortar establishments

Pre-Pandemic Economic Development Efforts:

- Temporary retail encroachments allowed during special events
- Development of a 'Limited Live Entertainment' permit program
- Implemented an A-frame permit program for interested businesses
- Council-adopted Downtown Enhancement Plan
- Downtown lighting project - safety, security and aesthetic lighting enhancements throughout downtown
- Enhanced Athens cleaning services of Pier Plaza, Pier and Hermosa Avenues, Strand
- Private downtown security contract
- Hermosa Avenue median landscaping improvements
- Downtown crosswalk designs
- Pier Avenue and Hermosa Avenue aesthetic projects
- Citywide holiday decoration
- Establishment of Downtown Ride Share Zone
- Development of the Cypress District
- Committed funds for Business Improvement District consultant services
- Development of the Green Business Program

Economic Impact of Holiday Parking Subsidies

In addition to recent major investments aimed at improving the business climate, the City has foregone significant revenues in free parking subsidies without access to the business sales data that would quantify any economic benefit to local businesses that the program provides. While bagged parking meters during the holidays present an effective branding tool, local retailers have struggled through the years to capitalize on these efforts through a streamlined marketing strategy. This year may offer different opportunities as the unprecedented economic conditions the global pandemic has rendered on all sectors have incentivized partnerships and efforts toward recovery.

Staff Report

REPORT 20-0677

Past Council Actions

Meeting Date	Description
October 22, 2019	Approval of a four-week holiday free parking program.
October 9, 2018	Approval of a four-week holiday free parking program.

General Plan Consistency:

PLAN Hermosa, the City's General Plan, was adopted by the City Council in August 2017. The supports several PLAN Hermosa goals and policies that are listed below.

Governance Element

Goal 6. A broad-based and long-term economic development strategy for Hermosa Beach that supports existing businesses while attracting new business and tourism.

Policies:

- **6.4 Business Support.** Support the Chamber of Commerce, retailers, tourist service businesses, artists, and other agencies to develop an aggressive marketing strategy with implementation procedures.

Mobility Element

Goal 4. A parking system that meets the parking needs and demand of residents, visitors, and employees in an efficient and cost-effective manner.

Policies:

- **4.8 Ensure commercial parking.** Ensure that prime commercial parking spaces are available for customers and other short-term users throughout the day.

Fiscal Impact:

The fiscal impact to the City depends on the duration of the program. Should Council approve one of the three alternatives listed above, the estimated revenue loss associated with the holiday free parking program in meter revenue and parking citations for expired meters (on a per-year basis) is estimated to be as follows without adjusting for COVID-related reductions in holiday patronage:

- \$75,078 for a 14-day program
- \$112,617 for a 21-day program
- \$150,156 for a 28-day program

Staff Report

REPORT 20-0677

Attachments:

1. Citywide Silver-Post Meter Map
2. Letter from Chamber of Commerce President Maureen Hunt

Respectfully Submitted by: Peter Ahlstrom, Community Services Division Manager

Concur: Paul LeBaron, Chief of Police

Noted for Fiscal Impact: Viki Copeland, Finance Director

Approved: Suja Lowenthal, City Manager

Parking Meter Locations



● Silver Meters



October 19, 2020

Dear Hermosa Beach City Officials:

I am writing to you on behalf of the Hermosa Beach Chamber of Commerce & Visitors Bureau and our local businesses.

This year more than ever, with the COVID closures effecting our local businesses, we believe that increasing the Holiday Shopping traffic to the downtown area is essential to helping our downtown Hermosa Beach businesses survive.

Our Chamber members would like to request that the City sponsor a four week, "Red Bag" free parking program during the month of December.

We have seen the free parking program proven to be successful in prior years. Resident and non-resident customers love it and come downtown to spend money, thus increasing the City's sales tax income.

If this proposal is approved, the Chamber will devote a lot of staff time toward a press release and social media campaign to promote it. This is a great public relations outreach for both the City and the Chamber and will go a long way toward building good will toward the residents, business owners and potential customers.

Thank you for your consideration and support and for helping make the Holiday Season a big success for the Hermosa Beach business community.

Sincerely,

Maureen Hunt

Maureen Hunt

President / CEO



Staff Report

Staff Report

REPORT 20-0699

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 21, 2020**

**APPROVAL OF AGREEMENT WITH THE HERMOSA
BEACH KIWANIS CLUB FOR THE HOLIDAY TREE LOT
ON THE COMMUNITY CENTER'S EAST LAWN
FOR A THREE-YEAR TERM**

(Community Resources Manager Kelly Orta)

Recommended Action:

Staff recommends that the City Council:

1. Approve the agreement with the Hermosa Beach Kiwanis Club for its annual holiday tree lot fundraiser held on the Community Center's east lawn for a three-year term; and
2. Add estimated revenue of \$7,700 to the 2020-21 Budget.

Executive Summary:

The Hermosa Beach Kiwanis Club was chartered in 1926 and currently has 33 active members. Its philanthropic efforts focus on improving the lives of children and the communities where they live. The club's largest fundraiser is its annual holiday tree lot held on the Community Center's east lawn between the Thanksgiving and Christmas holidays. Recently, staff has worked with Kiwanis Club representatives to develop an agreement for this annual fundraiser, which has never held a formal agreement for its implementation on City property. The proposed agreement would be for a three-year term with an option to extend two additional one-year terms; exclusive use of a nearby storage facility at a cost of \$225 per month; full reimbursement of lawn restoration costs following the removal of the tree lot; and \$5,000 annually for use of the lawn. Additional provisions and requirements related to safety, security, and COVID-19 precautionary measures are also included.

Background:

The Kiwanis organization is a global volunteer group that has philanthropic efforts towards improving the lives of children and the communities they live. The Hermosa Beach Kiwanis Club was chartered in 1926 and has been active ever since. Currently, it has 33 active members and is governed by a nine-member Board of Directors in addition to six Officers. In 1957, the Hermosa Beach Kiwanis Club built its current clubhouse, located at 2515 Valley Drive at Valley Park. Shortly thereafter, the clubhouse was donated to the City and the club entered into a lease agreement with the City for its

Staff Report

REPORT 20-0699

exclusive use for club-related activities and facility rentals. The current lease agreement, which includes a 25-year term, is scheduled to expire on August 11, 2031.

As part of the Kiwanis Club's fundraising efforts, it began operating a holiday tree lot in 1987 on the Community Center's east lawn between the Thanksgiving and Christmas holidays. An overwhelming majority of the club's revenue, which is allocated for donations to community projects, organizations and scholarships, is made possible from the success of its holiday tree lot. There has never been a formal agreement for this activity on City property. As part of the City's efforts to professionalize all City operations and ensure we have executed agreements in place for all City facility uses, staff has been working with Kiwanis Club representatives for several weeks to develop the proposed agreement for its use of the Community Center east lawn as well as the storage unit just south of the Community Center gymnasium.

Discussion:

Kiwanis Club representatives have been meeting with staff to develop the proposed agreement, included as **Attachment 1**, which outlines its use of the Community Center east lawn and the exclusive use of a storage unit located just south of the Community Center gymnasium. The proposed agreement includes the following terms:

- Term: three-year term commencing immediately and expiring following the 2022 holiday season. The agreement may be extended by two one-year terms at the exclusive discretion of the City.
- Storage Unit: exclusive use of the storage unit for tree lot related equipment.
- Fees
 - Full reimbursement of lawn restoration costs following the removal of the tree lot;
 - \$225 monthly for use of the storage unit; and
 - \$5,000 annual location use fee for use of the Community Center east lawn.
- COVID-19 Precautionary Measures: requirement to abide by the Los Angeles County Department of Public Health's health order and applicable retail guidelines.
- Annual Presentation to Commission: following the holiday season, Kiwanis representatives would be required to provide an annual presentation to the Parks, Recreation and Community Resources Advisory Commission on the success of the tree lot as well as an overview of the Kiwanis club's philanthropic efforts in the community.

To date, the Kiwanis club has not paid a location use fee or for its use of the storage unit. It has paid for lawn restoration fees for several years considering the amount of wear the lawn gets from tree lot activities and visitors.

Staff Report

REPORT 20-0699

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Governance Element

Goal 6. A broad-based and long-term economic development strategy for Hermosa Beach that supports existing businesses while attracting new business and tourism.

Policies:

- **6.6 Pop-up Shops.** Develop plans and programs for underutilized spaces, such as vacant buildings, utility corridors, parkways, etc., for temporary retail, restaurant, and community-promoting uses.

Parks & Open Space Element

Goal 3. Community parks and facilities encourage social activity and interaction.

Policies:

- **3.1 Community-friendly events.** Encourage, permit, and support community group, nonprofit, or business organized events on City property that support physical activity, beach culture, and family-friendly social interactions.
- **3.3. Commercial use of facilities.** Regulate and enforce commercial use of City parks and open spaces to ensure activities do not impact general use and enjoyment.
- **3.4 Balance space needs.** Balance the space needs and demand on public resources of formal and informal events.

Fiscal Impact:

Approval of this agreement would result in an additional \$7,700 of revenue annually for the Kiwanis' use of the Community Center east lawn and storage unit. The additional revenue of \$7,700 would be added to the 2020-21 Budget.

Attachments:

1. Proposed Agreement with the Hermosa Beach Kiwanis Club

Respectfully Submitted by: Kelly Orta, Community Resource's Manager

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager

CITY OF HERMOSA BEACH

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made this _____ day of _____, 2020, by and between the City of Hermosa Beach, a California municipal corporation and the Hermosa Beach Kiwanis Club, a California nonprofit organization.

RECITALS

A. The City of Hermosa Beach ("City" or "Licensor") is the owner in fee title of real property located in the City of Hermosa Beach ("City"), State of California, commonly known as 710 Pier Avenue, Hermosa Beach, California and improved with the Hermosa Beach Community Center (the "Property").

B. The Hermosa Beach Kiwanis Club ("Kiwanis" or "Licensee") has historically used the east lawn of the Property as a holiday tree lot in November and December of each year as a fundraising venture to support its charitable operations and has stored equipment for the tree lot in the City's storage unit on the south side of the gymnasium at the Community Center.

C. The parties now desire to memorialize this historic practice in a written instrument that will set forth the terms of Licensee's use of the east lawn of the Property and the storage unit for a term of three years and establish compensation for the use thereof.

NOW, THEREFORE, in consideration of the foregoing and the promises herein contained, the parties agree as follows:

1. License. A revocable, nonexclusive license is hereby granted to Licensee on the east lawn portion of the Property as depicted in Exhibit A attached hereto and incorporated herein by reference (the "licensed area") during the dates set forth in Section 2 hereof and a revocable, exclusive license is hereby granted to Licensee for the use of the southern portion of the City's storage unit located south of the Community Center gymnasium for the sole purpose of storing event-related equipment, all in accordance with and subject to the terms and conditions of this license agreement ("license" or "agreement").
2. Term. This license shall commence on October _____, 2020 and shall thereafter remain in effect until December 31, 2022, unless revoked or terminated as provided herein. The license for the use of the east lawn shall be effective solely during the following periods of time:

Thanksgiving Day through December 25, 2020.

Thanksgiving Day through December 25, 2021.

Thanksgiving Day through December 25, 2022.

Licensee shall annually inform the City of its intent to conduct the event, including confirmation of event dates, event times, and set-up and cleanup schedule, no later than thirty (30) days prior to Thanksgiving Day. The license for the partial use of the storage unit shall be year-round. This Agreement may be extended upon request by Kiwanis for two additional one-year terms in the exclusive discretion of the City.

3. Termination/Revocation. This is a revocable license and may be revoked by the City at any time, with or without cause, in the City's sole discretion, upon giving Licensee thirty (30) days' advance written notice of revocation. Licensee expressly acknowledges that the City's plans for and/or use of the licensed area and storage unit may change at any time in a manner inconsistent with this license and that Licensee has no permanent right to the continued use of the licensed area and storage unit, nor does this license give rise to any such right, title or interest in the licensed area or the Property. In the event of revocation during Licensee's use of the licensed area, Licensee shall remove all of its improvements, equipment and personal property from the licensed area and restore the licensed area as provided in Paragraph 6 herein.
4. Fee. In consideration of its use of the licensed area as provided herein, Licensee shall pay to City a nonrefundable annual license fee in the amount of \$5,000.00 for each year this license is in effect. Payment shall be made to the City in a lump sum no later than 30 days following expiration of each annual license period, as described in Section 2. In consideration of its use of the storage unit, Licensee shall pay to City the fixed sum of \$225 per month. Licensee may pay the license fee in a lump sum (\$2,700) in advance or on a monthly basis.
5. Use of licensed area and storage unit. Licensee shall use the licensed area exclusively as a holiday tree lot and for no other purpose (the "event"). Licensee shall arrange its improvements in the licensed area as depicted in the site plan attached hereto as Exhibit B and incorporated herein by reference. A key or access information into the storage unit shall be provided to the City for use in emergency situations only. Only the storage of non-perishable equipment and materials is permitted in the storage unit.
6. Event Revenue. Licensee shall utilize any revenue collected as a result of the Event towards its philanthropic efforts in the Hermosa Beach community and other foundation activities.
7. Operational requirements.
 - a) Parking. Licensee shall post "No Parking" signs in mutually agreed upon spaces on 11th Place and in the Community Center parking lot at least 72 hours prior to the start of each annual event setup. Licensee will be responsible for maintaining these signs throughout the event to ensure they remain posted and legible.

- b) Logistical Meetings. Licensee shall participate in a logistical and planning meeting with relevant City departments as requested by the City but no less than 30 days prior to each annual event. Licensee will be required to provide the following at pre-event meetings:
 - i. Site plan;
 - ii. Complete Event timeline including setup and teardown activities;
 - iii. Parking and traffic control plans; and
 - iv. COVID-19 guidelines, consistent with the Los Angeles County Department of Public Health's health order.
 - c) Barricades. Licensee shall provide water-filled barricades along the perimeter of its event on Pacific Coast Highway and Pier Avenue to prevent vehicular traffic into the licensed area. Placement of these barricades will be mutually agreed upon during the pre-event meeting provided for in paragraph (b) above.
 - d) COVID-19 compliance. Licensee shall comply in all respects with State, City and Los Angeles County Department of Public Health health order for retail businesses. Licensee shall implement applicable safety measures as required by the Los Angeles County Department of Public Health in the event guidance on holiday tree lots are released.
 - e) Waste Collection. Licensee shall provide no less than a three-cubic yard dumpster to be used for event-related waste. Licensee shall use the City's franchised waste collection company. The size, location and placement of the dumpster shall be mutually agreed upon during the pre-event meeting provided for in paragraph (b) above.
 - f) Lawn Preparation. City shall provide markings on the Community's Center's east lawn to designate water lines and utilities prior to the installation of the fence.
 - g) Restroom Facilities. Use of the Community Center restrooms will be coordinated on an annual basis and will be made available based on use by other groups, facility needs, and facility safety measures. During the implementation of COVID-19 precautionary measures, restroom facilities may be used by event staff only.
8. Annual Review. Within 60 days following each Event, Licensee shall provide an annual overview to the Parks, Recreation and Community Resources Advisory Commission in the form of an agendaized presentation. The post-event presentation shall include: a general overview including the actual number of attendees; the success of the tree lot for Licensee's philanthropic purposes; actual impact(s) to the community as a result of the event; and any event struggle(s) and success(es).

9. Restoration of premises. Within thirty (30) days of the expiration of this license or earlier termination by City or abandonment of this license by Licensee, Licensee shall at its expense restore the licensed area to its condition prior to its use thereof. In the event Licensee fails to do so, the City shall have the option of restoring the property at Licensee's expense. Any cost incurred by the City in so doing shall constitute a debt of the Licensee to the City, recoverable by the City in any manner provided by law. Restoration shall include, but not be limited to, repair of turf.
10. Indemnification. Licensee shall indemnify and hold harmless the City, its officers, employees and agents from and against any and all claims, demands, losses, damages, costs and expenses (including but not limited to court costs, penalties, expert fees and reasonable attorneys' fees), judgments, liabilities and causes of action of any nature whatsoever and damages for injuries to persons and property arising from Licensee's use of the license area pursuant to this license, including but not limited to Licensee's negligent or wrongful acts, errors or omissions in the set-up, operation and tear-down of its improvements and use of the licensed area by Licensee's guests, patrons, invitees, customers, employees, officers, and contractors hired in connection with this license. Licensee shall promptly pay the amount of any final and non-appealable judgment rendered against City, its officers, employees and agents for any such indemnified claims, and reasonable costs, and reasonable expert and attorney fees incurred by City in the defense of such claims. Licensee's obligations under this Section shall survive any termination of this license.
11. Insurance. Licensee agrees to maintain at all times adequate general liability insurance with respect to the licensed area and the use and occupancy thereof in an amount not less than \$2,000,000.00 per occurrence. Such policy shall name City as an additional insured and shall specifically include coverage against claims for bodily injury, death and property damage occurring on or about the licensed area and contractual coverage with respect to the indemnity obligations set forth in this license. Licensee shall furnish City with evidence of such coverage before commencing any use or occupancy of the licensed area, and upon request from time to time thereafter. The insurance policy required herein shall not limit Licensee's indemnification obligations set forth in Section 10.
12. Right of Entry. Licensee acknowledges the City's absolute right to enter upon the licensed area for purposes of inspection, replacement, repair, or maintenance of public facilities and Licensee expressly waives any and all claims for damages to its property resulting from such actions, except as arises from the negligence or willful misconduct of the City, its agents, employees or contractors.
13. Damage to the Property. Licensee assumes responsibility for all damage to the Property and the licensed area caused by or arising from its operations pursuant to this license. In the event that Licensee does not promptly repair all such damage, Licensee agrees to reimburse the City for correction of any such damage. Upon failure of Licensee to so reimburse the City, the cost incurred by the City in repairing the Property shall be a debt of Licensee to the City, and recoverable by the City in any manner provided by law.

14. Compliance with Codes. Licensee shall conduct its operations in full compliance with all applicable codes, ordinances and laws, and obtain all necessary permits, including a City business license.
15. Notice. In the event that any notice is given under this permit, it shall be personally delivered, in which case it shall be effective upon delivery, or may be provided by nationally recognized overnight courier which provides proof of delivery, which notice shall become effective on the date of verified delivery to the addresses set forth below:

To Licensee: Hermosa Beach Kiwanis Club
 2515 Valley Drive
 Hermosa Beach, California 90254
 PHONE (310) 714-6907
 Attention: George Barks, President

To City: City of Hermosa Beach
 Attn: City Manager
 1315 Valley Drive
 Hermosa Beach, CA 90254
 Telephone: (310) 318-0216
 Email: suja@hermosabeach.gov

A party may change its address for notices by giving notice to the other party in the manner herein provided or may request that not more than two (2) additional copies of any notice be sent to addresses specified in a notice to the other party given pursuant to this paragraph.

16. General Provisions.

- a) Controlling Law. The laws of the State of California shall govern the interpretation and performance of this license.
- b) Severability. If a court of competent jurisdiction voids or invalidates on its face any provision of this license, such action shall not affect the remainder of this license. If a court of competent jurisdiction voids or invalidates the application of any provision of this license to a person or circumstance, such action shall not affect the application of the provision to other persons or circumstances.
- c) Captions. The captions in this instrument have been inserted solely for convenience of reference and are not a part of this instrument and shall have no effect upon construction or interpretation.
- d) Entire Agreement. This instrument sets forth the entire agreement of the parties with respect to the subject matter herein and supersedes all prior discussions, negotiations, understandings, or agreements relating thereto.

- e) Venue. In the event that suit shall be brought by either party to this license, the parties agree that venue shall be exclusively vested in the state courts of the County of Los Angeles, or if federal jurisdiction is appropriate, exclusively in the United States District Court, Central District of California.
- f) Assignment. This license shall not be assigned or transferred without the written consent of the City. Any such purported assignment or transfer shall be void and of no effect.

IN WITNESS WHEREOF, the parties have executed this License Agreement, effective as of the date written above.

THE HERMOSA BEACH KIWANIS CLUB

By:_____

Its: _____

CITY OF HERMOSA BEACH

By:_____
CITY MANAGER

ATTEST:

CITY CLERK

EXHIBIT A

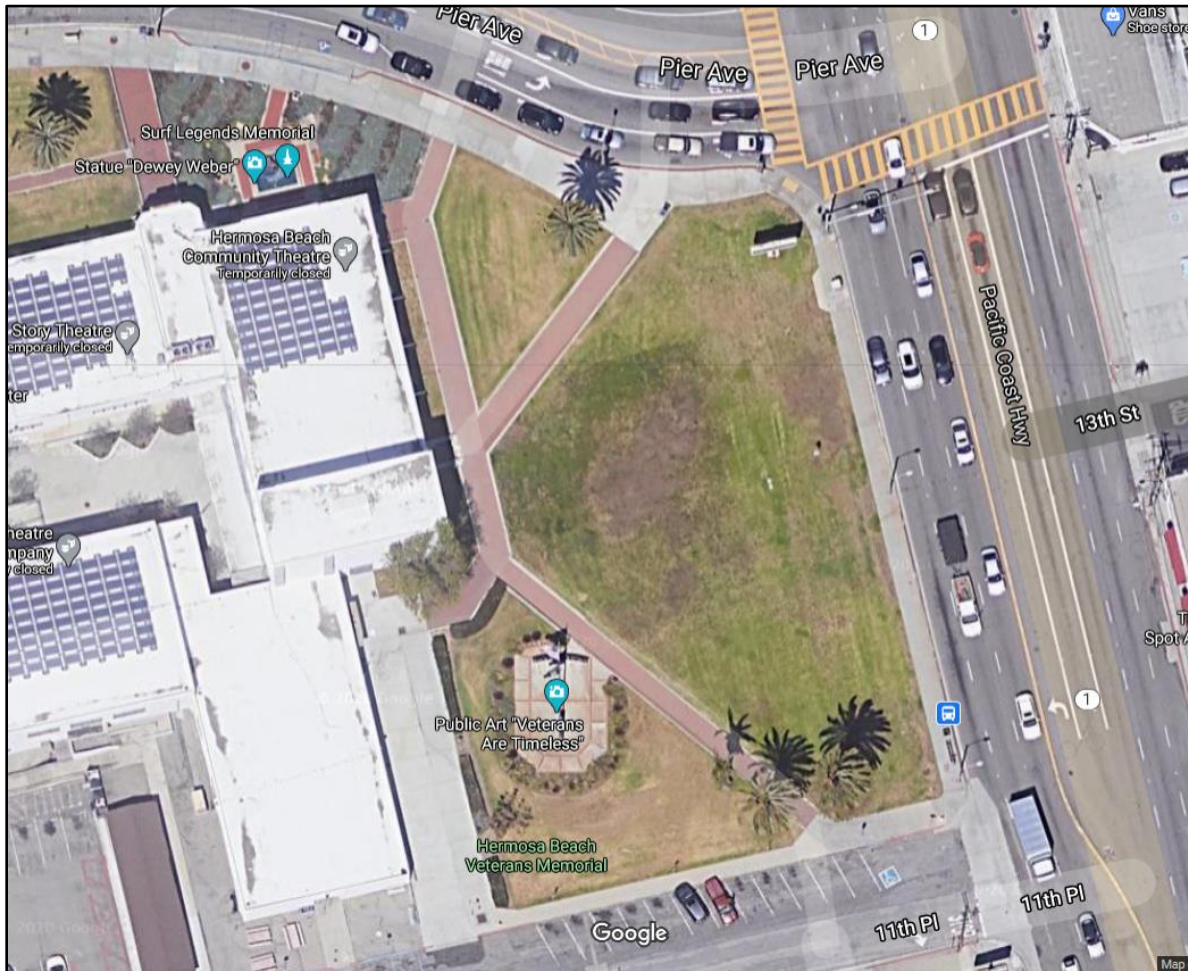
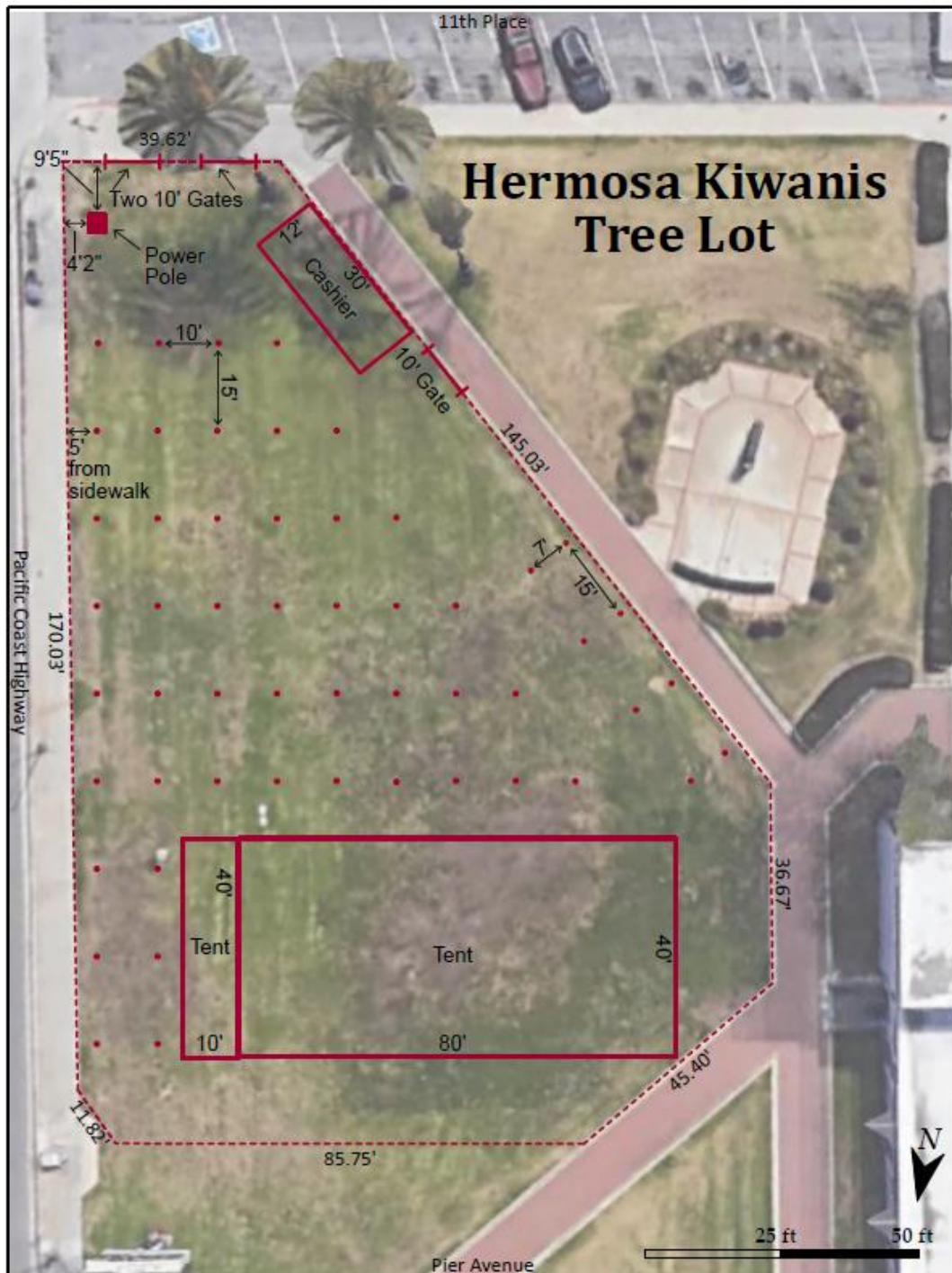


EXHIBIT B





Staff Report

Staff Report

REPORT 20-0686

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**AWARD OF CONSTRUCTION CONTRACT FOR
THE DOWNTOWN HERMOSA BEACH TEMPORARY
LANE RECONFIGURATIONS PROJECT #20011**
(Environmental Program Manager Doug Krauss)

Recommended Action:

Staff recommends that the City Council:

1. Award the construction contract for the Downtown Hermosa Beach Lane Reconfiguration to the successful bidder in the amount listed on the documents that will be sent out as a supplemental to this item on Tuesday morning, October 27th;
2. Authorize the Director of Public Works to establish a 15% project contingency;
3. Adopt the attached resolution entitled, "A Resolution of the City Council of the City of Hermosa Beach Approving the Construction of the Downtown Hermosa Beach Temporary Lane Reconfiguration Project Pursuant to Government Code Section 830.6 and Establishing a Project Payment Account;"
4. Authorize the Mayor to execute the construction contract and the City Clerk to attest, subject to approval by the City Attorney;
5. Authorize the Director of Public Works to file a Notice of Completion following final completion of the project; and
6. Authorize \$19,000 be submitted to Cal OES for FEMA reimbursement to fund a construction management and inspection consultant for the project.

Executive Summary:

Staff publicly advertised the Notice Inviting Bids for the Downtown Hermosa Beach Temporary Lane Reconfiguration project beginning October 15th with a bid return date of October 26th, 2020. This project would temporarily close lanes on Pier Avenue and Hermosa Avenue to add bike lanes and allow local businesses additional public right-of-way to adapt to emergency health orders limiting indoor dining, retail, and services. Staff will host a public bid opening at 3pm on October 26th and the results of that bid opening will be prepared as a supplemental to this item. Upon award of the contract, staff will work with the contractor to expedite implementation of this project.

Background:

At the May 12, 2020 City Council meeting, City staff brought before the Council an item describing

Staff Report

REPORT 20-0686

a proposed Summer Streets program. The program was identified to explore opportunities to repurpose sections of public rights-of-way to improve multi-modal traffic safety and expand physical distancing options for the public and businesses per Los Angeles County Health orders related to the COVID-19 pandemic. The program included expanding bike lanes, converting parking spaces to outdoor dining areas, traffic calming associated with enhancing multi-modal transportation, and a number of other potential measures.

At that meeting, Council provided direction to staff to work with the Economic Development Committee to explore aspects of the program that could directly benefit local businesses. At the following meeting, City Council approved an urgency ordinance to implement a temporary permit program to provide outdoor dining/seating and outdoor retail options in the public right-of-way. For both of these projects, Council approved a total of \$85,000 which includes the consultant's services for developing the plans and specifications, and for conducting traffic counts before and after the project. Council appropriated \$46,000 for this project from Capital Improvement Funds on August 11, 2020 and approved an additional \$39,000 to be submitted to Cal OES for FEMA reimbursement on September 8, 2020. The final cost for developing the plans and specifications is \$19,740, and the traffic counts are estimated to cost \$8,000. The balance of \$57,260 would fund the construction of the project.

At the July 14th meeting, staff brought an item to Council seeking direction on potential closures of travel lanes on the downtown sections of Hermosa and Pier Avenues to encourage increased foot traffic and expand outdoor dining and retail opportunities in the public right-of-way. Council directed staff to secure the services of a traffic engineering consultant to develop plans for these potential lane closures. At the August 11th meeting, staff presented three lane configuration concepts for Hermosa Avenue to Council. Council chose one of the concepts, directed staff to proceed with implementation, extended the southern extent of the work to 8th Street, and directed that the reconfiguration remain in place for a minimum of six months after implementation. At the September 8 meeting, Council provided staff direction on concepts for lane reconfigurations for Pier Avenue.

Per Council's direction, staff worked with one of the City's on-call traffic engineering consultants to develop construction plans and specifications for the project. Input was also sought from the Economic Development Subcommittee and its Stakeholder group. The final plans reflect the direction from Council, including the closing of a lane and the addition of a class 2 bike lane in each direction.

One notable change from the original concepts is the removal of reverse angled parking throughout the project. This was done in an effort to maximize available parking spots. The final plans maintain existing parking layouts while adding five ADA-accessible parking spots including one van-accessible spot. The City will also conduct traffic counts in and around the downtown area before

Staff Report

REPORT 20-0686

and after the project to assess any effects on traffic patterns in the area.

Analysis:

On October 26, 2020, bids will be received and opened by the City Clerk. Because of the timing of the bid opening, the results will be share as a supplemental to this item. Staff asks that the City Council approve the award to the bidder specified in the supplemental documents.

This project is anticipated to take approximately 10 working days to complete, or one week for each corridor. Staff scheduled the advertising and bid opening with the goal of implementing the project in early November. After receiving feedback from downtown businesses at the October 21 Economic Development Subcommittee Stakeholder Group meeting, it was suggested that the work be rescheduled to early January. Staff contacted most of the current dining deck operators in the affected areas to solicit feedback on this suggestion. Though there was no clear consensus, the majority of businesses were in support of a January implementation. This would have the benefit of avoiding any disruptions to traffic and parking during the important holiday tourist season and allow more time for project coordination and communications to the community. It would also allow the businesses to better prepare for potential expansions of current dining decks and extend the lane reconfiguration duration into the Spring and early-Summer seasons.

To help ensure the safe and expedient completion of the project, staff is requesting the approval of \$19,000 to hire a construction manager and inspector to be on site full time during the project. These roles would be filled by one of the City's on-call consultants. The City does not have the staffing ability to perform these duties and, especially due to the project's complexities, it will be vital to have a constant presence that can coordinate the work, minimize disruption to businesses and residents, and facilitate real-time communications between staff and the community.

Staff is additionally working with the downtown businesses to communicate the short-term construction impacts, obtain community input on the temporary changes once implemented, and work with dining deck permit holders to be ready to expand their space immediately following implementation.

Past Council Actions

Meeting Date	Description
July 14, 2020	Directed to staff to proceed with development of lane closure plans
August 11, 2020	Chose a lane configuration concept for Hermosa Avenue, extended it to 8 th Street, and provided a six-month duration
September 8, 2020	Chose a lane configuration concept for Pier Avenue

Staff Report

REPORT 20-0686

General Plan Consistency:

The proposed program options match the model of “living streets”, also known as “complete streets”, and a key guiding principle of the General Plan Vision is to foster a vibrant local economy. A living street combines safety and livability while supporting ground floor and outdoor economic activities. This centers on designing streets that can be safely shared by both vehicular and non-vehicular traffic. A living street should also contribute to an engaging public realm and a vibrant local economy.

Relevant Policies are listed below:

Governance

Goal 6. A broad-based and long-term economic development strategy for Hermosa Beach that supports existing businesses while attracting new business and tourism.

Policies:

- **6.4 Business support.** Support the Chamber of Commerce, retailers, tourist service businesses, artists, and other agencies to develop an aggressive marketing strategy with implementation procedures.
- **6.6 Pop-up shops.** Develop plans and programs for underutilized spaces, such as vacant buildings, utility corridors, parkways, etc., for temporary retail, restaurant, and community promoting uses.

Mobility

Goal 1. Complete Streets (Living Streets) that serve the diverse functions of mobility, commerce, recreation, and community engagement for all users whether they travel by walking, bicycling, transit, or driving.

Policies:

- **1.1 Consider all modes.** Require the planning, design, and construction of all new and existing transportation projects to consider the needs of all modes of travel to create safe, livable and inviting environments for all users of the system.

Goal 7. A transportation system that results in zero transportation-related fatalities and which minimizes injuries.

Policies:

- **7.1 Safe public right-of-ways.** Encourage that all public right-of-ways are safe for all users at all times of day where users of all ages and ability feel comfortable participating in both motorized and non-motorized travel.

Staff Report

REPORT 20-0686

Fiscal Impact:

Council appropriated \$46,000 for this project from Capital Improvement Funds on August 11, 2020 and approved an additional \$39,000 be submitted to Cal OES for FEMA reimbursement on September 8, 2020. Of these amounts, \$8,000 is estimated to fund traffic counts and \$19,740 has been spent on development of the plans and specifications. The balance is \$57,260 which would fund construction. Staff recommends an additional \$19,000 be submitted to Cal OES for FEMA reimbursement to fund a construction management and inspection consultant for the project.

Attachments:

1. Draft Resolution
2. Draft Agreement

Respectfully Submitted by: Doug Krauss, Environmental Programs Manager

Concur: Marnell Gibson, Public Works Director; Lucho Rodriguez, City Engineer; Andrew Nguyen, Assistant Engineer

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved Suja Lowenthal, City Manager

RESOLUTION NO. 20-~~XXXX~~

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH
APPROVING THE CONSTRUCTION OF DOWNTOWN HERMOSA BEACH
TEMPORARY LANE RECONFIGURATION PROJECT PURSUANT TO GOVERNMENT
CODE SECTIO 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT;**

The City Council of the City of Hermosa Beach does resolve as follows:

The City Council finds and declares as follows:

The City's Traffic Engineering Consultant designed and prepared the plans to construct the Downtown Hermosa Beach Temporary Lane Reconfiguration ("Project");

The Deputy City Engineer finds that the plans are complete and the Project may be constructed; and

The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

Design Immunity; Authorization.

The design and plans for the Project are determined to be consistent with the City's standards and are approved;

The design approval set forth in this Resolution occurred before actual work on the Project construction commenced;

The approval granted by this Resolution conforms with the City's General Plan;

The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution; and

The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

Project Payment Account;

For purposes of the Contract Documents administering the Project, the City establishes an account containing sufficient monies from the current and following fiscal year budget to pay for the Project. This Account

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is the sole source of funds available for the Contract Sum, as defined
in the Contract Document administering the Project.

The City Clerk is directed to certify the adoption of this Resolution.

This Resolution will become effective immediately upon adoption.

Now, therefore, be it resolved, that the City of Hermosa Beach City Council hereby adopts
Resolution No. 20-XXXX on October 27th, 2020.

PASSED, APPROVED, AND ADOPTED this 27th day of October, 2020.

MAYOR of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

I City Clerk of the City of Hermosa Beach, California, do hereby certify that the
foregoing Resolution No. 20-XXXX was duly and regularly passed and adopted by
the City Council of the City of Hermosa Beach, California, at its adjourned regular
meeting held on the 27th day of October, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

A. CONTRACT AGREEMENT

This Construction Agreement ("Agreement") is made and entered into as of the date executed by the Mayor and attested to by the City Clerk, by and between **[INSERT CONTRACTOR NAME]** (hereinafter referred to as "CONTRACTOR") and the City of Hermosa Beach, California, a municipal corporation (hereinafter referred to as "CITY").

R E C I T A L S

- A. Pursuant to the Notice Inviting Sealed Bids for "Downtown Hermosa Beach Lane Temporary Reconfiguration Project #20011." ("Project"), bids were received, publicly opened, and declared on the date specified in the notice; and
- B. On **[INSERT DATE]**, City's City Council declared CONTRACTOR to be the lowest responsible bidder and accepted the bid of CONTRACTOR; and
- C. The City Council has authorized the Mayor to execute a written contract with CONTRACTOR for furnishing labor, equipment and material for the Downtown Hermosa Beach Temporary Lane Reconfiguration Project #20011. in the City of Hermosa Beach.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein contained, it is agreed:

- 1. GENERAL SCOPE OF WORK: CITY agrees to engage CONTRACTOR and CONTRACTOR agrees to furnish all necessary labor, tools, materials, appliances, and equipment for and do the work for the Downtown Hermosa Beach Lane Reconfiguration Project #20011. in the City of Hermosa Beach. The work shall be performed in accordance with the Plans and Specifications dated October 15, 2020, (the "Specifications") on file in the office of the City Clerk and in accordance with bid prices set forth in CONTRACTOR'S Bid Proposal and in accordance with the instructions of the City Engineer.
- 2. INCORPORATED DOCUMENTS TO BE CONSIDERED COMPLEMENTARY: The contract documents for the aforesaid project shall consist of the Notice Inviting Bids, Instructions to Bidders, Bid Proposal, Builders General Provisions, Standard Specifications (except Sections 1-9), Special Provisions, Exhibit A and Exhibit B, and all referenced specifications, details, standard drawings, and appendices; together with this Agreement and all required bonds, insurance certificates, permits, notices and affidavits; and also, including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to insure its completion in an acceptable manner. All of the provisions of said contract documents are made a part hereof as though fully set forth herein. This contract is intended to require a complete and finished piece of work and anything necessary to complete the work properly and in accordance with the law and lawful governmental regulations shall be performed by CONTRACTOR whether set out specifically in the contract or not. Should it be ascertained that any inconsistency exists between the aforesaid documents and this written agreement, the

provisions of this Agreement, the Builders General Provisions and the Standard Specifications, in that order, shall control. Collectively, these contract documents constitute the complete agreement between CITY and CONTRACTOR and supersede any previous agreements or understandings.

3. COMPENSATION: CONTRACTOR agrees to receive and accept the prices set forth in its Bid Proposal [INSERT VALUE] as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid contract documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.
4. TIME OF PERFORMANCE: CONTRACTOR agrees to complete the work within [INSERT NUMBER] calendar days from the date of the notice to proceed. By signing this Agreement, CONTRACTOR represents to CITY that the contract time is reasonable for completion of the work and that CONTRACTOR will complete such work within the contract time.
5. LIQUIDATED DAMAGES: In accordance with Government Code section 53069.85, it is agreed that CONTRACTOR will pay to CITY the sum set forth in Exhibit "A" for each and every calendar day of delay beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event this is not paid, CONTRACTOR agrees CITY may deduct that amount from any money due or that may become due CONTRACTOR under the Contract. This Article does not exclude recovery of other damages specified in the Contract Documents.
6. SUBSTITUTION OF SECURITIES: Pursuant to section 22300 of the Public Contract Code of the State of California, CONTRACTOR may request CITY to make retention payments directly to an escrow agent or may substitute securities for any money withheld by CITY to ensure performance under the contract. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with CITY or with a state or federally chartered bank as the escrow agent who shall return such securities to CONTRACTOR upon satisfactory completion of the contract. Deposit of securities with an escrow agent shall be subject to a written agreement substantially in the form provided in section 22300 of the Public Contract Code.
7. PREVAILING WAGES AND CALIFORNIA LABOR LAWS.

Pursuant to Labor Code §§ 1720 *et seq.*, and as specified in 8 California Code of Regulations § 16000 ("Prevailing Wage Laws"), CONTRACTOR must pay its workers prevailing wages. It is CONTRACTOR's responsibility to interpret and implement any prevailing wage requirements, and CONTRACTOR agrees to pay any penalty or civil

damages resulting from a violation of the prevailing wage laws. CONTRACTOR shall defend, indemnify and hold the CITY, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. CONTRACTOR and any subcontractor shall forfeit a penalty of up to \$200 per calendar day or portion thereof for each worker paid less than the prevailing wage rates.

In accordance with Labor Code § 1773.2, copies of the prevailing rate of per diem wages are available upon request from CITY's Engineering Division or the website for State of California Prevailing wage determination at <http://www.dir.ca.gov/DLSR/PWD>. CONTRACTOR must post a copy of the prevailing rate of per diem wages at the job site.

CITY directs CONTRACTOR's attention to Labor Code §§ 1777.5, 1777.6 and 3098 concerning the employment of apprentices by CONTRACTOR or any subcontractor.

Labor Code § 1777.5 requires CONTRACTOR or subcontractor employing tradesmen in any apprenticeship occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate must also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases will not be less than one to five except:

When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days before the request for certificate, or

When the number of apprentices in training in the area exceeds a ratio of one to five, or

When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis state-wide or locally, or

Assignment of an apprentice to any work performed under a public works contract would create a condition that would jeopardize his or her life or the life, safety, or property of fellow employees or the public at large, or the specific task to which the apprentice is to be assigned is of a nature that training cannot be provided by a journeyman.

When CONTRACTOR provides evidence that CONTRACTOR employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

CONTRACTOR is required to make contributions to funds established for the administration of apprenticeship programs if CONTRACTOR employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

CONTRACTOR and any subcontractor must comply with Labor Code §§ 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

The CONTRACTOR or any subcontractor that is determined by the Labor Commissioner to have knowingly violated Section 1777.5 shall forfeit as a civil penalty an amount not exceeding \$100 for each full calendar day of noncompliance, or such greater amount as provided by law.

CONTRACTOR and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. The payroll records shall be certified and shall be available for inspection at all reasonable hours at the principal office of CONTRACTOR in the manner provided in Labor Code section 1776. In the event of noncompliance with the requirements of this section, CONTRACTOR shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects such CONTRACTOR must comply with this section. Should noncompliance still be evident after such 10-day period, CONTRACTOR shall, as a penalty to CITY, forfeit not more than \$100.00 for each calendar day or portion thereof, for each worker, until strict compliance is effectuated. The amount of the forfeiture is to be determined by the Labor Commissioner. A contractor who is found to have violated the provisions of law regarding wages on Public Works with the intent to defraud shall be ineligible to bid on Public Works contracts for a period of one to three years as determined by the Labor Commissioner. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due. The responsibility for compliance with this section is on CONTRACTOR. The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

Any ineligible contractor or subcontractor pursuant to Labor Code Sections 1777.1 and 1777.7 may not perform work on this Project.

By executing this Contract, CONTRACTOR verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subcontractors and sub-subcontractors to comply with the same.

8. LEGAL HOURS OF WORK: Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this contract, and CONTRACTOR and any subcontractor under it shall comply with and be governed by the laws of the State of

California having to do with working hours set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

CONTRACTOR shall forfeit, as a penalty to City, twenty-five dollars (\$25.00) for each laborer, workman or mechanic employed in the execution of the contract, by him or any subcontractor under it, upon any of the work hereinbefore mentioned, for each calendar day during which the laborer, worker or mechanic is required or permitted to labor more than eight (8) hours in any one calendar day or 40 hours in any one calendar week in violation of the Labor Code.

9. PUBLIC WORKS CONTRACTOR REGISTRATION: Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations (DIR). No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the DIR to perform public work. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.
10. LABOR COMPLIANCE AND STOP ORDERS: This Project is subject to compliance monitoring and enforcement by the DIR. It shall be CONTRACTOR's sole responsibility to evaluate and pay the cost of complying with all labor compliance requirements under this Contract and applicable law. Any stop orders issued by the DIR against CONTRACTOR or any subcontractor that affect CONTRACTOR's performance of Work, including any delay, shall be CONTRACTOR's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered CONTRACTOR caused delay subject to any applicable liquidated damages and shall not be compensable by the CITY. CONTRACTOR shall defend, indemnify and hold CITY, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against CONTRACTOR or any subcontractor.
11. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS: Contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Labor Code section 1777.1 or 1777.7. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid, or may have been paid to a debarred subcontractor by a contractor on the Project shall be returned to the CITY. CONTRACTOR shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project.
12. LABOR/EMPLOYMENT SAFETY: CONTRACTOR shall comply with all applicable laws and regulations of the federal, state, and local government, including Cal/OSHA

requirements and requirements for verification of employees' legal right to work in the United States

CONTRACTOR shall maintain emergency first aid treatment for its employees which complies with the Federal Occupational Safety and Health Act of 1970 (29 U.S.C. § 651 *et seq.*), and California Code of Regulations, Title 8, Industrial Relations Division 1, Department of Industrial Relations, Chapter 4. CONTRACTOR shall ensure the availability of emergency medical services for its employees in accordance with California Code of Regulations, Title 8, Section 1512.

CONTRACTOR shall submit the Illness and Injury Prevention Program and a Project site specific safety program to CITY prior to beginning Work at the Project site. CONTRACTOR shall maintain a confined space program that meets or exceeds the CITY Standards. CONTRACTOR shall adhere to CITY's lock out tag out program

13. TRAVEL AND SUBSISTENCE PAY: CONTRACTOR agrees to pay travel and subsistence pay to each worker needed to execute the work required by this Agreement as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code Section 1773.8.
14. CONTRACTOR'S LIABILITY: The City of Hermosa Beach and its officers, agents and employees ("Indemnitees") shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work; or for injury or damage to any person or persons, either workers or employees of CONTRACTOR, of its subcontractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. CONTRACTOR shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever.

To the fullest extent permitted by law, CONTRACTOR will indemnify Indemnities against and will hold and save Indemnitees harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization arising out of or in connection with the work, operation, or activities of CONTRACTOR, its agents, employees, subcontractors or invitees provided for herein, whether or not there is concurrent passive negligence on the part of City. In connection therewith:

- a. CONTRACTOR will defend any action or actions filed in connection with any such claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorneys' fees, expert fees and costs incurred in connection therewith.
- b. CONTRACTOR will promptly pay any judgment rendered against CONTRACTOR or Indemnitees covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work,

operations or activities of CONTRACTOR hereunder, and CONTRACTOR agrees to save and hold the Indemnitees harmless therefrom.

- c. In the event Indemnitees are made a party to any action or proceeding filed or prosecuted against CONTRACTOR for damages or other claims arising out of or in connection with the work, operation or activities hereunder, CONTRACTOR agrees to pay to Indemnitees and any all costs and expenses incurred by Indemnitees in such action or proceeding together with reasonable attorneys' fees.

Contractor's obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of City under any provision of this agreement, to the extent required by Civil Code section 2782, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

So much of the money due to CONTRACTOR under and by virtue of the contract as shall be considered necessary by City may be retained by City until disposition has been made of such actions or claims for damages as aforesaid.

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. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law.

This indemnity is effective without reference to the existence or applicability of any insurance coverage which may have been required under this Agreement or any additional insured endorsements which may extend to Indemnitees.

CONTRACTOR, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the CONTRACTOR regardless of any prior, concurrent, or subsequent passive negligence by the Indemnitees.

15. THIRD PARTY CLAIMS. In accordance with Public Contract Code § 9201, CITY will promptly inform CONTRACTOR regarding third-party claims against CONTRACTOR, but in no event later than ten (10) business days after CITY receives such claims. Such notification will be in writing and forwarded in accordance with the "Notice" section of

this Agreement. As more specifically detailed in the contract documents, CONTRACTOR agrees to indemnify and defend the City against any third-party claim.

16. WORKERS COMPENSATION: In accordance with California Labor Code Sections 1860 and 3700, CONTRACTOR and each of its subcontractors will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, CONTRACTOR, by signing this contract, certifies as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.
17. INSURANCE: With respect to performance of work under this contract, CONTRACTOR shall maintain and shall require all of its subcontractors to maintain insurance as required in the Builders General Provisions.
18. ASSIGNMENT: This contract is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights or obligations of either party without the prior written consent of the other shall be void and of no force and effect.
19. INDEPENDENT CONTRACTOR: CONTRACTOR is and shall at all times remain as to the CITY, a wholly independent contractor. Neither the CITY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR'S employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of CITY.
20. TAXES: CONTRACTOR is responsible for paying all retail sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this contract. CONTRACTOR is responsible for ascertaining and arranging to pay them. The prices established in the contract shall include compensation for any taxes CONTRACTOR is required to pay by laws and regulations in effect at the bid opening date.
21. LICENSES: CONTRACTOR represents and warrants to CITY that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to CITY that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance, and approvals which are legally required of CONTRACTOR to practice its profession. CONTRACTOR shall maintain a City of Hermosa Beach business license, if required under CITY ordinance.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if

a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

22. RECORDS: CONTRACTOR shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by CITY or any authorized representative, and will be retained for four years after the expiration of this Agreement. All such records shall be made available for inspection or audit by CITY at any time during regular business hours.
23. SEVERABILITY. If any portion of these contract documents are declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.
24. WHOLE AGREEMENT: This Agreement supersedes any and all other agreements either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this contract acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statements or promise not contained in this contract shall not be valid or binding. Any modifications of this contract will be effective only if signed by the party to be charged.
25. AUTHORITY: CONTRACTOR affirms that the signatures, titles, and seals set forth hereinafter in execution of this Agreement represent all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest herein. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party. This Agreement may be modified by written amendment. CITY's city manager may execute any such amendment on CITY's behalf.
26. NOTICES: All notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose. Such notices shall be deemed made when personally delivered or when mailed forty-eight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

CITY OF HERMOSA BEACH
1315 Valley Drive
Hermosa Beach, CA 90254

Attention: _____ Project Supervisor

CONTRACTOR:

Attention: _____

27. DISPUTES. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of \$375,000 or less. Effective January 1, 2017, Section 9204 of the Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Section is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Section shall be construed to be consistent with said statutes.

Claims. For purposes of this Section, "Claim" means a separate demand by CONTRACTOR, after a change order duly requested in accordance with the terms of this Contract has been denied by the CITY, for (A) a time extension, (B) payment of money or damages arising from Work done by or on behalf of CONTRACTOR pursuant to the Contract, or (C) an amount the payment of which is disputed by the CITY. A "Claim" does not include any demand for payment for which CONTRACTOR has failed to provide notice, request a change order, or otherwise failed to follow any procedures contained in the Contract Documents. Claims governed by this Section may not be filed unless and until CONTRACTOR completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the change order procedures contained herein, and CONTRACTOR's request for a change has been denied in whole or in part. Claims governed by this Section must be filed no later than fourteen (14) days after a request for change has been denied in whole or in part or after any other event giving rise to the Claim. The Claim shall be submitted in writing to the CITY and shall include on its first page the following in 16 point capital font: "THIS IS A CLAIM." Furthermore, the claim shall include the documents necessary to substantiate the claim. Nothing in this Section is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra Work, disputed Work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

Supporting Documentation. The CONTRACTOR shall submit all claims in the following format:

- Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made

- List of documents relating to claim:

- Specifications

- Drawings

- Clarifications (Requests for Information)

- Schedules

- Other

- Chronology of events and correspondence

- Analysis of claim merit

- Analysis of claim cost

- Time impact analysis in CPM format

If CONTRACTOR's claim is based in whole or in part on an allegation of errors or omissions in the Drawings or Specifications for the Project, CONTRACTOR shall provide a summary of the percentage of the claim subject to design errors or omissions and shall obtain a certificate of merit in support of the claim of design errors and omissions.

Cover letter and certification of validity of the claim, including any claims from subcontractors of any tier, in accordance with Government Code section 12650 *et seq.*

City's Response. Upon receipt of a claim pursuant to this Section, CITY shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide CONTRACTOR a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 days after the public entity issues its written statement.

If CITY needs approval from its governing body to provide the CONTRACTOR a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, CITY shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide CONTRACTOR a written statement identifying the disputed portion and the undisputed portion.

Within 30 days of receipt of a claim, CITY may request in writing additional documentation supporting the claim or relating to defenses or claims CITY may have against the CONTRACTOR. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of CITY and the CONTRACTOR.

CITY's written response to the claim, as further documented, shall be submitted to CONTRACTOR within 30 days (if the claim is less than \$50,000, within 15 days) after receipt of the further documentation, or within a period of time no greater than that taken by CONTRACTOR in producing the additional information or requested documentation, whichever is greater.

Meet and Confer. If the CONTRACTOR disputes CITY's written response, or CITY fails to respond within the time prescribed, the CONTRACTOR may so notify CITY, in writing, either within 15 days of receipt of CITY's response or within 15 days of CITY's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, CITY shall schedule a meet and confer conference within 30 days for settlement of the dispute.

Mediation. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, CITY shall provide the CONTRACTOR a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after CITY issues its written statement. Any disputed portion of the claim, as identified by CONTRACTOR in writing, shall be submitted to nonbinding mediation, with CITY and CONTRACTOR sharing the associated costs equally. CITY and CONTRACTOR shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.

If the Parties cannot agree upon a mediator, each Party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each Party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.

For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the Parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

Unless otherwise agreed to by CITY and CONTRACTOR in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

The mediation shall be held no earlier than the date CONTRACTOR completes the Work or the date that CONTRACTOR last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.

Procedures After Mediation. If following the mediation, the claim or any portion remains in dispute, CONTRACTOR must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time CONTRACTOR submits his or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference or mediation.

Civil Actions. The following procedures are established for all civil actions filed to resolve claims subject to this Section:

Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of these procedures.. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of

the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court. If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.

Government Code Claims. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, CONTRACTOR must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the CITY. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by CONTRACTOR. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, CONTRACTOR shall be barred from bringing and maintaining a valid lawsuit against the CITY. A Government Code claim must be filed no earlier than the date the work is completed or the date CONTRACTOR last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.

Non-Waiver. CITY's failure to respond to a claim from CONTRACTOR within the time periods described in this Section or to otherwise meet the time requirements of this Section shall result in the claim being deemed rejected in its entirety. CITY's failure to respond shall not waive CITY's rights to any subsequent procedures for the resolution of disputed claims.

24. NON-DISCRIMINATION: Contractor represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. A violation of this section exposes CONTRACTOR to the penalties provided for in Labor Code Section 1735.
25. TERMINATION: This Contract may be terminated by CITY at any time, either with or without cause, by giving CONTRACTOR three (3) days advance written notice. In the event of termination by CITY for any reason other than the fault of CONTRACTOR, CITY shall pay CONTRACTOR for all Work performed up to that time as provided herein. In the event of breach of the Contract by Contractor, CITY may terminate the Contract

immediately without notice, may reduce payment to CONTRACTOR in the amount necessary to offset CITY's resulting damages, and may pursue any other available recourse against CONTRACTOR. CONTRACTOR may not terminate this Contract except for cause. In the event this Contract is terminated in whole or in part as provided, CITY may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated. Further, if this Contract is terminated as provided, CITY may require CONTRACTOR to provide all finished or unfinished documents, data, diagrams, drawings, materials or other matter prepared or built by CONTRACTOR in connection with its performance of this Contract.

26. ANTI-TRUST CLAIMS: This provision shall be operative if this Contract Agreement is applicable to California Public Contract Code Section 7103.5. In entering into this Contract Agreement to supply goods, services or materials, Contractor hereby offers and agrees to assign to the Agency all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Contract Agreement. This assignment shall be made and become effective at the time the Agency tender final payment to Contractor, without further acknowledgment by the Parties.
27. NO THIRD PARTY BENEFICIARY. This Contract and every provision herein is for the exclusive benefit of the Contractor and the City and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of the Contractor's or the City's obligations under this Contract.
28. TIME IS OF ESSENCE. Time is of the essence for each and every provision of the Contract Documents.
29. FORCE MAJEURE. If CONTRACTOR is delayed in the performance or progress of the work by a Force Majeure Event, then the CONTRACTOR shall be entitled to a time extension, as provided in the contract documents, when the work stopped is on the critical path and shall not be charged liquidated damages. Such a non-compensable adjustment shall be CONTRACTOR's sole and exclusive remedy for such delays and the CONTRACTOR will not receive an adjustment to the contract price or any other compensation. Contractor must submit a timely request in accordance with the requirements of the contract documents. A Force Majeure Event shall mean an event that materially affects a party's performance and is one or more of the following: (1) Acts of God or other natural disasters occurring at the project site; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the work); (4) pandemics, epidemics or quarantine restrictions; and (5) strikes and other organized labor action occurring at the project site and the effects thereof on the work, only to the extent such strikes and other organized labor action are beyond the control of CONTRACTOR and its subcontractors, of every tier, and to the extent the effects thereof cannot be avoided by use of replacement

workers. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety, and other actions of the City in its capacity as a municipal authority.

30. PROVISIONS REQUIRED BY LAW AND CONTRACTOR COMPLIANCE. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including, but not limited to, the provisions of the California Labor Code and California Public Contract Code which are applicable to this Work.
31. ACCEPTANCE OF FACSIMILE 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. Such facsimile signature will be treated in all respects as having the same effect as an original signature.
32. GOVERNING LAW: This Agreement shall be governed by the laws of the State of California, and exclusive venue for any action involving this Contract will be in Los Angeles County.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement with all the formalities required by law on the respective dates set forth opposite their signatures.

State of California

CONTRACTOR'S License No. _____

CONTRACTOR

Date By: _____
TITLE

CITY OF HERMOSA BEACH, CALIFORNIA

Date By: _____
MAYOR

ATTEST:

Date

By: _____
CITY CLERK

CONTRACTOR'S Business Phone _____

Emergency Phone at which CONTRACTOR can be reached at any time: () _____

APPROVED AS TO FORM:

CITY ATTORNEY

Date



Staff Report

Staff Report

REPORT 20-0676

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020

**APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
WITH MILLER PLANNING ASSOCIATES TO PREPARE THE
UPDATE TO THE SUBDIVISION ("TITLE 16") AND ZONING
("TITLE 17") ORDINANCES OF THE HERMOSA BEACH
MUNICIPAL CODE**

(Community Development Director Ken Robertson)

Recommended Action:

Staff recommends that the City Council:

1. Award a Professional Services Agreement with Miller Planning Associates to prepare the update to the Subdivision ("Title 16") and Zoning ("Title 17") Ordinances of the Hermosa Beach Municipal Code;
2. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney; and
3. Add estimated grant revenue of \$160,000 from the California Department of Housing and Community Development to the 2020-21 Budget and appropriate \$160,000 in the Grant Fund for the Zoning and Subdivision Ordinance Update.

Executive Summary:

On August 22, 2017, the Hermosa Beach City Council unanimously adopted its first general plan update since 1979, PLAN Hermosa. PLAN Hermosa is the culmination of a multi-year community-wide effort to reflect on the community and its future and articulates a shared vision.

Zoning and subdivision regulations are one of the primary tools a city has for implementation of its general plan. Zoning and subdivision regulations translate the policies of a general plan into parcel-specific regulations, including land use regulations and development standards. The type and intensity of land uses that are permitted and how they perform will be critical to achieving PLAN Hermosa's vision for neighborhood preservation and enhancement, economic development, coastal resource protection, environmental sustainability, and community health.

The Community Development Department released an RFP to update the Subdivision and Zoning Ordinances of the Hermosa Beach Municipal Code and received three proposals. This project is the

Staff Report

REPORT 20-0676

second phase of the comprehensive zoning code update. The first phase of this project was the Zoning Code Assessment (Attachment 1), completed by Miller Planning Associates in May 2020.

The Zoning Code Assessment was an analysis of the City's Zoning and Subdivision Ordinances for consistency with the General Plan, compliance with State and Federal law, the California Coastal Act, and current planning practices. Miller Planning Associates prepared a report that outlined the recommended changes to the Zoning and Subdivision Ordinances and outlined a work program, including a community engagement strategy, to achieve adoption of revised Zoning and Subdivision ordinances in a timely manner.

Staff recommends the selection of Miller Planning Associates and the approval of the Professional Services Agreement.

Background:

Outline of Subdivision and Zoning Ordinance Update Process

Zoning is the primary tool a city has for implementation of the goals, policies, and programs in the General Plan. The major steps include project management and coordination and project initiation (Task 1-2); Public Engagement, which includes a public engagement program, project website and social media, and focus group review meetings (Task 3); Planning Commission and City Council Workshops (Task 4); Draft Zoning and Subdivision Ordinance (Task 5); CEQA Compliance (Task 6); Public Hearings (Task 7); Final Zoning and Subdivision Ordinances (Task 8).

The Project schedule is anticipated to start in early November 2020 and be completed in 18 months.

Consultant Selection

On August 6, 2020, the City released the RFP 20-05 for the Zoning and Subdivision Ordinance Update. On September 8, 2020, three proposals were received and evaluated by the City's Community Development Department Staff and a subcommittee of the Planning Commission comprised of Vice Chair Rice and Commissioner Izant. On September 29, 2020, the Section Committee interviewed two qualified candidates. Proposals were evaluated on each firm's approach and methods, relevant experience and expertise, and timeframe and cost. The recommended consultant is Miller Planning Associates.

Miller Planning Associates is recommended based on experience in managing and preparing Zoning Ordinances to be consistent with state law and expertise in general plan implementation through zoning strategies. Martha Miller, Principal and Owner of Miller Planning Associates, has expertly managed the Zoning Code Assessment (Phase 1 of this project) and offers great insight to the opportunities and challenges that the City faces with implementing the goals, policies, and programs of the General Plan through the development of the zoning code.

One of the optional tasks of the RFP was the creation of an interactive web-based zoning code. The

Staff Report

REPORT 20-0676

web-based approach to the zoning code would enable more graphics, have a more user-friendly layout, and allow for easier navigation through the code. The City received three proposals and will be considering the appropriate scope of service and the selection of a consultant.

Community Outreach

Community involvement would occur throughout the process with targeted workshops at key milestones, such as focus group review meetings, ongoing outreach via website and social media outreach, and community workshops to inform and seek input. One of the consultant's first tasks would be working with staff to refine the public engagement program outlining a public process which allows community stakeholders, decisionmakers, and the public to review and comment on updated regulations as they are being formulated.

Community involvement would include up to five community workshops/study sessions, with decisionmakers at key stages during the process to provide opportunities for public education and informal comment on the choice(s) being considered. The workshops/study sessions may also be combined with online events, providing a forum for informal discussion with individual community members seeking to understand the new regulations. Straightforward and informational outreach materials would be created for each workshop/study session.

General Plan Consistency:

PLAN Hermosa, the City's General Plan, was adopted by the City Council in August 2017. This Zoning and Subdivision Ordinance is the primary tool for the implementation of the goals, policies, programs of the General Plan.

Fiscal Impact:

The estimated cost for preparing the Zoning and Subdivision Ordinance update is \$257,100, of which \$160,000 would be reimbursed by the SB2 Planning Grant in compliance with the Grant Agreement and the remaining amount of \$97,100 would be funded through the General Plan Maintenance Fees in the General Fund. The 2020-21 Budget includes \$219,962 in the General Fund, which was reappropriated from the 2019-20 Budget to cover the estimated cost of updating the Zoning and Subdivision Ordinances. The \$160,000 in grant revenue would reduce the amount of City funds needed to complete the update.

The California Department of Housing and Community Development (HCD) has awarded the City the grant funds and will be administering the grant. The \$160,000 grant must be spent by December 31, 2022 (FY 2021-22). The project is anticipated to be completed by April 2022. The remainder of the estimated cost would be provided by the General Plan Maintenance Fees, which are derived from fees collected at the building permit stage expressly for updating the General Plan, including required updates to the Zoning Code.

Staff Report

REPORT 20-0676

Attachments:

1. Request for Proposals
2. Proposal from Miller Planning Associates
3. Zoning Code Assessment Report
4. Draft Professional Services Agreement with Miller Planning Associates

Respectfully Submitted by: Melanie Emas, Assistant Planner

Concur: Ken Robertson, Community Development Director

Fiscal: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, CA 90254-3885

August 6, 2020

REQUEST FOR PROPOSALS (RFP) FOR:

Zoning and Subdivision Ordinance Update
RFP 20-05

Community Development Department

NOTICE IS HEREBY GIVEN that the City of Hermosa Beach Community Development Department is seeking proposals from qualified individuals or firms to prepare a comprehensive update to Title 16 "Subdivision" and Title 17 "Zoning" of the Hermosa Beach Municipal Code. Proposer(s) must have the expertise, experience and demonstrable resources available to perform the work described in the RFP. The RFP is also posted on the City's website at the following location: <https://www.hermosabeach.gov/our-government/city-clerk/bids-and-proposals>.

Description of Project

The selected firm will update the City's Zoning and Subdivision Ordinance to implement the City's General Plan, put the City at the forefront of best planning practices, and comply with legislative mandates.

RFP Timeline

RFP posted	August 6, 2020
Deadline to submit written questions	August 20, 2020 at 3:00 PM
Posting of responses to questions	August 25, 2020
Deadline to submit proposals	September 8, 2020 at 3:00 PM
Interviews (if needed)	Week of September 22, 2020
Tentative award	October 13, 2020

Submittal Procedures

Due to the ongoing COVID-19 pandemic, the City of Hermosa Beach will only accept proposals submitted electronically for this RFP. Proposals shall be in PDF format and submitted via email to the project manager at krobertson@hermosabeach.gov. The email shall contain "Proposal for the Zoning and Subdivision Ordinance Update" in the subject line. The format, content, and procedures for submitting a proposal are provided in further detail within the RFP.

Contact

Please direct any inquiries regarding this RFP to **Ken Robertson, Community Development Director** at krobertson@hermosabeach.gov. All questions regarding the content of the proposal should be submitted in writing to the listed email address and sent no later than the date and time listed in the RFP Timeline. Responses to questions will be distributed to registered bid holders and posted to the City website.



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1 Introduction

1.1 Invitation for Proposals

The City of Hermosa Beach Community Development Department is seeking proposals from qualified individuals or firms to provide a comprehensive update to the City's Zoning and Subdivision Ordinances. Proposer(s) must have the expertise, experience and demonstrate resources available to perform the work described in the RFP.

1.2 RFP Timeline

RFP posted	August 6, 2020
Deadline to submit written questions	August 20, 2020 at 3:00 PM
Posting of responses to questions	August 25, 2020
Deadline to submit proposals	September 8, 2020 at 3:00 PM
Interviews (if needed)	Week of September 22, 2020
Tentative award	October 13, 2020

1.3 General RFP Conditions

The following instructions and conditions apply to this RFP:

Pre-Contractual Expenses

The City of Hermosa Beach shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a proposal in response to this RFP.
- Submitting that proposal to the City of Hermosa Beach.
- Negotiating with the City of Hermosa Beach any matter related to this RFP, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFP and/or Not Award Contract

The City of Hermosa Beach reserves the right to withdraw this RFP at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFP. The City expressly reserves the right to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s). The release of this RFP does not obligate or compel the City to enter into a contract or agreement.

Authority to Revise RFP and Request Additional Information

The City reserves the rights to amend the RFP at any time, to determine the successful respondent(s), and to reject any or all Proposals or their components. Should it be necessary for the City to issue addendums to this RFP during the proposal period, the City will notify the known holders of this RFP and post addendums to the City website. Proposals shall acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their proposal by completing the Certification of Proposal Form.

The City reserves the right, to request additional information or clarifications from consultants where it may serve the City's best interest.



Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the City.
- **AUTHORIZED SIGNATURES.** Every proposal must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF PROPOSAL.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous proposal after consideration of all criteria. Should the selection criteria be requested, it shall be at the City's discretion if the criteria is released prior to the final selection being made.
- **COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Proposal, the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposals, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any consultant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a consultant is interested. Consultants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFP documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFP DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other RFP documents, or finds discrepancies or omissions in the specifications, the person may submit to the City a written request for



an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to, the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFP documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFP documents. All such addenda shall become a part of the RFP document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file. Any prospective consultants who obtained a set of RFP documents are responsible for advising the City that they have a set of RFP documents and wish to receive subsequent Addendums.

- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one proposal.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFP process become the property of the City upon submission. All bid proposals and documents submitted in response to this RFP shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or proprietary, and City may refuse to consider a proposal so marked. All information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement with the City. Any proposed change to the agreement shall be identified in the response to the Request for Proposals (RFP) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC BID PROPOSAL OPENING/PUBLIC RECORDS ACT.** Bid proposals shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing proposals is not disclosed to other Consultants. Prices and other information



concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.

- **PUBLIC RECORD.** All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City in evaluation of the proposal. Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Proposals are held invalid, illegal or unenforceable, they shall be severed from the Request for Proposals and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the proposal includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFP for which each proposed sub consultant would perform services. If a sub consultant for work services to be performed exceeds \$25,000 the sub consultant must contain all required provisions of the prime contract.
- **VALIDITY.** Proposal must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF PROPOSAL.** Consultants' authorized representative may withdraw Proposals only by written request received by City Engineer before the Proposal Submittal Deadline.

2 Project Description

2.1 City Location and Characteristics

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the "South Bay" area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The city limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles. Hermosa Beach includes nearly two miles of shoreline and varies in width between one-half mile and approximately one mile inland. Elevations in the City range from sea-level and rise up to 250 feet in elevation.

As of January 1, 2019, the City of Hermosa Beach had an estimated population of 19,847. With a land area of 1.4 square miles, Hermosa Beach has a high population density, with approximately 14,176 people per square mile.

In August 2017, the City of Hermosa Beach adopted a comprehensive General Plan update and Coastal Land Use Plan (PLAN Hermosa), which sets forth the goals and policies to guide the City's growth for the next 25 years. This was the City's first comprehensive update to the General Plan in 37 years and included nearly four years of visioning, community engagement, and policy development.

Title 16 of the Hermosa Beach Municipal Code contains the Subdivision Ordinance and Title 17 of the Hermosa Beach Municipal Code contains the Zoning Ordinance.



2.2 Project Goals

The City of Hermosa Beach is seeking proposals from qualified firms to prepare a comprehensive update to the City's Zoning and Subdivision Ordinances to implement the policies of PLAN Hermosa, incorporating sustainable methods, placing the City at the forefront of best planning practices, and complying with legislative mandates.

The City's current zoning code has not been comprehensively updated for decades. The goals of this project are to comprehensively update the Zoning and Subdivision ordinances to:

- Implement Plan Hermosa policies;
- Simplify to administer and enforce;
- Contain user-friendly and added graphics to improve readability;
- Reflect recent changes resulting from legal decisions and changes to state laws;
- Create a transparent, predictable and consistent process.

2.3 Relevant Plans, Policies, Programs, or Projects

Proposers should review and consider the work already completed or underway in the development of approach, budget, and schedule. The following links are provided for your convenience:

- PLAN Hermosa: <https://www.hermosabeach.gov/our-government/community-development/plan-hermosa>
- Hermosa Beach Municipal Code: <https://www.codepublishing.com/CA/HermosaBeach/>
- The Zoning Code Assessment was completed earlier this year. This report provided a detailed analysis of the constraints of the current code and proposes a recommended format, content, and organization of the new zoning code.
- *Please note: the City is currently preparing a separate title to the Hermosa Beach Municipal Code to address California Coastal Act and Local Coastal Program requirements for the 43% of the City that falls within the Coastal Zone.*

2.4 City Proposed Scope of Services

The update to the Zoning and Subdivision Ordinance Update should consist of the following components or steps. The proposer's Scope of Work, Budget, and Schedule should incorporate these items as well as any community engagement efforts that are expected to occur.

The City is looking for creativity from proposers to provide an approach that will result in the efficient and effective development or provision of services. The City is therefore open to proposers identifying a different organization of tasks, or recommending the addition or removal of tasks, so long as the project objectives are met, and the rationale for additions or removal are clearly articulated.



Task 1 - Project management and coordination: Manage project and coordination activities, including coordination of subconsultants and administrative tasks. Firms should be creative in proposing a team approach that demonstrates a thorough understanding of regulatory and technical requirements for Zoning Codes while responding to the City's unique qualities and issues. Proposals should include a lead with extensive comprehensive city planning and land use experience.

Recommended minimum deliverables:

- monthly project management meetings between consultant and City staff
- agenda and meeting summary of monthly meetings

Task 2 - Project initiation: Kick off project including establish project management and communication protocols, lead kickoff meeting with City staff, attend tour of the City with City staff, refine scope of work, and project schedule. Please note due to COVID-19 concerns, this meeting is likely to be held virtually.

Recommended minimum deliverables:

- refined scope of services, budget, and project schedule
- agenda and meeting summary for kick-off meeting

Task 3 - Public engagement: The consultant shall prepare and implement a program for public engagement to encourage comprehensive public participation throughout the process, identifying different outreach phases with goals, objectives, programming, and a proposed budget. Public engagement approaches should seek to provide inclusive engagement, clarify community values, collect meaningful data, and ultimately turn community input into community ownership of the process and plan. The consultant shall be responsible for preparing all presentation materials for any workshops and meetings. The City will maintain a project website for the zoning code update. The consultant shall provide all outreach materials to the City for posting on the website.

Recommended minimum deliverables:

- public engagement program
- web and social media-based information sharing platform
- materials for events and meetings including large-scale graphics
- stakeholder interviews
- two (2) community meetings
- public engagement (visioning) summary report

Task 4 - Planning Commission and City Council workshops: In addition to the public engagement process, consultant shall facilitate workshops with the Planning Commission and the City Council. The purpose of the workshops is to present constraints, programs, and policies to the Planning Commission and City Council, to allow feedback, and to obtain support.

Recommended minimum deliverables:

- attendance and materials for one (1) Joint City Council/Planning Commission workshop
- attendance and materials for one (1) Planning Commission workshop
- attendance and materials for one (1) City Council workshop

Task 5 - Draft Zoning and Subdivision Ordinance: The Consultant will be required to prepare and submit an Administrative Draft Zoning and Subdivision Ordinance for Staff review and comment. Once Staff has reviewed and commented on the draft, the Consultant will modify the



Administrative Draft as directed. Upon approval of the Administrative Draft, the Consultant will then prepare a Public Review Draft for the City to provide to the City Council, the Planning Commission and the general public for review and comment.

Part of this task will be to identify parcels in the Zoning Map with inconsistent land use designations and zone classifications. The consultant should recommend changes to the zoning map to bring all parcels into consistency with their land use designation or recommend amendments to the General Plan as needed.

Recommended minimum deliverables:

- electronic copy of administrative draft Zoning and Subdivision Ordinance in Microsoft Word format
- electronic copy of public review draft Zoning and Subdivision Ordinance in Microsoft Word and PDF formats

Task 6 - CEQA compliance: The Consultant shall prepare the necessary California Environmental Quality Act (CEQA) document(s) required for adoption of the zoning code. The Consultant should be able to tier-off of the recently completed Plan Hermosa EIR and prepare either a letter of consistency or addendum. If higher level of CEQA review is recommended, please provide a justification for that level of review. Consultants may partner with an environmental sub-consultant if they do not have the expertise in-house.

Recommended minimum deliverables:

- electronic copy of required noticing and filing, scoping meeting materials, draft and final project descriptions in Microsoft Word and PDF formats
- electronic copy of Administrative Draft, Public Review Draft, and Final EIRs in Microsoft Word and PDF formats

Task 9 - Public hearings: Staff anticipates that two public hearings will be required before the Planning Commission and two public hearings will be required before the City Council to adopt the Final Zoning and Subdivision Ordinances.

Recommended minimum deliverables:

- attendance and material for two (2) Planning Commission hearings
- attendance and material for two (2) City Council hearings

Task 10 - Final Zoning and Subdivision Ordinances: Consultant shall prepare the final Zoning and Subdivision Ordinances, including any changes that occurred during the public hearings.

Recommended minimum deliverables:

- electronic copy of final Zoning and Subdivision Ordinance in Microsoft Word and PDF formats

Optional Task- Web-Based Zoning Code: The Consultants may propose a new web-based approach to the zoning code that would enable more graphics, have a more user-friendly layout and allow for easy navigation. This optional task would include formatting the code to make it web ready.



2.5 Work to be Performed or Provided by the City

The City will perform the following tasks or functions related to this project.

1. Process and distribute data requests to the Consultant
2. Prepare and execute Agreements with all entities.
3. Schedule times and facilities reservations for meetings and workshops.
4. Upon contract award, City will provide copies of available records.
5. Act as liaison with the appropriate decision-making bodies.

3 Proposal Submittal Instructions

3.1 Proposal Format

Due to the ongoing COVID-19 pandemic, the City of Hermosa Beach will only accept proposals submitted electronically for this RFP. Proposals shall be in a single file PDF format and submitted via email to the project manager at krobertson@hermosabeach.gov. The email shall contain "Proposal for the Zoning Code Update" in the subject line. The cost proposal shall also be submitted in the same email, but as a **separate** single file PDF attachment.

All proposals shall be formatted to standard 8.5" by 11" paper. Exhibits may be formatted to 11" by 17" paper as needed. All pages should be numbered and identified sequentially by section. Proposals shall be no more than 30 total pages inclusive of the cover letter and all required forms and should not exceed a combined total of 20 MB.

3.2 Proposal Content

Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals should include the sections as described in greater detail below. Do NOT include marketing brochures or other promotional material not connected with this RFP.

3.2.1 Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and summary statement of professional qualifications.

3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name and address.
- Name, address, email, and telephone number of the consultant's primary point of contact.
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.



- Address, telephone numbers and fax numbers of each of the proposing firm's locations.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Project Understanding and Approach to Scope of Work

Proposers should include in this section a statement of project understanding, organizational chart, approach to work program and summary of deliverables, described in greater detail below.

Statement of Project Understanding

The consultant must include in this section its understanding of the project and understanding of the Scope of Services noted herein. Consultant should be able to articulate a thorough understanding of the federal, state, county and local requirements, and other industry standards applicable to the project or services to be provided.

Organizational Chart

The consultant shall include an organizational chart that reflects key staff and roles/responsibilities of each individual assigned to provide services under this Proposal. Any roles or topics in which the proposer anticipates utilizing the expertise of subcontractors should be clearly identified.

Approach to Work Program (Required and Optional Tasks)

The City is seeking an effective, efficient and creative approach to preparing work products and meeting the City's goals and timeline for this project. In this section, proposers should include their recommended approach to providing the requested professional services and tasks noted in the Scope of Services in the RFP. The approach to the work plan shall be of such detail to demonstrate the proposer's ability to accomplish project objectives. This section should also include proposed approaches and techniques to engagement community and stakeholders in the process of developing the project.

The proposer's approach should provide detail on both the required and optional tasks identified in the scope of work, as well as any additional tasks recommended by the proposer to successfully achieve the project objectives.

Summary of Deliverables

Proposer should identify the major deliverables, indicate the number of drafts or versions anticipated in the scope of work and budget, and the format in which the deliverable will be provided (electronic or hard copy) for each required and optional task.

Roles and Responsibilities for City Staff

Proposer should summarize any services NOT provided by their firm that are listed in the Scope of Work. Consultant shall also list any resources, City assistance or other items expected to be provided by City beyond those listed in Section 2.5, "Work to be Performed or Provided by the City." Consultant may additionally itemize those services which are further required but are not



noted in the aforementioned paragraphs as requirements. The consultant will title this section as Additional Services.

3.2.4 Project Management Plan

Key to a creative, effective, and efficient delivery of the project is close coordination and communication between the City, community, and the selected consultant. In this section, proposers should provide a project schedule, and describe the firm or project manager's approach to communications and quality assurance/quality control.

Schedule

Proposers should present a schedule that details the timing and sequence of project tasks, deliverables, and community engagement efforts.

Communications Approach

Proposers should describe their recommended or preferred approach to project communications between the City and Consultant Team. This should include detail on the frequency of project check-ins, progress updates, and meeting locations (i.e. phone, email, virtual meeting). Communications protocols for coordinating with other City departments, agencies, and the community can be established during project kick-off.

Quality Assurance/Quality Control Approach

Describe the firm's QA/QC processes that will be adhered to during the term of the agreement. Describe the Consultant's method of ensuring that the assigned personnel's quality of work is high.

3.2.5 Experience and Qualifications

Proposers should include in this section a summary of relevant projects, contact information for references, and information about the experience, qualifications, and availability of key personnel, described in greater detail below.

Summary of Relevant Projects

Proposers should highlight representative projects that are similar in scope and size to this project to demonstrate the firm's depth of experience and familiarity with similar projects. For each project, please include the following information, at a minimum:

- Year started and completed and/or adopted and State certified (if relevant)
- Contracting Agency + Department
- Project Description
- Key Personnel Assigned
- Contract Value

References

Consultant must provide at least three (3) references for which consultant has provided services similar in scope as set forth in the RFP within the last five (5) years. Reference information should include:

- Name of agency
- Name of agency project manager
- Email address and telephone number of contact person
- Description of project or services provided



- Dates of project or services provided
- Status of the project of services provide (in-progress, completed, adopted, etc.)

Experience and Qualifications of Key Personnel

The consultant shall provide resumes indicating the experience and qualifications for the key personnel identified in the organization chart, including subconsultant if used. This section should clearly identify the day-to-day project manager for the Project. The consultant shall also include the number and type of additional support personnel who will be providing services. At a minimum, the resume for each team member should include:

- Name
- Position and Role for This Project
- Degrees and Certifications
- Professional Memberships/Registrations
- Summary of Experience
- Work on Representative Project Similar in Scope

Assignment of Key Personnel

It is the City's preference to have the key personnel identified in the Organizational Chart remain with the project during the term of the agreement. In this section, please indicate the availability of key personnel to pursue completion of this project in terms of the involvement in other projects that are presently in your firm's backlog.

After contract execution the Consultant should not substitute key personnel (project manager and others listed by name in the proposal) or sub-consultants without prior written approval from the local agency. The consultant must request and justify the need for the substitution and obtain approval from the agency prior to use of a different sub-consultant on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts, the Consultant's project manager shall have all the necessary credentials to qualify him/her as a project manager for this project.

In the event there are proposed changes in key personnel, including sub-consultants, during the term of the agreement that are outside of the consulting firm's control, the consultant shall prepare a transition plan that is presented to the City's project manager for review.

3.2.6 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Proposal.** Proposer is required to sign and submit the Certification of Proposal including acknowledgement that they have received and considered any addendums issued by the City of Hermosa Beach in connection with this RFP.
- **Non-Collusion Affidavit.** Proposer is required to sign and submit the Non-Collusion Affidavit.
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement.
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement.



3.2.7 Cost Proposal

Electronic copies of the cost proposal shall be submitted in the same email as the proposal, but shall be provided as a separate, clearly marked "cost proposal" PDF file.

Consultant should provide the estimated fee to successfully fulfill the Scope of Work detailed in this RFP. Required and optional tasks should be consistent with the tasks listed in the Scope of Services and be clearly marked in the fee schedule to facilitate consistent comparison of costs between proposals. The Cost Proposal should detail the scope of services by task, identifying project team members, hourly billing rates, and estimated hours per task. The Cost Proposal should also include any direct costs such as travel, equipment, printing/materials.

The Cost Proposal must also state if the proposed hourly rate(s) for key personnel is guaranteed for the term of an agreement (if awarded) or if it is subject to adjustments. If subject to adjustments, consultant must state the frequency of adjustments and how adjustments are determined.

4 Proposal Evaluation and Selection

4.1 Proposal Review Process

The City will evaluate all proposals received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest priced proposal, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer.

Following the review of proposals by the City's team, the City may invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract, the City may request modifications to the proposed scope or to the technical team or other elements of the proposal. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

4.2 Evaluation Criteria

Proposals will be evaluated on their response to all provisions of this RFP. The City of Hermosa Beach will use the following criteria in its evaluation of proposals, interviews with selected consultants, or verification of references. The categories will be weighted approximately as follows.

**Approach and Methods (35%):**

- A well thought-out and tailored approach to the technical work that responds to the project's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities.
- Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management project management plan.

Relevant Experience & Expertise (40%):

- Recent experience preparing similar projects or providing similar services for jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, county, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project
- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

Timeframe and Costs (15%):

- Display of a proposed schedule and timeline that meets any specific conditions laid out in the RFP or accomplishes the project objectives in a reasonable timeframe.
- Delivery of a clear and reasonable project budget that provides sufficient detail on the costs for required and optional services.
- Evidence of the team's ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.

Administration (10%):

- Ability to comply with the timeline, terms, and billing procedures.
- The extent and nature of any proposed amendments to the City's Professional Services Agreement.

5 Contract Expectations

5.1 Contract Period

The Contract Period will be established following submittal of proposals and be based on a reasonable amount of time needed to complete the work.

5.2 Professional Services Agreement

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter to City for clarification. Any work affected by such conflicts, ambiguities, discrepancies,



errors or omissions which is performed by Consultant prior to clarification by City shall be at Consultant's risk and expense.

5.4 Invoicing and Payment

The contract will be set up as a fixed fee with a not to exceed rate to be billed monthly basis. Invoices are to be submitted monthly. The invoices shall reference the project title, and must list the charges by task, worker classification, hours, billing rate, and totals. Back up information must be submitted together with the invoices.

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.

6 Attachments and Required Forms

6.1 Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

BETWEEN THE CITY OF HERMOSA BEACH AND _____

This AGREEMENT is entered into this _____ day of _____, 2020, by and between the CITY OF HERMOSA BEACH, a general law city and a municipal corporation ("CITY") and _____, a limited liability company ("CONSULTANT").

RECITALS

- A. The CITY desires to _____.
- B. The CITY does not have the personnel able and/or available to perform the services required under this agreement and therefore, the CITY desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

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

1 CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.



As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$ _____, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2 SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."

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 schedule incorporated in "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 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 to perform work under this Agreement is _____. 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.

7 TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on _____, 20____, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.

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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.

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

- 12 INDEMNIFICATION. 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, and cost (including without limitation reasonable attorney's 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 attorney's 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.

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 CONSULTANT and will have control of all work and the manner in which it is 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.** 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.
- 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 CONSULTANT for CITY.
 2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) 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.
 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 one million dollars (\$1,000,000) combined single limit for each occurrence.

4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional 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.

G. The commercial general and automobile liability policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on Consultant's behalf upon the CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

18 USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 preformed 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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

- 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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. 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.
- B. THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

- 23** 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.
- 24** 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.
- 25** TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
- 26** 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.
- 27** 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.
- 28** OWNERSHIP OF DOCUMENTS. It is understood and agreed that the CITY shall own all documents and other work product of the CONSULTANT, except the CONSULTANT'S notes and workpapers, which pertain to the work performed under this Agreement. The CITY shall have the sole right to use such materials in its discretion and without further compensation to the CONSULTANT, but any re-use of such documents by the CITY on any other project without prior written consent of the CONSULTANT shall be at the sole risk of the CITY.
- 29** 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 _____

CONSULTANT Initials _____

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 _____

CONSULTANT Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

Mayor

By: _____
TITLE

ATTEST:

City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney





6.2 Required Forms

6.2.1 Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

6.2.2 Non-Collusion Affidavit

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:



6.2.3 Compliance with Insurance Requirements

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:



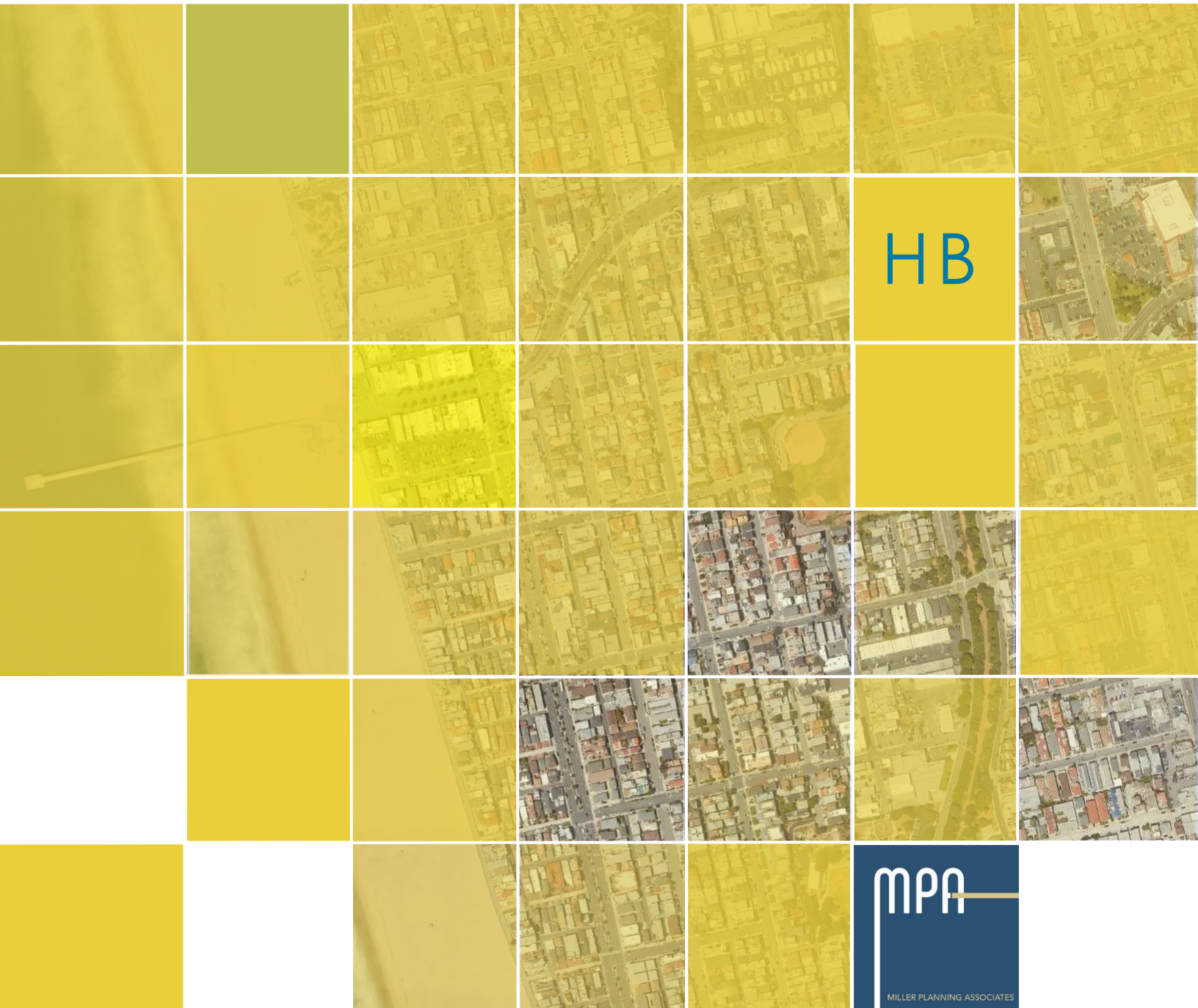
6.2.4 Acknowledgement of Professional Services Agreement

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Printed Name and Title:



HERMOSA BEACH

ZONING AND SUBDIVISION ORDINANCE UPDATE

PROPOSAL FOR THE CITY OF HERMOSA BEACH

September 8, 2020

RFP 20-05



September 8, 2020

Ken Robertson, Community Development Director
City of Hermosa Beach, Community Development Department
1315 Valley Drive, Hermosa Beach, CA 90254

RE: ZONING AND SUBDIVISION ORDINANCE UPDATE

Dear Mr. Robertson,

Miller Planning Associates, together with RRM Design Group, is pleased to submit this proposal to the City of Hermosa Beach to undertake a comprehensive update of the Zoning and Subdivision Ordinances. This project interests us tremendously because of the opportunity to help the City create a more effective and user-friendly set of zoning regulations in accordance with PLAN Hermosa and consistent with State and federal law. Our team is uniquely suited to help the City accomplish its goals. We offer:

Zoning experience. Miller Planning Associates specializes in zoning and development codes, particularly preparing responsive, user-friendly development regulations that are easy to use and understand. We have worked in a wide array of diverse settings, including urban centers, small towns, coastal communities, and rural counties, giving the team a depth of understanding that allows us to focus quickly on solutions for various community objectives, whether the focus is to create vibrant, mixed-use centers, natural resource protection and agricultural preservation, or anything in between.

Coastal planning expertise. We are currently assisting the coastal communities of Goleta and Morro Bay on comprehensive zoning ordinance efforts. We have previously worked on Coastal Implementation Plans and Local Coastal Plans in numerous other communities, including Huntington Beach, Avila Beach, Pismo Beach, Santa Barbara, Cambria, San Simeon, and Princeton (San Mateo County). Our experience with best practice approaches enables us to focus quickly on viable options for Hermosa Beach.

Strength in developing comprehensive, user-friendly ordinances. We recognize that zoning and subdivision ordinances must be understandable to all interested persons and, with a minimum of reading, should provide clear answers to questions such as: "What regulations apply to this lot, or to this use?" All of our ordinances are drafted in a user-friendly format that consolidates similar provisions, with cross-references where needed, provides high-quality illustration of concepts, and easily interfaces with the web.

Architecture and urban design expertise. RRM's architectural and urban design practice brings a high level of design capacity to the project. Our team also has experience on all sides of the development process, from public sector development review to architects and designers building real projects. We understand how to write regulations that respond to local conditions and result in high quality design.

Consensus building and public outreach skills. We have proven expertise in making public participation successful, including through a variety of digital and remote participation methods, enabling broad community involvement in the process and buy-in to changes from the community, staff, and decision makers alike.

If selected, Martha Miller, AICP, will be the project manager and primary point of contact for the City. She has over 20 years of experience preparing and implementing zoning regulations as public agency staff and in the private sector. Martha's recent and ongoing experience includes comprehensive ordinance updates for the cities of West Sacramento, Goleta, and Morro Bay. All of these projects share an ultimate objective of producing a state-of-the-art, flexible, user-friendly ordinances to implement recently adopted General Plans.

Our team brings the experience and specialized knowledge needed to undertake thorough research and technical analysis, engage the community, collaborate effectively with City staff, and produce a clear, concise, user-friendly Zoning and Subdivision Ordinance that will stand the test of time. We look forward to this opportunity to continue our work with the City of Hermosa Beach.

Sincerely,

Martha Miller, AICP, Principal and Owner
Miller Planning Associates, a Sole Proprietorship
830 Venable Street; San Luis Obispo, CA 93405
martha@millerplanningassociates.com (626) 616-9303

**Martha Miller is the primary contact regarding the proposal and is authorized to represent and legally bind the firm.*

PROPOSAL FOR THE CITY OF HERMOSA BEACH
ZONING AND SUBDIVISION ORDINANCE UPDATE

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ABOUT MILLER PLANNING ASSOCIATES:

830 Venable Street • San Luis Obispo, CA 93405 • p: (626) 616-9303

The written and graphic materials contained in this proposal are the exclusive property of Miller Planning Associates and RRM Design Group. The unauthorized use of any portion of these text or graphic materials without Miller Planning Associates or RRM's prior written consent is expressly prohibited.

FIRM PROFILE

Section

I



Our team brings the experience needed to effectively manage the Zoning and Subdivision Ordinance Update project, and the knowledge to help the City of Hermosa Beach achieve effective outcomes. Miller Planning Associate's core planning, zoning, community outreach, and management experience is complemented by RRM's team of specialists bringing expertise in the areas of architecture and urban design.

MILLER PLANNING ASSOCIATES

Prime Consultant

Miller Planning Associates provides planning and zoning services to a variety of municipal clients throughout California and nationwide. Through our work, we seek to give form to community aspirations, and foster places that are vital, livable, and reflect environmental stewardship. After 20 years of working in private firms and the public sector, Martha Miller began Miller Planning Associates in 2019 to provide each client and project the time and individual attention it deserves. Each assignment is approached with an open mind, and provided strategic, context-based solutions that address the unique issues and needs facing each client. Miller Planning Associates is located in San Luis Obispo, CA.



Official Name, Contact, and Location:

Miller Planning Associates
Martha Miller, AICP, Principal and Owner
830 Venable Street, San Luis Obispo, CA 93405
(626) 616-9303 / martha@millerplanningassociates.com

Type of Business Entity:
Sole Proprietorship

Ownership:
Miller Planning Associates is not owned by another business organization or individual

Business Established:
November 2019

Years Experience Providing Required Services: *20 years*

Failures or Refusals to Complete a Contract:
None

RRM DESIGN GROUP

Subconsultant

RRM Design Group exists because we love creating environments people enjoy. That is what got us into the business 45 years ago, and it is why we continue to thrive today. Our architects and landscape architects, planners, engineers, and surveyors work with our clients and their communities to create the parks our children play in, the roads we drive down on our way to work, the neighborhoods we come home to, and the fire stations that keep our communities safe. Innovation. Collaboration. Respect. Whether your project is public or private, commercial or residential, we listen, we design, and we deliver. On time. On budget.



Official Name, Contact, and Location:

RRM Design Group
Diane Bathgate, Principal
32332 Camino Capistrano, Suite 205, San Juan Capistrano, CA 92675
(949) 361-7950 / dlbathgate@rrmdesign.com

Federal Employer ID. #:
95-2923783

Type of Business Entity:
S Corporation

Ownership:
RRM Design Group is 100% Employee Owned; it is not owned by a parent company

Business Established:
November 1974

Years Experience Providing Required Services: *30 years*

Failures or Refusals to Complete a Contract:
None



STATEMENT OF PROJECT UNDERSTANDING

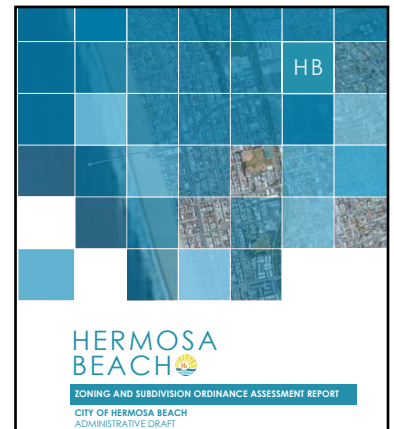
On August 22, 2017, the Hermosa Beach City Council unanimously adopted its first general plan update since 1979, PLAN Hermosa. PLAN Hermosa incorporates many ideas from residents, City officials and staff, and others involved in the planning process and articulates a shared vision.

“Hermosa Beach is the small town others aspire to be; a place where our beach culture, strong sense of community, and commitment to sustainability intersect.”

Earlier this year, working closely with staff, decisionmakers, and the community, Miller Planning Associates and RRM Design Group completed an assessment of the Zoning and Subdivision Ordinances, which evaluated their effectiveness achieving the kind of development Hermosa Beach wants, consistent with PLAN Hermosa and identified issues that need to be addressed and changes that should be considered as part of an ordinance update.

Our team also prepared a recommended framework for updated zoning and subdivision ordinances, focusing on usability, and a work plan for conducting the update through an iterative process that involves community members and decisionmakers throughout the project.

The challenge now is to complete the update of the Zoning and Subdivision Ordinances, translating the PLAN Hermosa policies related to zoning and subdivision controls into a user-friendly, legally adequate, and effective set of regulations and procedures that steer development to the most suitable places and helps the community achieve their long term vision as a community that values small beach town character, a vibrant economy, and healthy environment and lifestyles.



OBJECTIVES

The ultimate objective for this project is to produce a state-of-the-art, flexible, user-friendly Zoning and Subdivision Ordinance update so they serve as effective tools in achieving the community's vision for the future expressed in PLAN Hermosa, place the City at the forefront of best planning practices, and comply with legislative mandates. To achieve these objectives, this proposal includes a scope of work designed to provide updated ordinances that:

- Implement PLAN Hermosa policies,
- Simplify administration and enforcement,
- Are clear, concise, user-friendly, and highly graphic,
- Create a transparent, predictable, and consistent process, and
- Are consistent with state, federal, and case law.

UNDERSTANDING THE CITY'S NEEDS

Miller Planning Associates and RRM Design Group are dedicated to providing highly customized and creative planning programs based on the unique composite of issues and challenges facing each individual community. Our approach is grounded in extensive coordination with community members and stakeholders, as well as in thorough, objective research and best practice analysis. Each effort is unique, reflecting the needs and desires of the community as well as the local design vernacular and economic realities.

We understand what it takes for zoning and subdivision ordinances to be successful. Our ordinances are written with an awareness of who will be affected—decisionmakers, staff, property owners, developers, architects, builders, designers, residents, and other community members. We engage these groups through the update process. Before offering solutions, we test and analyze different approaches to make sure we are addressing a problem and not creating inadvertent impacts.

Our breadth and depth of planning and zoning experience enables us to provide efficient, high-quality work that considers the most appropriate strategies and best practices for Hermosa Beach. Our team also brings experience in public sector development review. We understand how to write regulations that respond to local conditions and produce results.

PRINCIPLES OF ZONING

Zoning and subdivision regulations are the heart of any city's development management program. Zoning controls what is built on the ground and what uses occupy buildings and sites. Through urban form standards, zoning can shape how private development can create identifiable places, enhance streetscapes and the public realm, and improve the private realm. Zoning also establishes the rules that can help to preserve and enhance the City's existing character by ensuring that new development is compatible in scale and character. We believe that:

- Zoning should be effective in implementing the City's planning policies for land use, community design, sustainability, economic development, and public health,
- Zoning should be positive, focusing on what the community wants, not just what it doesn't,
- Community character, particularly in neighborhoods, should be respected,
- Economic and fiscal realities should be recognized, and
- Zoning must reflect a willingness to rethink traditional assumptions.

An updated Zoning and Subdivision Ordinance should clearly communicate and effectively implement the PLAN Hermosa's policies and incorporate its carefully crafted development, design, resource protection, and performance standards. The revision should correct technical deficiencies identified by City staff and stakeholders, meet State and federal law, and increase efficiency and predictability in the project development process.

PUBLIC OUTREACH

We believe an effective community outreach program creates confidence in the planning process, promotes broad-based understanding, and reflects the interests and needs of the community. The project will focus on carrying forward principles contained in PLAN Hermosa and developed with robust public input, as well as building on stakeholder and decision-maker input collected during the Zoning and Subdivision Code Assessment work phase. Workshops/study sessions held at key stages during the process will provide opportunities for public education and informal comment on choices being considered. It is effective to conduct these with the Planning Commission and/or City Council to ensure decisionmaker involvement throughout the process, while inviting directly affected stakeholders, including property owners, businesses, interest groups, and the community at-large. The effort will be tailored to be effective in building a collaborative interest and obtaining consensus in the project given the potentially diverse group of stakeholders that may have differing needs and expectations. For the foreseeable future, virtual tools and forums are envisioned considering the COVID-19 context. However, we are flexible and interested in working closely with City staff to ensure the engagement strategies adapt to meet potentially changing needs.

CREATING UNDER-FRIENDLY REGULATIONS

Zoning and other regulations should be understandable to all interested persons and should make it possible to find out, with a minimum of reading, the rules that apply to a particular situation and the procedures that must be followed. Important features the update should incorporate:

- **Logical organization.** An ordinance should be organized to reflect the sequence in which users most commonly need to find specific information.
- **Clear language and readability.** It should be clearly written, avoiding ambiguity, jargon, and lengthy narrative. The simplest terms possible should be used to describe requirements. Redundancies and duplication should be avoided.
- **Consistent expression.** An ordinance should express the same provisions in the same way and use different language when provisions are different. For example, when the same finding is required for several different types of permits, the code should use the same wording to avoid any confusion or uncertainty.
- **Navigation tools.** Clear titles, cross-references, headers and footers, and a detailed table of contents and section lists help users to find their way around the ordinance and readily identify provisions that apply to their project.
- **Extensive use of graphics.** Illustrations clearly convey expectations, often in a way that is far more effective than text alone.
- **Organized to accommodate changes.** Chapters and sections should be organized and numbered to accommodate amendments over time.

An updated Zoning and Subdivision Ordinance should clearly communicate and effectively implement the PLAN Hermosa’s policies and incorporate its carefully crafted development, design, resource protection, and performance standards.

The revision should correct technical deficiencies identified by City staff and stakeholders as well as meet State and federal law.

The revision should increase efficiency and predictability in the project development process, and it also should be designed using clear, web-ready graphics to illustrate key concepts.

ZONING CODE
USER FRIENDLY FORMATTING

Zoning Code District Regulations page header

17.17.030 District Standards prominent headings

Table 17.17.030, Development Standards-Residential Districts, prescribes the development standards for Residential Districts. Additional regulations are denoted in the right hand column. Section numbers in this column refer to other sections of this Code while individual letters refer to subsections the directly follow the table.

TABLE 17.17.030: DEVELOPMENT STANDARDS-RESIDENTIAL DISTRICTS tables

Standard	RS	RL	RM	RH	Additional Regulations
Maximum Height (ft)	30	35	75	100	See Section TBD, Height and Height Exceptions
Minimum Setbacks (ft)					
Front	25	20	20 (A)	20 (A)	
Side	10	100	5	5	See Section TBD, Setback Encroachments
Rear	20	20	10	10	

A. Attached Single-Unit Dwellings. Required setbacks apply to the ends of rows of attached single-unit dwellings. cross references

FIGURE 17.17.030(A): SETBACKS FOR ATTACHED SINGLE-UNIT DWELLINGS

17.17.040 Development Regulations consistent numbering

A. Open Space. Open space, unoccupied by main or accessory structures and open and unobstructed to the sky, shall be provided in accordance with the following standards.

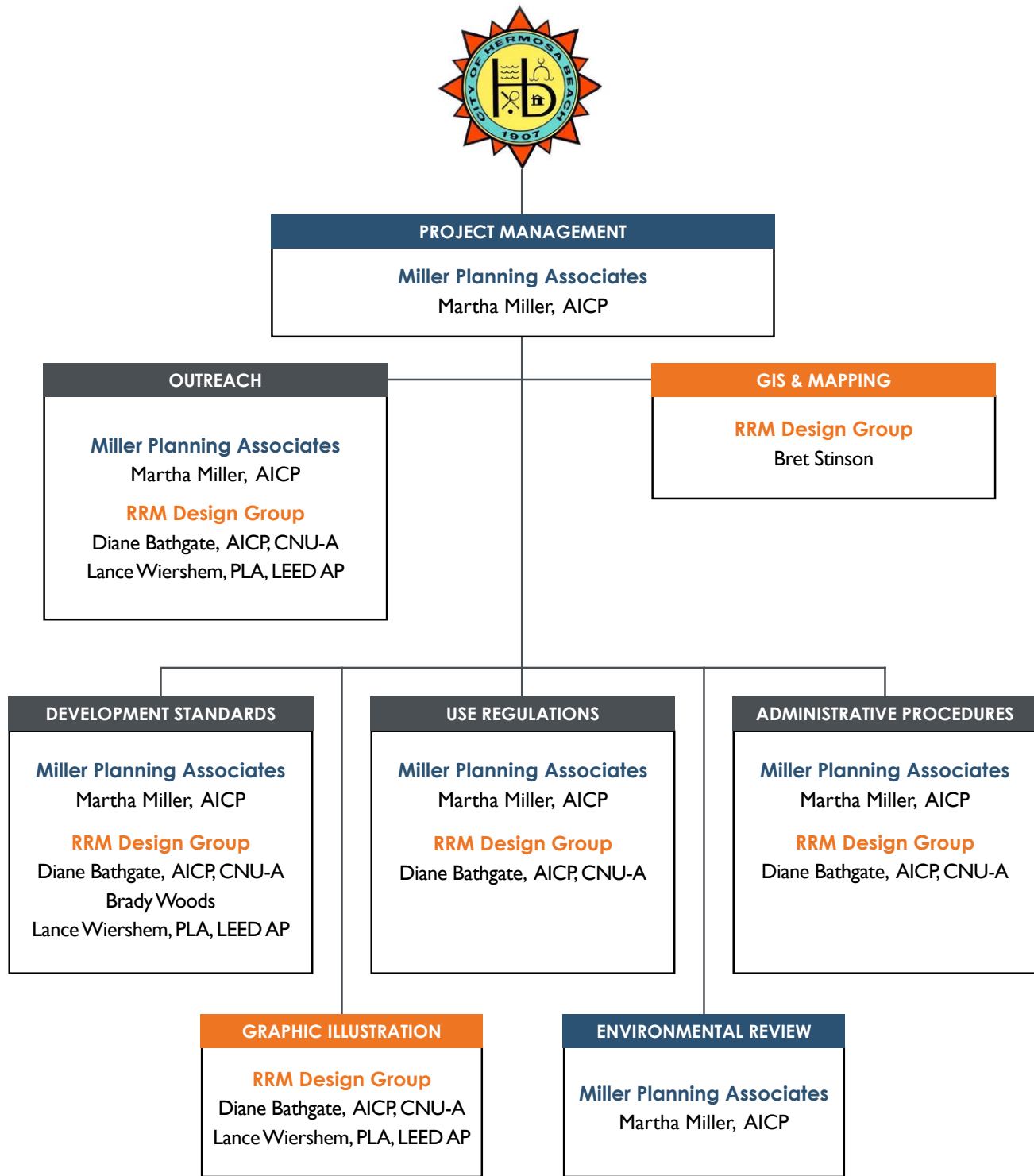
1. Single-Unit Development. Required usable open space may consist of a single area or several adjacent or separate areas. indented paragraph

- Minimum Dimensions.** Minimum dimension of 15 feet.
- Location.** Required open space shall not be located in a required front or street side setback.

56 page numbers

ORGANIZATIONAL CHART

We have assembled a team for the City of Hermosa Beach Zoning and Subdivision Ordinance Update that brings a strong expertise in the areas of zoning, development regulations, coastal planning, and urban design and architectural practice. The proposed project team structure is presented in the organizational chart below. Highlights about the involvement and professional experience of project leadership are provided on the following page. Full resumes are included in Section 4, Experience and Qualifications.



APPROACH TO WORK PROGRAM

TASK 1. PROJECT MANAGEMENT AND COORDINATION

Miller Planning Associates will provide project management and coordination activities, including coordination of subconsultant, RRM Design Group, and administrative tasks throughout the project. We envision working in close partnership with City staff with regular check-ins, status updates, and meetings. Martha Miller's extensive experience managing teams on similar comprehensive planning projects will ensure this task is executed efficiently.

*Meetings: Monthly Project Check-in Calls and Meetings
Project Coordination*

*Deliverables: Project Status Reports
Meeting Agenda and Summaries*

TASK 2. PROJECT INITIATION

2.A: Kickoff Meeting. The Consultant Team will meet with City staff to discuss their ideas and aspirations for the project, establish project management and communication protocols, discuss the public engagement process, finalize the work program and schedule, and clarify roles and responsibilities.

2.B: Virtual City Tour. The Consultant Team will take a virtual tour of the City with staff to become familiar with geographic areas of concern and the physical details of development representing implementation of the current regulations.

Meetings: Kickoff Meeting and Virtual City Tour

*Deliverables: Final Work Program and Schedule, Including Communication Protocols
Meeting Agenda and Summary*

TASK 3. PUBLIC ENGAGEMENT

3.A: Public Engagement Program. The Consultant Team will prepare a Public Engagement Program for the project outlining a public process which allows community stakeholders, decisionmakers, and the public to review and comment on updated regulations as they are being formulated. The Public Engagement Program incorporates the components included in this Work Program and outlines all outreach tools to be used throughout the project. Though the Public Engagement Program will outline the format and approach for outreach activities, it is important to remain flexible and allow for redirection and variations of the approach and activities as the process evolves, particularly as the COVID-19 crisis impacts how people interact and share information and ideas. This will allow the project team to adapt to the changing social interaction environment and customize the outreach program and activities to optimize their effectiveness.

3.B: Project Website and Social Media. A project website and social media are effective and efficient ways to provide access to project materials and information. Miller Planning Associates and RRM will provide informational text and graphics for City staff to post on the webpage and social media sites throughout the project.

*Deliverables: Public Engagement Program
Website and Social Media Materials*

TASK 4. PLANNING COMMISSION AND CITY COUNCIL WORKSHOPS

4.A: Workshops/Study Sessions. The Consultant Team will conduct up to five community workshops/study sessions with decisionmakers at key stages during the process to provide opportunities for public education and informal comment on the choice(s) being considered. Anticipated workshops/study sessions are as follows:

- **Workshop/Study Session #1.** Project Initiation. A project initiation workshop will be held to introduce the project and the project team, present the update process, recap the results of the Zoning and Subdivision Ordinance Assessment, and get initial project input. It is anticipated that this study session will be held as a joint meeting with the City Council and Planning Commission.
- **Workshops/Study Sessions #2-4.** Draft Regulations. Three workshops will be held through the process to review and provide input on regulations as they are drafted. Topics will be based on the ‘modules’ of draft regulations described in Task 5. These study sessions may be held as meetings with the Planning Commission, as meetings with the City Council, or as joint meetings with the City Council and Planning Commission.
- **Workshop/Study Session #5.** Draft Zoning and Subdivision Ordinance. A workshop will be held to review the Draft Zoning and Subdivision Ordinances with focused discussion on items that weren’t fully resolved during the preliminary draft phase. This study session may be held as a meeting with the Planning Commission, as a meeting with the City Council, or a joint meeting with the City Council and Planning Commission.

*The workshops/study sessions may also be combined with on-line events, providing a forum for informal discussion with individual community members seeking to understand the new regulations. Straightforward and informational outreach materials will be created for each workshop/study session.

Meetings: Workshops/Study Sessions (Total of 5 Throughout the Project)

Deliverables: Workshop Materials

TASK 5. DRAFT ZONING AND SUBDIVISION ORDINANCE

Draft Zoning and Subdivision Ordinances will be prepared reflective of PLAN Hermosa, issues identified in the previously prepared Assessment Report, and input from decisionmakers, City staff, and the public. Preliminary drafts of updated regulations will be developed in ‘modules’ as described below to facilitate review prior to incorporation into a complete Draft Zoning and Subdivision Ordinance. Each ‘module’ will include an introduction summarizing key changes from the existing provisions and highlighting how draft regulations address input provided throughout the process.

5.A: Zone Evaluation. The Consultant Team will evaluate existing zones for consistency with PLAN Hermosa land use designations and potential for consolidation or removal and recommend changes to the zoning map to bring all parcels into consistency with their land use designation or recommend amendments to the General Plan as needed.

5.B: Draft Zoning and Overlay District Regulations. The Consultant Team will prepare Draft Zoning and Overlay District Regulations, consisting of the following:

- **Zoning District Use Regulations.** Land use regulations by zoning district, clearly indicating which uses are permitted and what type of approval is required. Permitted land uses should be consistent with the corresponding General Plan land use designation and adaptable to contemporary trends in land use.
- **Zone Development Standards.** Updated development standards for each zone based on existing or desired development patterns, the purposes of the zone, and PLAN Hermosa direction. Development standards will include objective standards for multi-unit and mixed-use development consistent with State law.
- **Specific Plan Areas and Overlay Districts.** Existing specific plan areas and overlay districts will be evaluated for their usefulness in implementing PLAN Hermosa and whether the standards could be incorporated into base zone standards. New overlay districts will be incorporated, if necessary, to implement PLAN Hermosa or address other needs.

- **General Site Regulations.** General site regulations that are applicable to all land within some or all zones, regardless of use, such as fences, landscaping, lighting, and screening.
- **Land Use Definitions.** A complete set of definitions of land uses regulated by the ordinance. Land uses should be defined through a clearly articulated modern use classification system that reflects contemporary land uses and groups them based on common functional, product, or physical characteristics. Use groups should be broad enough to allow classification of new, unanticipated uses.

5.C: Draft Citywide Standards. The Consultant Team will analyze current standards that apply in some or all zones and prepare new or revised standards and performance requirements for implementing PLAN Hermosa, addressing issues identified in the Assessment Report, and responding to decisionmaker, City staff, and community input. Topics include items such as nonconforming provisions, parking regulations, performance standards, sign regulations, rules of measurement, and standards for specific uses.

5.D: Draft Administration and Permit Procedures. The Consultant Team will prepare Draft Administrative and Subdivision Procedures, consisting of the following:

- **Administrative Procedures.** Evaluate and update existing administrative provisions for all zoning decisions and identify opportunities to improve streamlining and enforcement.
- **Definitions.** Prepare a comprehensive set of definitions, including appropriate illustrations, for key terms used throughout the Zoning Ordinance.
- **Subdivisions.** Review existing provisions in Title 16, Subdivisions, for consistency with State law and PLAN Hermosa policies. Prepare Draft Subdivision Regulations considering format and organizational changes intended to make it easier to understand and use.

5.E: Public Review Draft Zoning and Subdivision Ordinances. The Consultant Team will review all comments on the draft regulations and prepare the Public Review Draft Zoning and Subdivision Ordinances. The Public Review Draft will be accompanied by supplementary text highlighting the revisions made to the previous sets of draft regulations.

5.F: Public Hearing Draft Zoning and Subdivision Ordinances. The Consultant Team will prepare Public Hearing Draft Zoning and Subdivision Ordinances based on comments received on the Public Review Draft for consideration through a formal review and adoption process. The Public Hearing Draft will be considered during Task 7, Public Hearings.

*Deliverables: Zoning/General Plan Land Use Designation Consistency Recommendations
 'Modules' of Draft Regulations
 Zoning and Overlay District Regulations
 Citywide Standards
 Administration and Permit Procedures
 Public Review Draft Zoning and Subdivision Ordinances
 Public Hearing Draft Zoning and Subdivision Ordinances*

TASK 6. CEQA COMPLIANCE

6.A: EIR Consistency Technical Memo. The City certified an EIR for PLAN Hermosa on August 22, 2017. The Zoning and Subdivision Ordinances Update is intended to implement the policy direction of PLAN Hermosa, the environmental effects of which were evaluated in detail in the EIR. It is anticipated the Zoning and Subdivision Ordinances Update will be consistent with the General Plan EIR and a technical memo supporting findings of consistency is all that is needed. However, if the City desires more formal documentation, an EIR Addendum may be prepared.

Deliverables: EIR Consistency Technical Memo

TASK 7. PUBLIC HEARINGS

7.A: Public Hearings. The Consultant Team will attend, prepare materials for, and make formal presentations at up to four public hearings to support Zoning and Subdivision Ordinance adoption. It is assumed this will consist of two Planning Commission hearings and two City Council hearings.

Meetings: *Planning Commission Hearings (2)*
 City Council Hearings (2)

TASK 8. FINAL ZONING AND SUBDIVISION ORDINANCES

8.A: Final Zoning and Subdivision Ordinances. Based on City Council action and final text changes provided by staff, the Consultant Team will prepare the final Zoning and Subdivision Ordinances. The final Zoning and Subdivision Ordinances will be provided in both a PDF and Microsoft Word format.

Deliverables: *Final Zoning and Subdivision Ordinances*

OPTIONAL TASK: WEB-BASED ZONING CODE

The current Zoning Ordinance is available on-line as part of the City's on-line Municipal Code maintained by the City Clerk via a code publishing company. As part of the base scope of services for the project, we will provide a modernized Zoning Ordinance with graphics and a user-friendly layout in a format for conversion into the City's on-line Municipal Code and able to accommodate online interactive functions. Alternatively, if the desired on-line interactivity options are not available through the code publishing company, an interactive on-line Zoning Ordinance and Map separate from the City's on-line Municipal Code will be provided. As a first step in this process, we will meet with City staff, including those who maintain the Municipal Code, to discuss options available and determine the best fit for the City. Considerations will include desired features, site building, and ongoing licensing fees and maintenance. We have provided a similar service with the West Sacramento Zoning Ordinance Modernization Project with EnCodePLUS, which can be viewed at <http://online.encodeplus.com/regs/westsacramento-ca/index.aspx>.

SUMMARY OF MEETINGS AND DELIVERABLES

Our work program includes preparation of the following meeting and deliverables. An administrative draft, screencheck draft, and final version of each deliverable will be provided in Word and PDF formats.

TASK 1. PROJECT MANAGEMENT AND COORDINATION

Meetings	Deliverables
Monthly Project Check-in Calls and Meetings	Project Status Reports
Project Coordination	Meeting Agenda and Summaries

TASK 2. PROJECT INITIATION

Meetings	Deliverables
Kickoff Meeting	Final Work Program and Schedule
Virtual City Tour	Meeting Agenda and Summary

TASK 3. PUBLIC ENGAGEMENT

Meetings	Deliverables
Kickoff Meeting	Final Work Program and Schedule
Virtual City Tour	Meeting Agenda and Summary

TASK 4. PLANNING COMMISSION AND CITY COUNCIL WORKSHOPS

Meetings	Deliverables
Workshop #1: Project Initiation	Workshop Materials
Workshop #2: Zoning and Overlay Districts	
Workshop #3: Citywide Standards	
Workshop #4: Administration and Permit Procedures	
Workshop #5: Draft Zoning and Subdivision Ordinance	

TASK 5. DRAFT ZONING AND SUBDIVISION ORDINANCE

Meetings	Deliverables
	Zoning/GP Land Use Designation Consistency Recommendation
	'Modules' of Draft Regulations: <i>Zoning and Overlay Districts</i> <i>Citywide Standards</i> <i>Administration and Permit Procedures</i>
	Public Review Draft Zoning and Subdivision Ordinance
	Public Hearing Draft Zoning and Subdivision Ordinance

TASK 6. CEQA COMPLIANCE

Meetings	Deliverables
	EIR Consistency Technical Memo

TASK 7. PUBLIC HEARINGS

Meetings	Deliverables
Planning Commission Hearings (2)	
City Council Hearings (2)	

TASK 8. FINAL ZONING AND SUBDIVISION ORDINANCES

Meetings	Deliverables
	Final Zoning and Subdivision Ordinances

OPTIONAL. WEB-BASED ZONING CODE

Meetings	Deliverables
Options/Approach Determination	Interactive, Web-based Zoning Ordinance and Map

ROLES AND RESPONSIBILITIES FOR CITY STAFF

Section 2.5 of the RFP identifies work to be performed or provided by the City. Our suggested refinements to the list of those tasks and functions are as follows:

- **Project Manager.** Provide a staff project manager that will serve as the key point of contact for the City
- **Meeting Minutes.** Record minutes at any meetings requiring recordation of meeting minutes.
- **Consolidated Comments and Direction.** City staff will provide a single set of nonconflicting, consolidated comments on the review drafts of all documents.
- **Printing.** The consultant team will provide digital files of documents in Word and PDF formats. The City will be responsible for printing and any mailing of hard copies of reports, and other material.

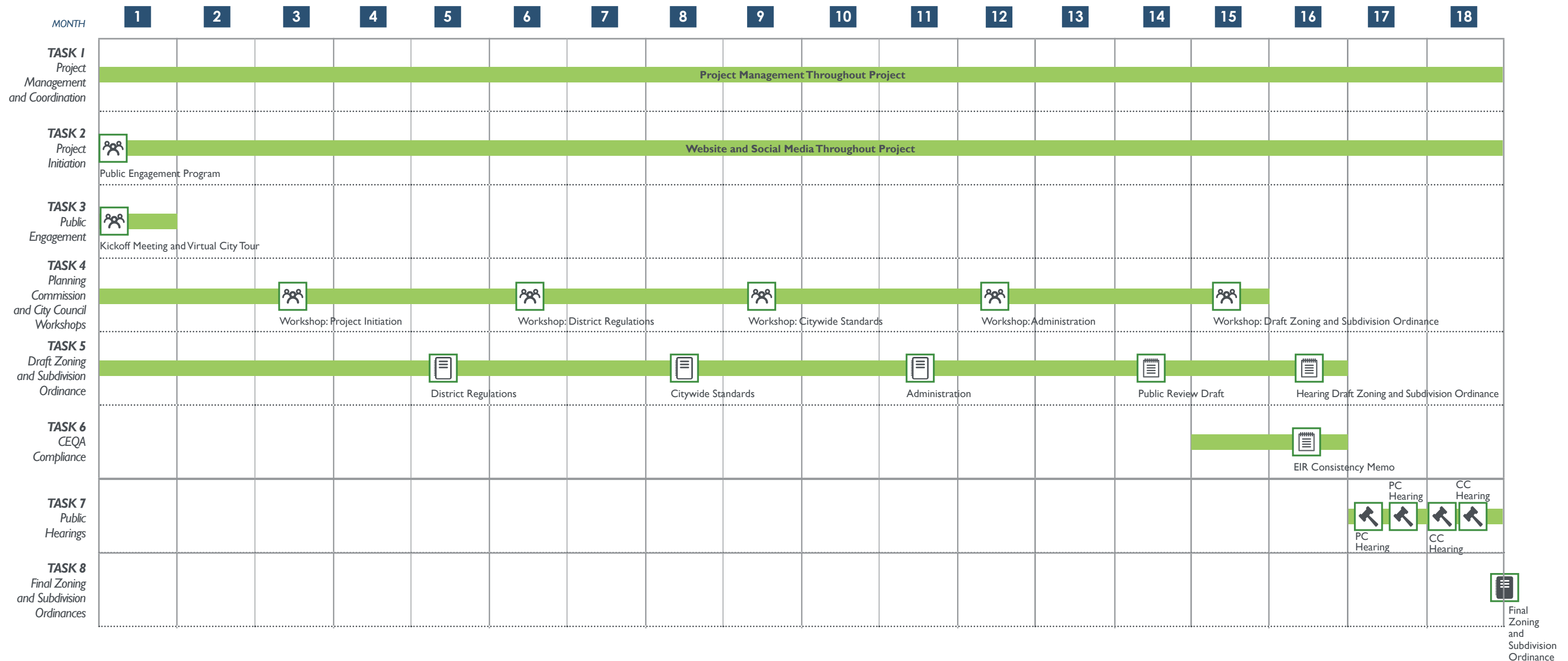
Section 3

PROJECT MANAGEMENT PLAN



SCHEDULE (EXHIBIT A)

A proposed schedule, showing the timing and sequencing of project tasks, deliverables, and community engagement efforts is presented below. We have shown a 18-month timeframe. This schedule is preliminary; we are happy to work with you to refine any aspects of the work program to better fit the City's needs.



COMMUNICATIONS APPROACH

Clear and coordinated communication is critical to staying on time and budget for complex planning projects—not just amongst the consultant team members, but also between the consultants and City staff. We envision working in close partnership with staff. The complementary skills and knowledge of staff and planning consultants can result in a process that is efficient and transit station area planning that is effective.

Miller Planning Associates will maintain regular communication with City staff about budget, scheduling, and the progress of the planning process, through informal checkins—over email and phone—as well as in-person meetings as needed. If desired, a Microsoft Project schedule will be developed and maintained on at least a biweekly basis to organize and track resources, deliverables, the schedule, and overall progress of the project. Monthly progress memos and invoices will summarize progress and charges for completing project tasks.

QUALITY ASSURANCE/QUALITY CONTROL APPROACH

Miller Planning Associates and RRM Design Group specialize in providing consulting services for local governments and working collaboratively on complex projects. Moreover, we have previously collaborated or are currently working together on a number of similar projects, including the Goleta New Zoning Ordinance, Morro Bay Zoning Code Update, West Sacramento Zoning Ordinance Modernization Project, and the El Monte Zoning and Design Guidelines Update. Each firm's extensive experience has fostered strict adherence to draft checking and quality control procedures.

As prime contractor, Miller Planning Associates will have overall responsibility for project management including conduct of work, design of analysis methodology, review of documents, community outreach, report writing, reviewing and editing materials prepared by others, and presentations with assistance from other team members as needed.

Other key aspects of our management and quality assurance approach include:

- **Experienced Project Manager in charge of actual work.** Martha Miller, Principal and Owner of Miller Planning Associates brings a great level of expertise in similar work, and will be directly involved in all aspects of the project. Miller Planning Associates is intentionally a small firm, only committing itself to a limited number of new projects each year in order to give each client personal attention.
- **Adherence to protocols and styles honed over the years.** Miller Planning Associates specializes in zoning and development codes and coastal planning, and has honed processes and methods to deliver the highest quality of products to clients. Especially for a project of this importance, it is essential to ensure that products maintain a consistent style. Miller Planning Associates has been able to do so through the use of a style manual and the application of document templates. The styles and templates will be submitted to City staff for approval and then provided to all members of the consultant team.
- **Final approval of all documents and products.** As a subconsultant, RRM Design Group will submit products to Miller Planning Associates for integration into project deliverables and final review and approval before delivery to the City. To keep track of changes as documents go through multiple revisions, we use word-processing tracking and comment features that simplify procedures for identifying the source of the comment and the result. All mapping will be computer-based, so any changes can be made rapidly. Administrative draft copies will be made available to staff well in advance of intended publication dates. A senior staff member reviews each product in entirety to ensure similar “voice” across all products and contributors.



SUMMARY OF RELEVANT PROJECTS

Our team brings a strong expertise in the areas of zoning and development regulations, coastal planning, urban design, and architectural practice to enable us to achieve the City's goals successfully, respond to community concerns, and prepare a zoning and subdivision ordinance that is useful, effective, and stands the test of time. A summary of our project team's qualifications relevant to the key elements of the project is provided below, followed by a sample of projects most relevant to the Hermosa Beach Zoning and Subdivision Ordinance Update.

ZONING AND SUBDIVISION ORDINANCES

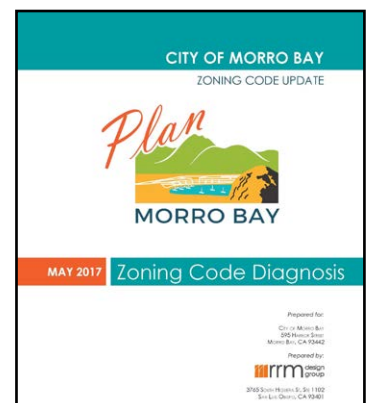
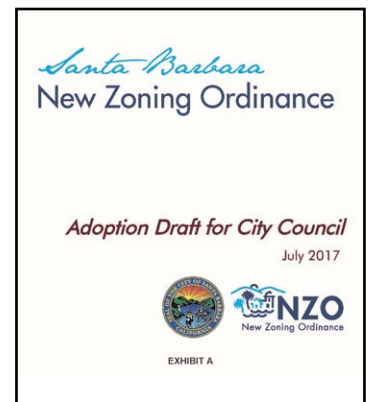
Miller Planning Associates offers expertise in preparing zoning and subdivision ordinances in a wide variety of settings, including urban centers, small towns, and rural communities. Martha Miller has prepared numerous comprehensive zoning and subdivision ordinances and studies throughout California, including special purpose ordinances for topics such as multifamily and mixed-use development, landscaping, hillsides, parking, planned development, and community benefits. She utilizes the whole menu of zoning approaches, including form-based, performance-based, and Euclidean, to devise a strategy tailored to the unique needs of each community.

LOCAL COASTAL PROGRAMS

Miller Planning Associates and RRM Design Group have extensive experience writing and implementing Local Coastal Programs. We are currently working together on the City of Goleta's first Local Coastal Program and an update of the City of Morro Bay's Zoning Code/Implementation Program. As a coastal planner with San Luis Obispo County for over eight years, Martha Miller has gained a keen understanding of Local Coastal Plan requirements and implementation. In addition to processing numerous Coastal Development Permits, Martha was involved with the County's response to the Coastal Commission's Periodic Review of the County's Local Coastal Program, and managed the North Coast Area Plan Local Coastal Plan Amendment and the Port San Luis Master Plan Local Coastal Plan Amendment.

ARCHITECTURE AND URBAN DESIGN

Design is a central area of practice at RRM. We have an architectural practice with over 30 staff members who work with developers and owners to design residential, mixed-use, corporate, and commercial buildings and developments. This intimate experience designing and constructing projects gives us an advantage in knowing what development standards will work, responding to the community vernacular and market conditions.



GIS SERVICES

A successful project entails more than sound planning strategies and design. Maps are an integral and essential tool to both inform the planning process and convey the desired information to decision-makers. RRM maintains leading ArcGIS capabilities and a highly-skilled technical staff so tasks related to mapping and spatial analysis are completed efficiently.

COMMUNITY OUTREACH

Successful outreach will enable the Zoning Ordinance Update to be embraced by the community, staff, and decision-makers alike. We integrate community outreach into all of our work, and carry it out with our professional staff who are trained in meeting facilitation. We will work with the City to devise an effective outreach program that meets the needs of the project and engages a broad spectrum of the community to build interest in and commitment to the new regulations. In order to address today's modern era of communications challenges with communities and stakeholders, the RRM team utilizes a variety of methods to engage participants of diverse backgrounds, education levels, and abilities with a cross-platform approach that gives agencies the ability to listen, offer remote participation, and collect feedback from all voices in the community.

Hit the streets at a safe social distance

Connect with stakeholders in places where they already are

- Pop-up engagement
- Walking tours
- Stakeholder interviews
- Student involvement



Get the word out

Strengthen participation through education and notification

- Project website and branding
- Social media advertising
- Newsletters and e-blasts
- Mailers or flyers
- Community ambassadors



Bring people together for a conversation

Virtual or in-person platforms to engage a broad cross-section of stakeholders

- Project committees
- Decision-makers feedback loops
- Community workshops
- Open houses



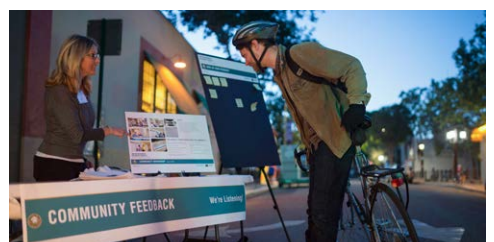
Engaging with online tools

Engage with key demographics that are traditionally not represented

- Pre-recorded videos
- Live streaming
- Mobile apps
- On-line and real-time surveys
- Google/Microsoft forms
- Zoom meetings and polling



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HERMOSA BEACH ZONING AND SUBDIVISION ORDINANCE ASSESSMENT

HERMOSA BEACH, CA

NOTABLE INFO AND STATS

Client: City of Hermosa Beach
Civic Center, 1315 Valley Drive
Hermosa Beach, CA 90254

Contact/Reference: Ken Robertson,
Community Development Director
(310) 318-0242

krobertson@hermosabeach.gov.

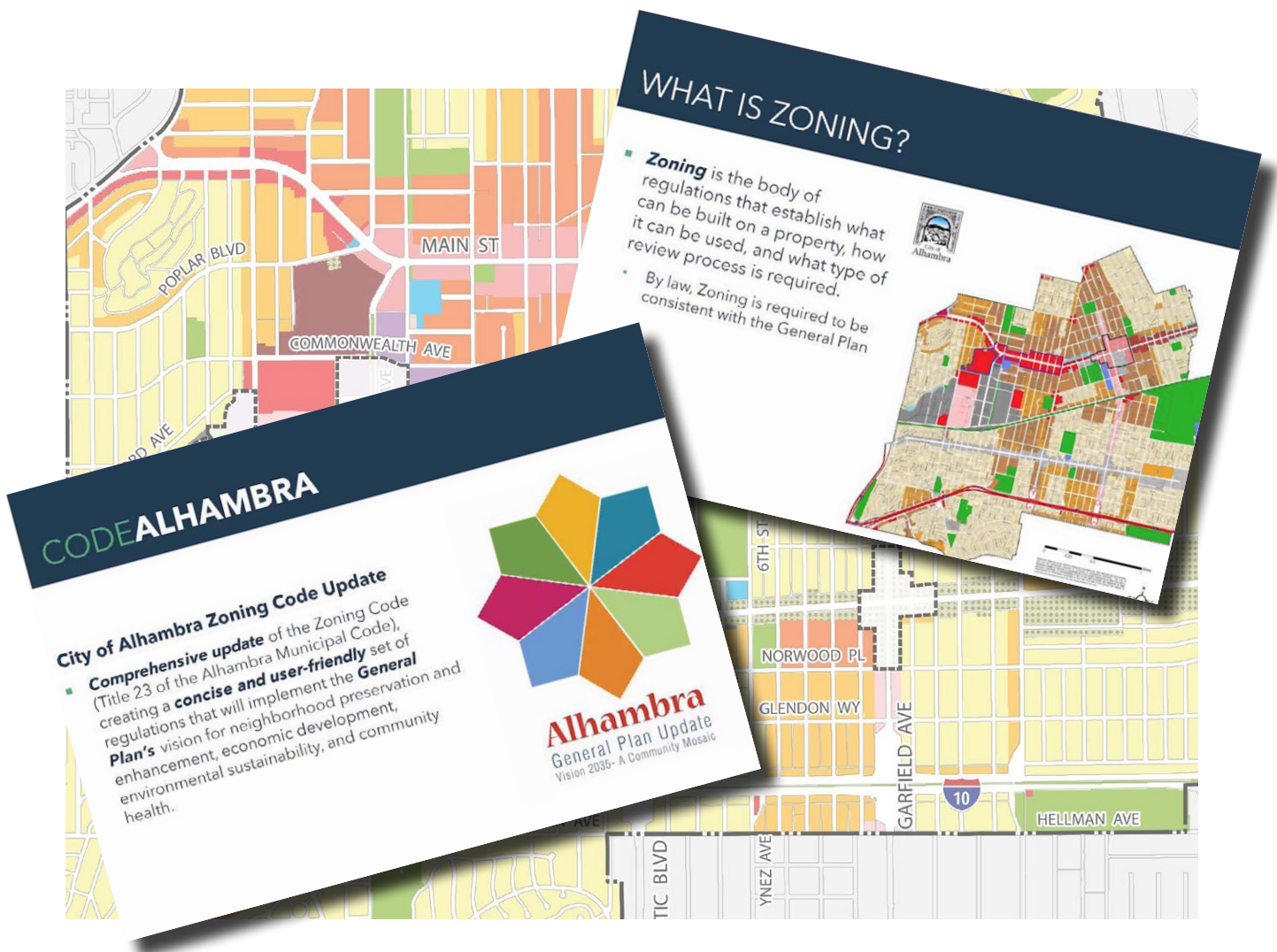
Project Timeline: January-May 2020

Team: Martha, Diane, Lance, Bret
Contract Value: \$30,000



Miller Planning Associates and RRM Design Group recently completed an assessment of the City of Hermosa Beach's Zoning and Subdivision Ordinance ability to implement the City's General Plan, PLAN Hermosa. The Assessment resulted in a set of recommendations, framework, and work plan that set the foundation for an updated Zoning and Subdivision Ordinance that not only complies with state law, but also:

- Is consistent with and implements the General Plan,
- Provides clear decision-making protocols and streamlined review processes,
- Retains the character and scale of the community's neighborhoods, districts, and corridors,
- Adds to the economic vitality and promotes adaptive reuse and reinvestment of properties, and
- Is clear, concise, understandable, and easy to use.



ALHAMBRA NEW COMPREHENSIVE CODE UPDATE

ALHAMBRA, CA

NOTABLE INFO AND STATS

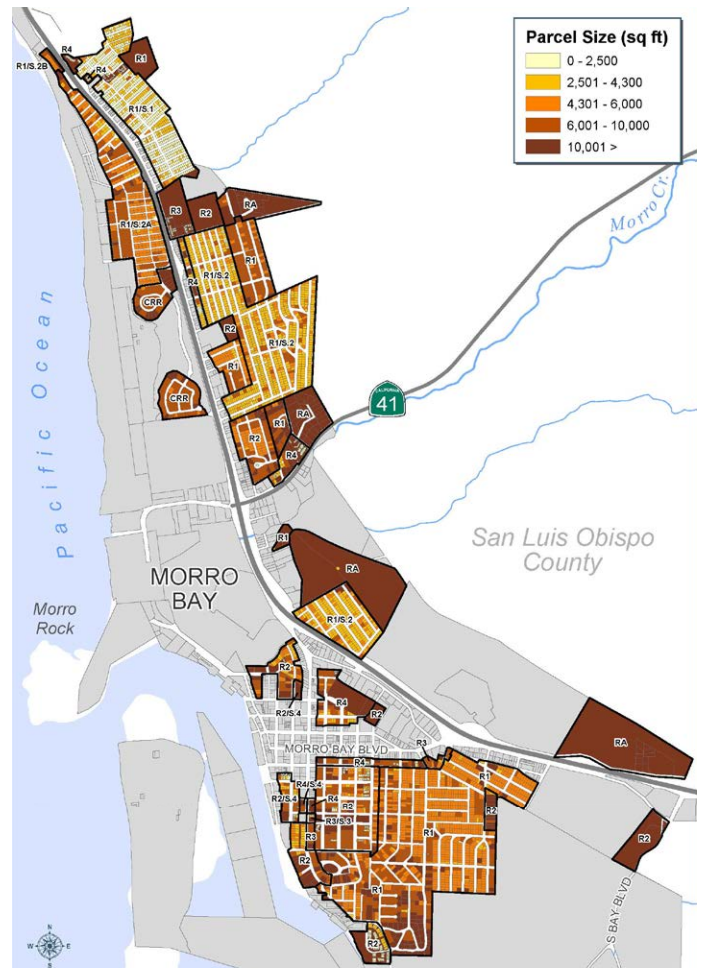
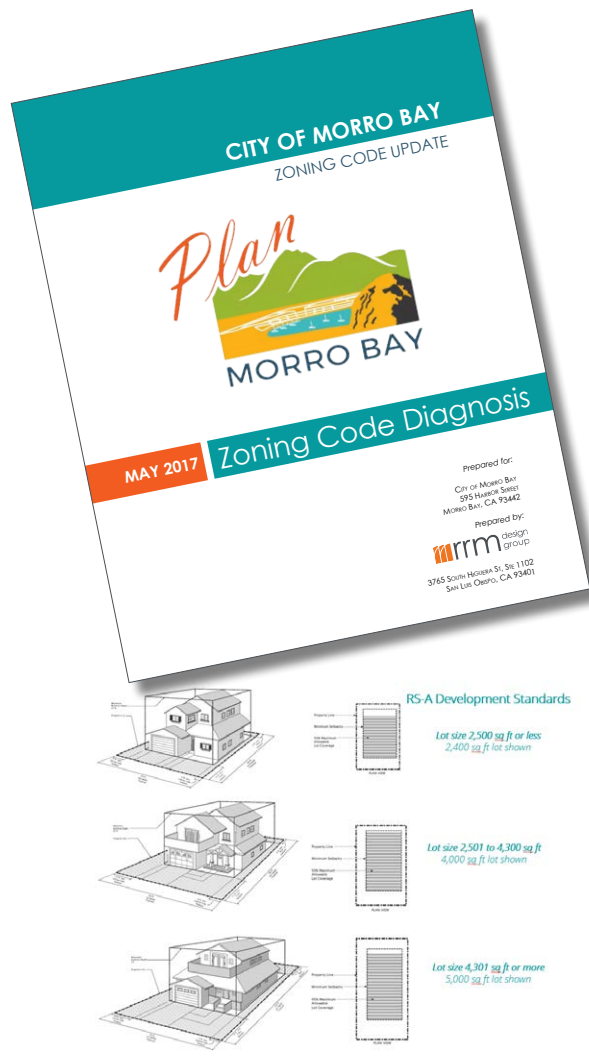
Client: City of Alhambra
111 South First Street
Alhambra, CA 91801
Contact/Reference: Vanessa Reynoso,
Deputy Director
(626) 570-5033
vrey noso@cityofalhambra.org
Project Timeline: 2020-Ongoing
Team: Martha, Diane,
Lance, Bret, Brady
Contract Value: \$318,000

WEBPAGE LINK

www.alhambrcodeupdate.com



Miller Planning Associates and RRM Design Group are working with the City of Alhambra to comprehensively update the Zoning Code to create a concise and user-friendly set of regulations to help implement the recently updated General Plan's vision for neighborhood preservation and enhancement, economic development, environmental sustainability, and community health. Objectives of the CODEAlhambra project are to develop new standards to maintain and enhance the unique identity of the city's neighborhoods, districts, and corridors while ensuring that new infill development strengthens the character and function of those areas. Other objectives include providing opportunities for economic vitality while maintaining the City's small-town feel and ensuring a sensitive transition from more intense development to surrounding neighborhoods. The project is partially funded through an SB2 Planning Grant and includes the development of objective standards to achieve quality-designed housing projects without subjective interpretation or a complex review and approval process, consistent with State law requirements.



MORRO BAY ZONING CODE UPDATE

MORRO BAY, CA

NOTABLE INFO AND STATS

Client: City of Morro Bay
595 Harbor Street
Morro Bay, CA 93442

Contact/Reference: Scot Graham,
Community Development Director
(805) 772-6291
sgraham@morrobayca.gov

Project Timeline: 2015-Ongoing

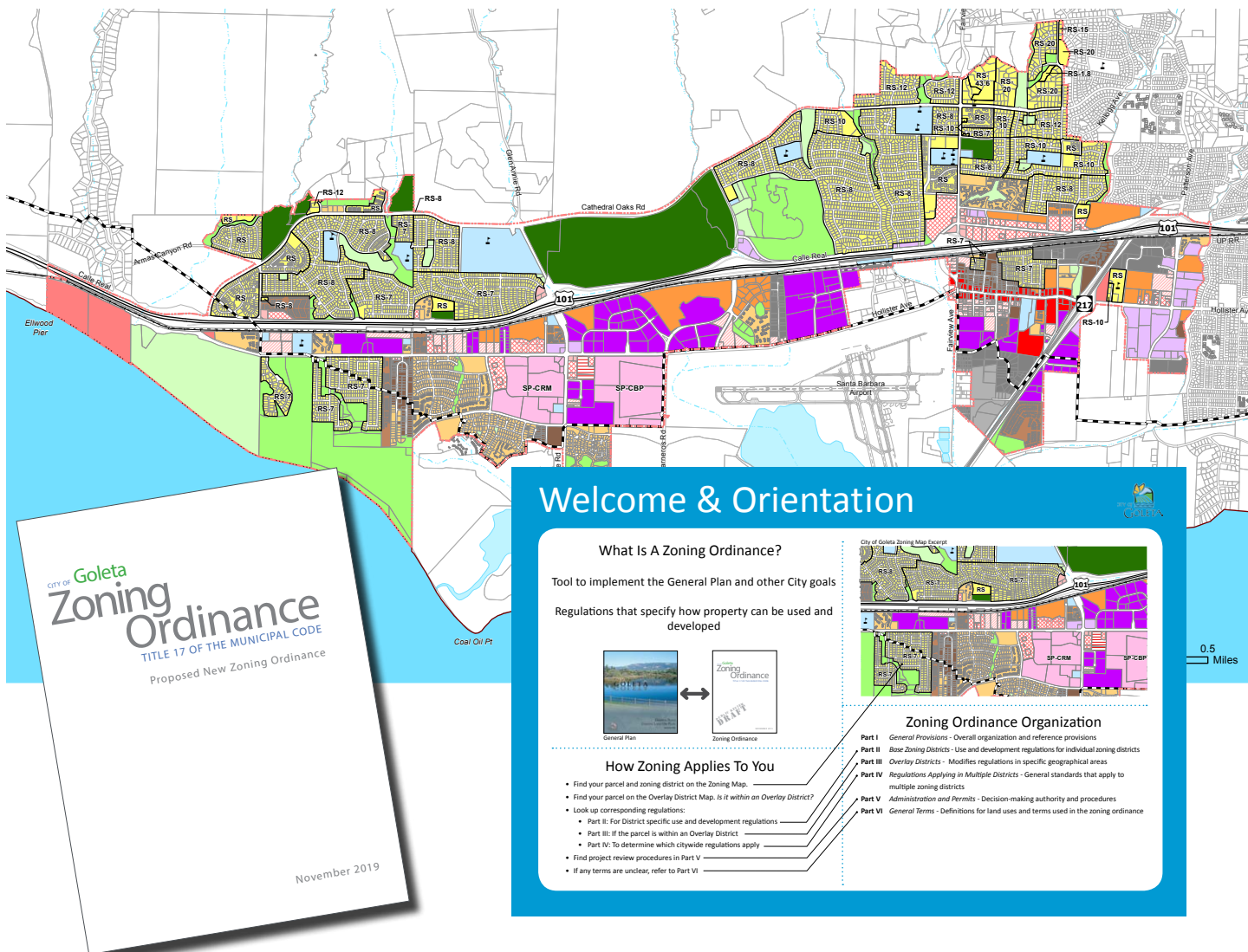
Team: Martha, Lance, Bret

Contract Value: \$150,000



The City of Morro Bay is currently in the process of a comprehensive General Plan and Local Coastal Plan update. The plan, titled Plan Morro Bay, will set forth a comprehensive strategy for development and conservation in the City through the year 2040. Concurrent with these efforts, Miller Planning Associates and RRM Design Group are preparing a comprehensive update of the City's Zoning Code.

The Zoning Code Update project is intended to comprehensively revise the Morro Bay Zoning Code, Title 17 of the Morro Bay Municipal Code, in order to create a concise and user-friendly set of regulations that will implement the new General Plan/ Local Coastal Plan currently in process and be consistent with State and federal law.



GOLETA NEW ZONING ORDINANCE

GOLETA, CA

NOTABLE INFO AND STATS

Client: City of Goleta
130 Cremona Drive, Suite B
Goleta, CA 93117

Contact/Reference: Anne Wells,
Advance Planning Manager
(805) 961-7557
awells@cityofgoleta.org

Project Timeline: 2015-Ongoing

Team: Martha, Lance, Bret

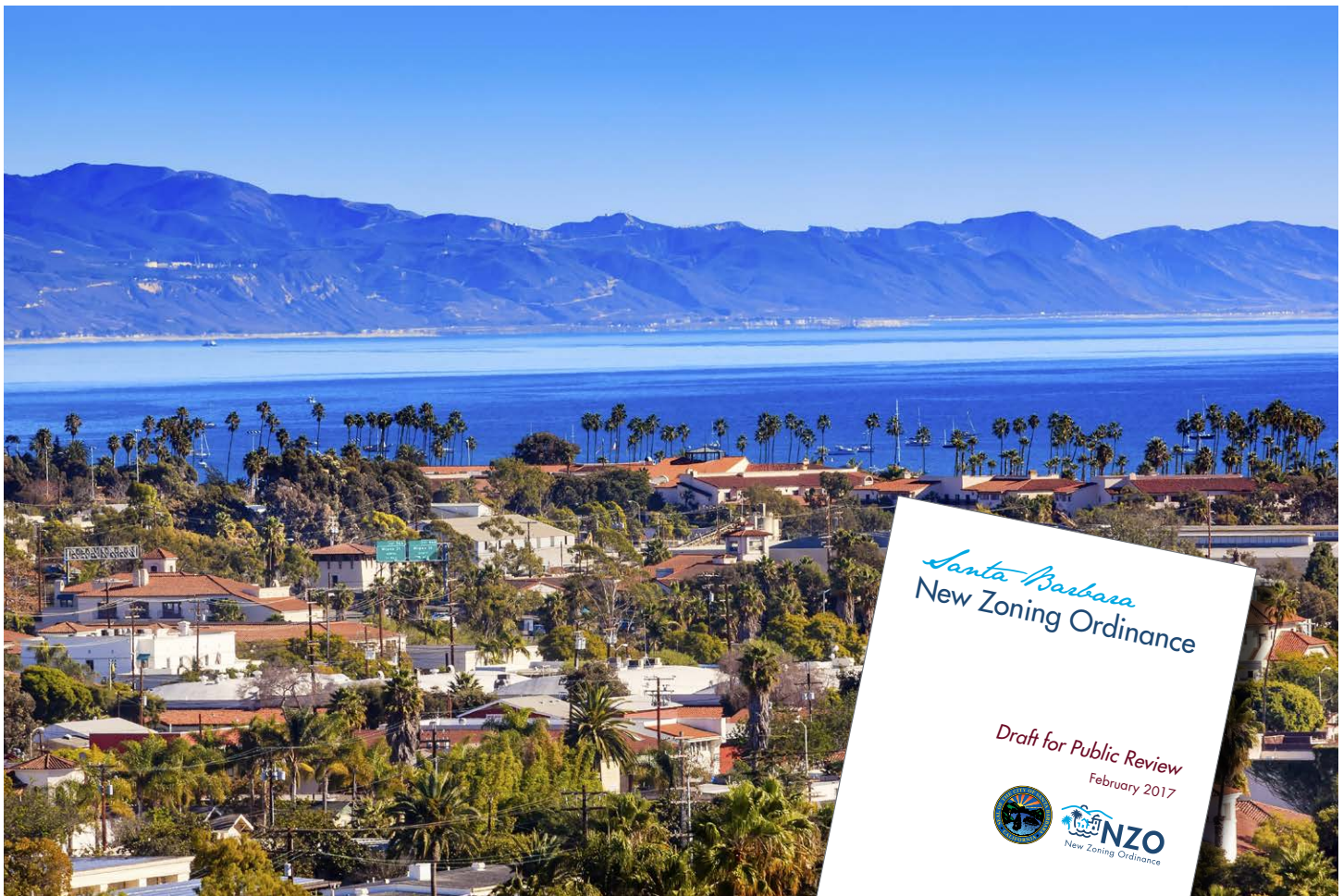
Contract Value: \$240,000

WEBPAGE LINK

www.goletazoning.com



Miller Planning Associates and RRM Design Group are working with the City of Goleta to create its first Zoning Ordinance since becoming a City. The new Zoning Ordinance will implement General Plan policies and the Local Coastal Program, replacing the Santa Barbara County Zoning Ordinance that the City has been using since they incorporated in 2002. The inherited ordinance does not reflect best zoning and planning practices that are appropriate for a growing city. It is not effective in implementing the land use and design goals in Goleta's General Plan and other City policies. The purpose of the new Zoning Ordinance is to create an innovative, integrated code that shapes future growth according to the community's vision, is clear and easy to use, and provides objective standards and criteria for use in the development review and permitting process that will result in high quality development.



SANTA BARBARA NEW ZONING ORDINANCE

SANTA BARBARA, CA

NOTABLE INFO AND STATS

Client: City of Santa Barbara
630 Garden Street
Santa Barbara, CA 93101
Contact/Reference: Marck Aguilar,
Project Planner/Business Liaison
(805)897-1933
maguilar@santabarbaraca.gov
Project Timeline: 2014-2018
Team: Martha
Contract Value: \$200,000

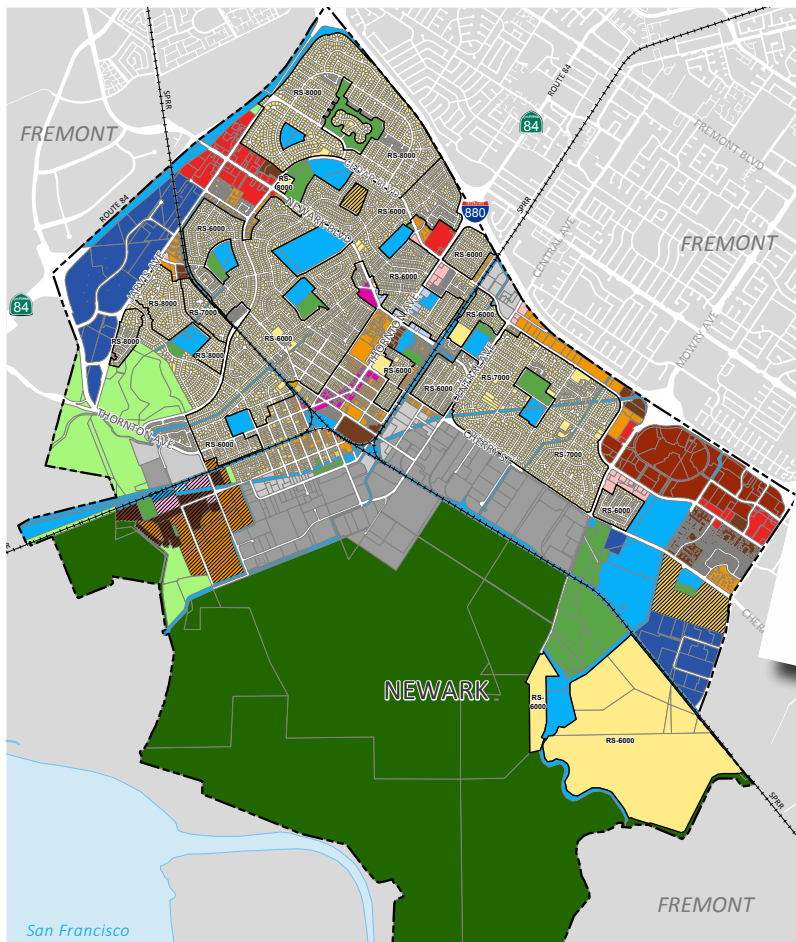


WEBPAGE LINK

<http://bit.ly/2otLrt9>

In partnership with Dyett & Bhatia, Urban and Regional Planners, Martha Miller led a comprehensive update of the City of Santa Barbara's Zoning Ordinance. The Santa Barbara New Zoning Ordinance (NZO) effort was initiated to update Santa Barbara's regulation of land use and development included in the Zoning Ordinance, bringing it up to date to reflect best practices and make the ordinance easier to use and understand by all users. Specific objectives of the project were to craft a new Zoning Ordinance that:

- Is consistent with and implements the General Plan,
- Is modern and reflects the City's current uses, practices, and development patterns,
- Provides clear decision-making protocols and streamlined review processes, where appropriate,
- Addresses previously created nonconforming situations and brings them into compliance to the extent feasible,
- Promotes adaptive reuse of properties, and
- Is clear, concise, understandable, and easy to use.



NEWARK ZONING CODE UPDATE

NEWARK, CA

NOTABLE INFO AND STATS

Client: City of Newark
37101 Newark Boulevard
Newark, CA 94560

Contact/Reference: Art Interiano,
Deputy Community Development Director
(510) 578-4331
art.interiano@newark.org

Project Timeline: 2016-2018

Team: Martha, Diane, Bret
Contract Value: \$200,000

WEBPAGE LINK

<http://bit.ly/2KsD6iG>



Martha Miller and RRM Design Group completed a comprehensive update of the City of Newark's zoning regulations. The current version of the Zoning Ordinance was adopted in 1965. While it has since been amended several times in response to community concerns and to reflect changes in federal and state law, the adoption of the General Plan update in 2013 has created both an obligation and an opportunity for a comprehensive update.

The new Zoning Ordinance implements the City of Newark's General Plan in a concise and user-friendly set of regulations. The new regulations are written to be predictable, understandable, and enforceable. A streamlined approval process is established for conforming projects. The new ordinance has a new format and organization, eliminating unnecessary regulations and repetition and makes extensive use of graphics to reduce wordiness.

REFERENCES

Martha Miller and RRM Design Group have collaborated on several projects that involve similar scopes of service. The following references provide a range of valuable perspectives on the quality of our work, our collaborative efforts with staff, our responsiveness, and our thoroughness.

VANESSA REYNOSO, DEPUTY DIRECTOR

Agency: City of Alhambra

Contact: (626) 570-5033, vreynoso@cityofalhambra.org

Project/Date: Alhambra Code Update, April 2020-Ongoing

Status: In-progress

Description: A comprehensive update to the Zoning Code to create a concise and user-friendly set of regulations to help implement the recently updated General Plan. The project is partially funded through an SB2 Planning Grant and includes the development of objective standards to achieve quality-designed housing projects without subjective interpretation or a complex review and approval process, consistent with State law requirements.

Key Personnel: Martha Miller, Diane Bathgate, Lance Wierschem, Brady Woods

ANNE WELLS, ADVANCE PLANNING MANAGER

Agency: City of Goleta Planning and Environmental Review Department

Contact: (805) 961-7557, awells@cityofgoleta.org

Project/Date: Goleta New Zoning Ordinance, 2015-Ongoing

Status: Local Zoning Ordinance: adopted; Coastal Implementation Plan: In-progress

Description: Work with the City to develop a new Zoning Ordinance to implement General Plan policies and the Local Coastal Program, replacing the Santa Barbara County Zoning Ordinance that the City has been using since they incorporated in 2002.

Key Personnel: Martha Miller, Lance Wierschem, Bret Stinson

MARCK AGUILAR, PROJECT PLANNER/BUSINESS LIAISON

Agency: City of Santa Barbara Community Development Department

Contact: (805)897-1933, maguilar@santabarbaraca.gov

Project/Date: Santa Barbara New Zoning Ordinance, 2014-2018

Status: Adopted

Description: Comprehensive update of the City of Santa Barbara's Zoning Ordinance to update the City's regulation of land use and development, bringing it up to date to reflect best practices and make ordinance easier to use and understand by all users.

Key Personnel: Martha Miller

SCOT GRAHAM, COMMUNITY DEVELOPMENT DIRECTOR

Agency: City of Morro Bay Community Development Department

Contact: (805)772-6291, sgraham@morrobayca.gov

Project/Date: Morro Bay Zoning Code Update, 2015-Ongoing

Status: Public Review Draft Completed, revisions and adoption pending Local Coastal Land Use Plan

Description: Comprehensive update to the Morro Bay Zoning Code to create a concise and user-friendly set of regulations to implement the new General Plan/Local Coastal Plan and Downtown-Waterfront Strategic Plan.

Key Personnel: Martha Miller, Lance Wierschem, Bret Stinson

JASON MIKAELIAN, CITY PLANNER/PLANNING MANAGER

Agency: City of El Monte Community and Economic Development Department

Contact: (626)258-8626, jMikaelian@elmonteca.gov

Project/Date: El Monte Zoning Code and Design Guidelines Update, 2016-Ongoing

Status: In-progress

Description: A comprehensive update to the City's Zoning Code and Design Guidelines to implement the new General Plan and repurpose the Zoning Code and Design Guidelines are more effective tools to provide the kind of development that El Monte wants.

Key Personnel: Martha Miller, Diane Bathgate

EXPERIENCE/QUALIFICATIONS OF KEY PERSONNEL

Resumes summarizing the experience and qualifications of key personnel identified in the Organization Chart on page 5 are included. Project management staff and key personnel are supported by a suite of technical staff specializing in Geographic Information Systems (GIS), architecture, urban design, entitlements, visualization, and outreach facilitation.

ASSIGNMENT OF KEY PERSONNEL

In consideration of current workload and the firm's backlog, the key personnel identified in the Organizational Chart on page 5 will be dedicated to the project for its duration. Miller Planning Associates is intentionally a small firm, only committing itself to a limited number of new projects each year in order to give each client personal attention.



MARTHA MILLER | AICP

Martha is a skilled land use planner and project manager specializing in community planning, development regulations, and community engagement. With 20 years of experience working in private firms and for public agencies, Martha brings an in-depth understanding of how to translate community vision into a usable set of plans, policies, and regulations that achieve results. Martha's approach is marked by carefully assessing each client's needs and resources, and bringing best practices from form-based, performance-based, and Euclidean applications.



Project Role

PROJECT MANAGER

Experience

20 YEARS OF
EXPERIENCE

RELEVANT PROJECTS

- El Monte Comprehensive Zoning Ordinance and Citywide Design Guidelines Update
- Goleta New Zoning Ordinance
- Morro Bay Comprehensive Zoning Code Update
- Santa Barbara New Zoning Ordinance
- Newark Comprehensive Zoning Ordinance Update
- Vacaville Land Use and Development Code Audit(CodeUP)
- West Sacramento Zoning Ordinance Modernization Project (ZOMPI)
- Norma Triangle (West Hollywood) Neighborhood Overlay District and Design Guidelines
- Fresno Development Code Update
- Honolulu TOD Ordinance Amendments
- Tahoe Region Local Planning Implementation
- Town of Mammoth Lakes Commercial Districts Development Standards
- Placer County Area Plan and Implementing Ordinance
- Porterville Development Code Update
- San Carlos Zoning Ordinance Update
- San Gabriel "Greening the Code" Zoning Amendments

EDUCATION

- Master of City and Regional Planning, California Polytechnic State University, San Luis Obispo
- Bachelor of Science, Industrial Engineering, Purdue University, West Lafayette, IN

ACCREDITATIONS • LICENSES • AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association, California Central Coast San Luis Obispo Subsection Director (2015 - 2017)
- Cal Poly City and Regional Planning Advisory Council (CiRPAC), Chair

PREVIOUS WORK EXPERIENCE

- Lisa Wise Consulting, Inc.
- RRM Design Group
- Dyett & Bhatia, Urban and Regional Planners
- San Luis Obispo County Department of Planning and Building



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

Title

PRINCIPAL

Experience

34 YEARS OF
EXPERIENCE

DIANE BATHGATE | AICP, CNU-A

With over 30 years of experience in planning for both the public and private sectors, Diane has managed a wide range of RRM's land use planning, urban design, and environmental assignments. Her background as the former mayor, city councilmember and planning commissioner of San Juan Capistrano, and as a professional planning, urban design, and environmental consultant makes Diane a versatile strategist and project manager. She understands the importance of stakeholder support and the necessary resolution of the sometimes many layers of agency requirements. Diane's understanding of multiple perspectives and policy frameworks are vital elements in successfully addressing the unique challenges that each project brings. She anticipates and resolves issues collaboratively with property owners, developers, citizens, community organizations, and agency staff.

RELEVANT PROJECTS

- Alhambra New Comprehensive Zoning Code
- Azusa TOD General Plan/Development Code
- El Monte Zoning Code and Design Guidelines Update
- Hermosa Beach Zoning and Subdivision Ordinance Assessment
- Huntington Beach Research and Technology Zone
- Long Beach General Plan Noise Element
- Lower Hastings Ranch Residential Neighborhood Zoning Code Revisions, Pasadena
- Newark Zoning Ordinance Update

EDUCATION

- Bachelor of Arts, Environmental Studies and Psychology, University of California, Santa Barbara
- Graduate Studies, Public Administration, California State University, Long Beach

ACCREDITATIONS •

LICENSES • AFFILIATIONS

- American Institute of Certified Planners (AICP), Certificate No. 013489
- Congress for the New Urbanism Accredited (CNU-A)
- American Planning Association (APA)
- Association of Environmental Professionals (AEP)



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

Title

SENIOR LANDSCAPE
ARCHITECT

Experience

13 YEARS OF
EXPERIENCE

LANCE WIERSCHEM | PLA, LEED AP

Lance is a licensed landscape architect with over a decade of experience. His minor in City and Regional Planning brings added value to landscape and planning projects. Lance is well versed in all aspects of project administration; from visioning and policy stages, public workshops and community outreach, programming and schematic design through to construction document preparation. His versatility has aided in the success of projects including a Downtown Core & Corridors Specific Plan for Fullerton and both a Community Plan and Specific Plan for San Ysidro. Outside of RRM, Lance crafts colorful custom lithomosaics that provide a sense of place in installations throughout the Western United States.

RELEVANT PROJECTS

- Alhambra New Comprehensive Zoning Code
- Azusa TOD General Plan/Development Code Update and Specific Plan
- Balboa Avenue Station Area Specific Plan
- Fullerton Downtown Core & Corridors Specific Plan
- Goleta Zoning Ordinance and Local Coastal Program Update
- Hermosa Beach Zoning and Subdivision Ordinance Assessment
- Huntington Beach Downtown Specific Plan
- Long Beach On-Call Planning Consultant Services, Long Beach, CA

EDUCATION

- Bachelor of Science, Landscape Architect, California Polytechnic State University, San Luis Obispo

ACCREDITATIONS •

LICENSES • AFFILIATIONS

- Landscape Architect, CA, 6210
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

Title

SENIOR PLANNER/GIS
ANALYST

Experience

26 YEARS OF
EXPERIENCE

BRET STINSON

Bret is a senior planner who has been collaborating on urban planning and design projects at RRM for over 20 years. He is responsible for preparing all GIS database maps and exhibits. Bret has extensive GIS experience and has been able to establish an expanded GIS service for RRM. Bret is skilled at developing informative and easy-to-use exhibits and has incorporated mapping skills in his work through creation of a comprehensive hierarchical mapping structure and robust geodatabase management.

RELEVANT PROJECTS

- Alhambra New Comprehensive Zoning Code
- Morro Bay Comprehensive General Plan, Local Coastal Plan, and Zoning Code Updates and EIR
- Newark Zoning Code Update
- Pomona Zoning and Subdivision Code Updates
- Goleta Zoning Ordinance and Local Coastal Program Update
- Azusa TOD General Plan/Development Code Update and Specific Plan
- Balboa Village Design Guidelines, Streetscape Improvement Plan, and Wayfinding Sign Program, Newport Beach
- Claremont Village West Specific Plan and Design Guidelines
- Fremont Design Guidelines and Design Review Services
- Long Beach Urban Design Element and On-Call Planning Services
- Morro Bay Comprehensive General Plan, Local Coastal Plan, Zoning Code Updates and EIR (MPA)
- Lower Hastings Ranch Residential Neighborhood Zoning Code Revisions, Pasadena
- Newark Zoning Ordinance Update
- Yorba Linda Town Center Specific Plan

EDUCATION

- Bachelor of Science, Landscape Architecture, California Polytechnic State University, Pomona



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

Title

SENIOR PLANNER

Experience

19 YEARS OF
EXPERIENCE

**Work performed prior to
joining RRM Design Group*

BRADY WOODS

Brady brings 19 years of land use planning experience from both the public and private sectors. He has worked as a city planning manager and land use consultant in California and Florida, with project experience that includes mixed-use and urban infill development, town center plans, large-scale residential communities, theme resorts/attractions, civic and institutional projects, and form-based code. Brady strives to successfully integrate design development with community interest by leveraging his expertise in innovative placemaking, project management, government relations, and civic engagement.

RELEVANT PROJECTS

- Alhambra New Comprehensive Zoning Code
- Anaheim On-Call Architecture, Urban Design, and Landscape Architecture
- Bradenton Form-Based Code, Bradenton, FL*
- Bradenton Zoning Handbook, Bradenton, FL*
- Cupertino Consulting Architectural Review Services
- Dania Beach Urban Infill & Redevelopment Area Plan, Dania Beach, FL*
- Encinitas SB 2 Planning Grant and Objective Design Standards
- Promenade at Riverwalk Development, Bradenton, FL*
- Santa Clarita Architectural Design Review Services
- The Source Mall, Buena Park*
- West Coast Sand & Gravel Headquarters, Buena Park*
- Rosemead Freeway Corridor Mixed-Use Overlay Zone
- Santa Clarita Architectural Design Review

EDUCATION

- Master of City and Regional Planning, Design and Development, Florida Atlantic University
- Bachelor of Science, Architecture, Florida A&M University, Tallahassee

AFFILIATIONS

- American Planning Association
- American Planning Association - OC Chapter



CERTIFICATE OF PROPOSAL

RFP 20-05 Zoning and Subdivision Ordinance Update

City of Hermosa Beach



6.2 Required Forms

6.2.1 Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

Martha Miller, AICP, Principal and Owner

NON-COLLUSION AFFIDAVIT

RFP 20-05 Zoning and Subdivision Ordinance Update

City of Hermosa Beach



6.2.2 Non-Collusion Affidavit

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read 'Martha Miller', written over a horizontal line.

Printed Name and Title:

Martha Miller, AICP, Principal and Owner

COMPLIANCE WITH INSURANCE REQUIREMENTS

RFP 20-05 Zoning and Subdivision Ordinance Update

City of Hermosa Beach



6.2.3 Compliance with Insurance Requirements

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read 'Martha Miller', written over a horizontal line.

Printed Name and Title:

Martha Miller, AICP, Principal and Owner

ACKNOWLEDGEMENT OF SERVICES AGREEMENT

RFP 20-05 Zoning and Subdivision Ordinance Update

City of Hermosa Beach



6.2.4 Acknowledgement of Professional Services Agreement

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

12. INDEMNIFICATION. 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, and cost (including without limitation **reimbursement of** reasonable attorney's 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 **to the degree determined in a final and nonappealable judgement or by agreement of the parties to be proportionate to its liability, 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 attorney's 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) **with respect to claims determined by a trier of fact to have been CONSULTANT's allocated share of liability 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.

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.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Martha Miller", written over a horizontal line.

Printed Name and Title:

Martha Miller, AICP, Principal and Owner

HB

HERMOSA BEACH

ZONING AND SUBDIVISION ORDINANCE ASSESSMENT REPORT

CITY OF HERMOSA BEACH
May 2020

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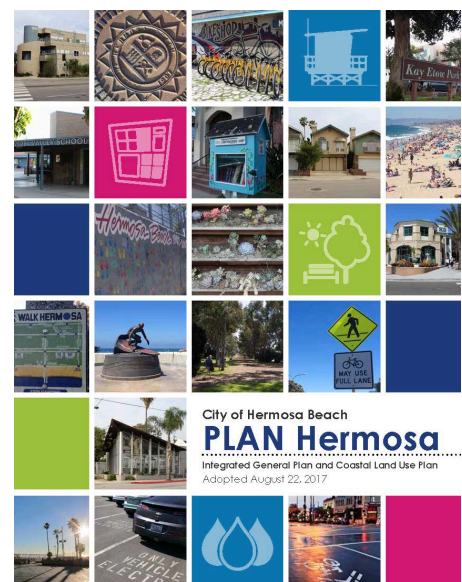
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1 INTRODUCTION

On August 22, 2017, the Hermosa Beach City Council unanimously adopted its first general plan update since 1979, PLAN Hermosa. PLAN Hermosa is the culmination of a multi-year community-wide effort to reflect on the community and its future. It incorporates many ideas from residents, City officials and staff, and others involved in the planning process and articulates a shared vision.

"Hermosa Beach is the small town others aspire to be; a place where our beach culture, strong sense of community, and commitment to sustainability intersect."

Organized around a framework for sustainability, each section of the Plan addresses different aspects of the community and identifies goals and policies to guide residents, decision-makers, businesses, and City staff toward achieving the vision. The challenge now is to translate the policies related to zoning and subdivision controls into a user-friendly, legally adequate, and effective set of regulations and procedures that steer development to the most suitable places and helps the community achieve their long-term vision as a community that values small beach town character, vibrant economy and healthy environment and lifestyles.



Zoning and subdivision regulations are one of the primary tools a city has for implementation of its general plan. Zoning and subdivision regulations translate the policies of a general plan into parcel-specific regulations, including land use regulations and development standards. The type and intensity of land uses that are permitted and how they perform will be critical to achieving PLAN Hermosa's vision for neighborhood preservation and enhancement, economic development, coastal resource protection, environmental sustainability, and community health.

The Project

The Zoning and Subdivision Ordinance Assessment is the first phase of a two-phase effort to comprehensively update the City's zoning and subdivision regulations and repurpose them as a more effective tool to provide the kind of development that Hermosa Beach wants, consistent with the PLAN Hermosa. The objective is to produce a user-friendly set of regulations that provide clear direction about the City's expectations and to facilitate development of quality projects by

making standards clear and effective, streamlining review processes, and incorporating flexibility to adapt to specific circumstances.

The ultimate objective for the Assessment is to set clear direction for a comprehensive Zoning and Subdivision Ordinance update. A thorough and accurate assessment will set the foundation for an updated Zoning and Subdivision Ordinance that not only complies with state law, but also:

- Is consistent with and implements PLAN Hermosa;
- Respects the City fabric and groundwork that has occurred overtime and reflects current uses, practices, and development patterns;
- Provides clear decision-making protocols and streamlined review processes, where appropriate;
- Retains the character and scale of the community's neighborhoods, districts, and corridors;
- Adds to the economic vitality and promotes adaptive reuse and reinvestment of properties;
- Addresses previously created nonconforming conditions and brings them into compliance to the extent appropriate and feasible;
- Complies with State and federal requirements and current case law; and
- Is clear, concise, understandable, and easy to use.

This Paper

As the first step, City staff and the consultant team have been evaluating the current Zoning and Subdivision Ordinances to identify issues that need to be addressed and changes that should be considered as part of the update.

This paper summarizes the principal findings and conclusions of the consultant team's work and recommends a number of ways that the current ordinances could be improved. It is intended to distill key choices and present "big ideas" for the update, which will be further developed and refined as that effort progresses.

The assessment undertaken by the consultant team addressed both the zoning and the subdivision ordinances. However, the dividing and merging of land within the City is largely controlled by the State Subdivision Map Act and the principal assessment finding regarding the City's subdivision regulations is to update the ordinance for clarity and consistency with State law. As such, much of the discussion in this paper relates to recommendations for Zoning Ordinance provisions, for which the City has broader discretion.

The paper is organized by seven topical areas:

- **Usability;**
- **Zones;**
- **Development Standards;**
- **Use Regulation;**
- **Parking Requirements;**
- **Development Review and Approval; and**
- **Compliance with State and Federal Law**

Included as an appendix is a summary of comments received during interviews with ordinance users.

Next Steps

This paper will be the basis for a study session with the Planning Commission. Comments from the study session and further work with City staff will guide preparation of an Annotated Outline representing a recommended approach to the overall organizational structure of the updated Zoning and Subdivision Ordinances and a work plan for conducting the update.

2 WHAT IS ZONING?

While the General Plan and, in the Coastal Zone, the Local Coastal Plan, sets forth a wide-ranging and long-term vision for the City, zoning and subdivision regulations specify how each individual property can be used to achieve those objectives. Zoning is the body of rules and regulations that control what is built on the ground, as well as what uses occupy buildings and sites. Zoning determines the form and character of development, such as the size and height of buildings, and also includes provisions to ensure that new development and uses will fit into existing neighborhoods by establishing the rules for being a “good neighbor.”

Zoning regulations deal with two basic concerns:

- How to minimize the adverse effects that buildings or using one property can have on its neighbors; and
- How to encourage optimal development patterns and activities within a community, as expressed in planning policies.

What Zoning Can Do

Zoning is used to implement the community goals expressed in a general plan and other land use plan documents. Zoning can do the following:

- **Use Regulations.** Zoning specifies what uses are permitted or conditionally permitted, what uses are required to meet specified standards or limitations, and what uses are prohibited. In this way, the zoning determines the appropriate mix of compatible uses, as well as how intense these uses can be.
- **Development and Design Standards.** Zoning reflects the desired physical character of the community in a set of development and design standards that control the height and bulk of buildings, streetfront and architectural character, location of parking and driveways, “buffering” of uses, and open space needs.
- **Performance Standards.** Zoning often includes standards that control the “performance” of uses to ensure land use compatibility between new and existing neighborhoods or uses. Performance standards address items such as noise, dust, vibration, and stormwater runoff.
- **Predictability.** The use regulations and development standards established in zoning provide neighbors with assurance of what land uses are permitted and to what scale they may be developed. Property owners benefit from knowing exactly what can be done. City staff benefits too, since the need for case-by-case discretionary review of development applications is reduced.

What Zoning Cannot Do

There are things that zoning cannot do, since zoning is limited in some respects by State law and legal precedent. However, issues not addressed in zoning are usually addressed by other planning tools, such as specific plans and design guidelines. Zoning will not do the following:

- **Dictate Architectural Design.** Although zoning can improve the overall physical character of the community, it can only do so with respect to the building envelope—the height, bulk, and basic elements of structures and their orientation and location on the site. The architectural style or detailed design elements of a building, such as colors and finish materials, are addressed in design guidelines.
- **Regulate Free Market.** Zoning cannot create a market for new development. For example, it cannot determine the exact mix of tenants in a private development. It can, however, create opportunities in the real estate market by removing barriers and offering incentives for desirable uses.
- **Establish Land Use Policy.** Zoning is a tool for implementing land use policy, not setting it. As such, zoning is not the appropriate means for planning analysis or detailed study. Zoning takes direction from the General Plan/Local Coastal Plan and other established land use plans.

The Basic Dilemma: Flexibility vs. Certainty

As Hermosa Beach considers how best to improve its zoning and subdivision regulations, one issue will be how to find the right balance between flexibility and certainty that will best implement PLAN Hermosa. The dichotomy between these concepts creates tension, not only for City officials and staff who use the regulations on a day-to-day basis, but also for homeowners, business owners, and others who may only come into contact with zoning a few times over the years they may live or operate a business in the City. Everyone wants to know what are the rules and standards by which new development will be judged – how are decisions made to approve, conditionally approve, or reject applications? And, for many, knowing the timeframe as well as the criteria for approval also is important – who has appeal rights, and when is a decision final so a project can proceed.

For others, flexibility is important: the site or existing building may be unique, the design innovative and responsive, or the public benefits so compelling that some relief from underlying requirements and generic architectural details may be appropriate. Perspectives of code users help inform the discussion about this issue.

Users' Perspectives

Expectations about what zoning should or should not do, and how far it should go, are different, depending on individual perspectives. Applicants view zoning differently than design professionals,

and City staff perspectives are not always the same as those of residents or City officials. At the risk of over-simplification, we offer the following set of expectations for different ordinance users as a starting point for thinking about regulatory options for an update of the zoning and subdivision regulations.

Applicants

Individuals applying to the City for a zoning approval through a permit or land use review generally want to know:

- What are the rules that the City follows for development review? These include use regulations, design guidelines and standards, development standards, review procedures, and criteria for decision-making.
- What is the timeframe for decision-making, and when is a decision final? Is it the day the approval is granted, or is there some stated time they have to wait before they know they can proceed with the next steps, refine an architectural design, solicit bids, and initiate construction? Users also need to know how much time they have to obtain a building permit or business license.
- What relief can they request if a regulation or standard constrains a design solution or otherwise limits what they would like to do with their property or their building? In thinking about relief, it often is useful to distinguish concerns about what the allowable uses are (recognizing that use variances are illegal and the only way to accommodate different uses would be through a zoning code or map amendment) from concerns about how to accommodate a design or improvement on a lot. Relief may be needed from physical development standards (e.g. setbacks or fence height limitations) or from performance requirements that relate primarily to the impact of a use or building design on an adjacent lot.
- How important are neighbor concerns in the decision-making process? If an applicant follows the rules, does the City have the right to require changes to a design solely because of a neighbor's objections? Are there limitations on conditions of approval or are all elements of a project "negotiable"? Does the City distinguish "as-of-right" development applications from those requesting exceptions to the standards in weighing how far to go to respond to community concerns?

Design Professionals

Architects and other design professionals typically want to know the answer to the same questions applicants pose, but because of their specific role in a project, they often want to know more specifically how much flexibility the ordinance allows for site planning and architectural design. If the City wants to mandate certain design solutions, as opposed to "encouraging" a type of design, the ordinance should say so to avoid misunderstandings during the development review process.

An example of a mandated design solution is a requirement for windows or display spaces and a prohibition of blank walls on retail frontages. In this context, design professionals also want to know whether the mandate is a guideline or a development regulation. If it's a regulation and the proposed building design doesn't benefit from adding windows, it will be necessary to request a specific form of administrative relief, which could be a variance or a design modification, in order to deviate from the dimensional requirements. By contrast, if the mandate is a design guideline, it may be possible to propose an alternative design solution that meets the guideline's objective without applying for a variance or use permit to waive design standards if the ordinance provides for alternative ways to comply with a guideline.

The flexibility that a design professional typically seeks includes:

- Relief from overly prescriptive standards, including setbacks, building height, bulk and articulation, landscaping, location of parking, and architectural design standards (e.g. colors, finishes, porch dimensions, roof pitches, etc.);
- Relief from provisions that constrain energy efficiency and water conservation;
- Relief for buildings with historic or architectural character; and
- Relief for uses or activities with unique needs (e.g. artist studios, churches, personal improvement uses).

City Staff and Officials

City staff and officials also want flexibility for a number of reasons:

- To respond to community concerns;
- To implement the General Plan, Local Coastal Plan, and other City plans and initiatives, and to further public policies;
- To reconcile competing priorities;
- To protect unique and special resources, which may range from coastal resources to historic buildings, affordable housing, and special retail uses; and
- To respond to new or emerging technologies, services, or activities.

Residents and Business Owners

While planners and City officials strive to respond to community concerns, residents and business owners don't always have the same perspective on zoning, particularly if they feel their interests are not served. Many critical issues are decided when a General Plan/Local Coastal Plan is prepared; however, as implementation details are worked out, community thinking about General Plan/Local Coastal Plan direction may evolve, and there may not be consensus on all of the regulatory solutions proposed to implement the plan.

Neighbors want to know with some certainty what can be built, so there are no surprises once construction begins. However, if they have concerns, they would like to know what the process is for community input – how much flexibility the City has to condition approval and what they can do to affect the final result.

Business owners likewise want to know whether they can expand or adapt space to new uses or activities. Being able to respond quickly to changing markets is important, and lengthy review times are counterproductive to that objective.

Tradeoffs

As the City considers the next steps for regulatory reform, discussion of choices could address these basic philosophical issues:

- **Flexibility vs. predictability:** Are the zoning and subdivision regulations intended as a rule of law or a rule of individuals? Should the area for negotiation be wide or narrow? To what extent should this be determined by the code or by practice?
- **Flexibility vs. administrative cost:** What are the costs to the applicant, to opponents, and to the City's tolerance for hearings?
- **Development cost vs. quality:** Standards should be written with an understanding of their effect on developers' and consumers' costs and on the quality of the environment for both user and community at large.
- **Preservation vs. development:** Will a particular regulation stimulate or dampen change in uses, users, or appearance? A related issue is whether adopting a new standard will result in a proliferation of nonconforming conditions, which could also discourage investment.
- **Under regulation vs. over-regulation:** How does the community strike the right balance and find the least number of rules that will do the job?

Striking the right balance will not be easy, and lessons from similar communities that have recently amended their zoning and subdivision regulations can enable the City to avoid mistakes others have made and achieve its goals for economic development and sustainable land use.

3 USABILITY

The need to make Hermosa Beach's Zoning and Subdivision Ordinances more user-friendly and concise was an important issue expressed by staff and observed by the consultant team. Ordinance users find that the text of the Ordinance is complex and that interpretations may differ among staff. The document is difficult to navigate and should rely more extensively on pointers and references to direct users to appropriate regulations. A well-organized code is easy to use, navigate, and understand. This section contains general observations about the existing organization, format, and usability, as well as strategies for improving these aspects of the existing Ordinance.

Organization and Style

The City's current Zoning Ordinance, Title 17 of the Hermosa Beach Municipal Code, is organized in a manner that exhibits an underlying structure that generally follows a flow from introductory provisions, to zone standards, citywide standards, and finally administrative procedures.

While the underlying structure can be recognized by those with ample ordinance-using experience, this structure is not intuitive or obvious to the average user.

The Ordinance lacks a user-friendly structure with clear hierarchy and chapter numbering is not consecutive. Some chapters appear to follow a pattern of every second number (ex. 17.02, 17.04, 17.06) while others don't (ex. 17.50, 17.53, 17.54, 17.55). The chapters that follow a pattern of every second number appear to be original, while chapters that don't follow this pattern appear to be later amendments. Over the years, as sections and chapters have been updated or added, there hasn't been a comprehensive reformat of the Ordinance, resulting in a disorganized format as well as inconsistent organization of each individual section.

The organization of Hermosa Beach's Zoning Ordinance can be improved in several ways, with the overall organization and formatting reflecting a systematic, consistent, and sound arrangement to facilitate understanding. First, the City should consider a new level in the organizational hierarchy—Part—to organize the 39 chapters into logical groups intended to make the zoning ordinance easier to navigate. For example, the chapters contained in Title 17 could be grouped into five parts to provide an additional level of organization.

- Part I: Introductory Provisions
- Part II: Zone Regulations
- Part III: Citywide Standards
- Part IV: Administration
- Part V: Terms and Definitions

With this organization, the ordinance progresses from the most often referenced to the least—with basic provisions in the beginning, followed by regulations of specific zones, citywide standards, and then administrative chapters. As a general rule, the most frequently consulted provisions should come before provisions less frequently consulted. A final part or division can group all definitions and standards of measurement together, so that users have access to a comprehensive reference section in an easily located place.

Next, the Ordinance could be enhanced with a comprehensive index and table of contents so that users do not have to scour the text for a section when needed. Finally, the City should supplement these organizational revisions with improvements to the appearance of the text itself, including wider spacing, different fonts for chapters, sections, and the main text, and consistent indentation.

USER FRIENDLY FORMATTING

*Zoning Code
District Regulations* page
header

17.17.030 District Standards prominent
headings

Table 17.17.030, Development Standards-Residential Districts, prescribes the development standards for Residential Districts. Additional regulations are denoted in the right hand column. Section numbers in this column refer to other sections of this Code while individual letters refer to subsections the directly follow the table.

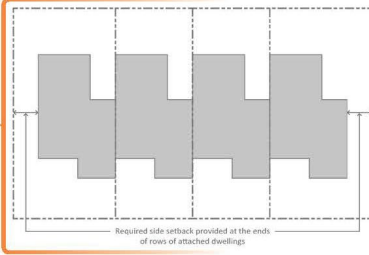
TABLE 17.17.030: DEVELOPMENT STANDARDS-RESIDENTIAL DISTRICTS tables

Standard	RS	RL	RM	RH	Additional Regulations
Maximum Height (ft)	30	35	75	100	See Section TBD, Height and Height Exceptions
Minimum Setbacks (ft)					
Front	25	20	20 (A)	20 (A)	
Side	10	100	5	5	See Section TBD, Setback Encroachments
Rear	20	20	10	10	

cross
references

A. Attached Single-Unit Dwellings. Required setbacks apply to the ends of rows of attached single-unit dwellings.

FIGURE 17.17.030(A): SETBACKS FOR ATTACHED SINGLE-UNIT DWELLINGS



graphics

17.17.040 Development Regulations consistent
numbering

A. Open Space. Open space, unoccupied by main or accessory structures and open and unobstructed to the sky, shall be provided in accordance with the following standards.

1. **Single-Unit Development.** Required usable open space may consist of a single area or several adjacent or separate areas.
 - a. **Minimum Dimensions.** Minimum dimension of 15 feet.
 - b. **Location.** Required open space shall not be located in a required front or street side setback.

indented
paragraph

56 page
numbers

Code Complexity

The organization of the current Ordinance leaves standards of development spread out among various sections. Because standards are dispersed, users are left with a nagging fear that a “hidden” regulation might affect the viability of a project. Uncertainty regarding development possibilities can be a significant barrier when attempting to attract investment. Also some development standards result from or have been derived from ballot measures, which is not always clearly articulated.

Overall, the chapter ordering of the Ordinance is not always intuitive, and sections that should be grouped together are often found far apart or separated by other chapters. Accessory Dwelling Unit standards, which are applicable in multiple zones are located in their own chapter in the midst of chapters of zone standards. Mixed-use development standards and educational institution standards, which are only applicable in the C-1 and C-3 zone, respectively, are located in a chapter with development standards applicable to uses in multiple zones, Chapter 17.40, Conditional Use Permit and Other Permit Standards. Additional standards for specific uses, are located in a third chapter, Chapter 17.42, General Provisions, Conditions, and Exceptional Uses.

Hermosa Beach should ensure that the Zoning Ordinance functions efficiently and with the fewest number of provisions necessary to achieve its goals. To this end, related content should be organized together and unnecessary sections of the Ordinance should be removed in order to avoid ambiguity and reduce the sheer bulk of the Ordinance.

Lack of Clear Definitions and Rules of Measurement

Though the current Zoning Ordinance includes three sections of definitions, some terms that should be defined, are not, some definitions are overly specific, and others include development standards. The definition of ‘grade’ includes a statement that the determination of grade is to be made by the Community Development Director. The definition of ‘open space’ identifies acceptable encroachments. Definitions should convey the meaning of a term; standards should be located in the body of the regulations. The definitions should be updated to include modern terminology and be made more general so that they will apply to terms as they are used throughout the Zoning Ordinance and other City codes. Where possible, definitions should also align with those of other applicable rules and regulations such as the Building Code, State Alcoholic Beverage Control regulations, and State housing laws.

The Zoning Ordinance does not include a separate chapter on rules of measurement; rules for the calculation of standards are located throughout the ordinance. In some cases, such as lot coverage, and determining the baseline points for measuring building height, they are incorporated into general definitions. Others are located among regulations for specific development aspects. The calculation of floor area is located within the definition of ‘gross floor area’ in the definitions section of the off-street parking regulations. Clear rules of measurement ensure that all users are able to determine the way that standards should be applied in the same

manner in order to arrive at the same conclusion. Locating a complete set of rules of measurement in one location, either at the beginning or the end of the Ordinance, provide an easy-to-locate reference tool to ensure consistent interpretation and application of standards.

Underutilized Tables

The existing Ordinance does utilize tables to present certain regulatory requirements, although inconsistently and sparingly. The C-1, C-2, C-3, and M-1 zones and Specific Plan Area No. 11 use tables to present use regulations while all other zones and plan areas list use allowance or cross-reference other zones for use allowances.

Tables can greatly improve the readability of complex regulations and could be used more extensively to organize and more clearly present information throughout the Ordinance. Use regulation tables can specify the level of review required, list any limitations on permitted uses, and provide cross-references to other sections of the Ordinance where additional regulations apply. Development standard tables can list dimensional requirements for lots, setbacks, heights, and other standards with cross-references to other applicable sections of the Ordinance. This approach helps avoid unnecessary redundancy, repetition of provisions, and confusion from conflicts.

TABLE 17.24.020: ALLOWED USES AND REVIEW REQUIREMENTS FOR COMMERCIAL ZONING DISTRICTS

P: Permitted Use (U: Use Permit Required, A: Administrative Permit Required, Use Not Allowed, NA: Limitation Applies, See Specific Use Regulations)

Land Use	D	OMB	MLR	See Specific Use Regulations
Residential Use Classifications				
Multi-Family Residential	P(A)	P(A)	P	See 17.24.030 (Multi-Family Residential Projects)
Assisted Living Facility	-	U(A)	-	See 17.24.030 (Condominium Conversions)
Conversant Home	-	P(A)	-	See 17.24.030 (Residential Care and Assisted Living Facilities)
Emergency Housing/Chaper	P(A)	P(A)	P	See 17.24.030 (Condominium Conversions)
Family Day Care Home, Small	P(A)	P(A)	P(A)	See 17.24.030 (Live Work Units)
Live/Work Unit	-	U(A)	A	See 17.24.030 (Residential Care and Assisted Living Facilities)
Residential Care Facility	-	P(A)	U	See 17.24.030 (Residential Care and Assisted Living Facilities)
General	-	U(A)	-	See 17.24.030 (Transitional and Supportive Housing)
Limited	-	U(A)	-	See 17.24.030 (Transitional and Supportive Housing)
Single Room Occupancy	-	U(A)	-	See 17.24.030 (Transitional and Supportive Housing)
Supportive Housing	-	U(A)	-	See 17.24.030 (Transitional and Supportive Housing)
Transitional Housing	-	U(A)	-	See 17.24.030 (Transitional and Supportive Housing)
Recreation, Education, & Public Assembly Use Classifications				
Recreation Facility	P(A)	P(A)	P	
Commercial Recreation Facility	P(A)	P(A)	P	
Community Assembly	P(A)	P(A)	P	
Conference/Convention Facility	P(A)	P(A)	P	
Other Use Classifications				
Auto and Vehicle Sales and Service	P(A)	P(A)	P	
Bar/Restaurant/Club	P(A)	P(A)	P	
General Retail	P(A)	P(A)	P	

TABLE 17.24.030-3: COMMERCIAL DISTRICTS - HEIGHT STANDARDS

Development Feature	Requirement by Zone			Additional Regulations	#
	D	OMB	MLR		
Maximum Overall Building Height	55 feet	45 feet	45 feet for lots with slopes of less than 10%; 55 feet for lots with slopes of 10% or greater	See 17.24.030 (Height Measurement and Excavation)	1
Minimum Building Face Height Along All Streets and Adjacent to Residential Districts	20 feet, applicable only to Primary Active Frontages	25 feet for 50% of the building face; 35 feet for 20% of the building face; 45 feet for 30% of the building face (D)	25 feet for 50% of the building face; 35 feet for 20% of the building face; 45 feet for 30% of the building face (D)		2
Ground Floor, Nonresidential Uses	Min. 10 feet from the building face below (D)	Min. 10 feet from the building face below (D)	Min. 10 feet from the building face below (D)		3
Ground Floor, Residential Uses	Min. 10 feet clear from floor to ceiling	Min. 10 feet clear from floor to ceiling	Min. 10 feet clear from floor to ceiling		4
Upper Floors	Min. 8 feet clear from floor to ceiling	Min. 8 feet clear from floor to ceiling	Min. 8 feet clear from floor to ceiling		5
Parking Podium	The minimum height of a parking podium visible from the street is 4 feet from finished grade.	The minimum height of a parking podium visible from the street is 4 feet from finished grade.	The minimum height of a parking podium visible from the street is 4 feet from finished grade.		6

D. **Building Face Height.** Along street frontages and adjacent to residential districts, the building face shall have a maximum wall height as identified in Table 17.24.030-3 (Commercial Districts).

Tables with cross references enhance usability.

Absence of Illustrations

In addition, the current Zoning Ordinance provides few graphic examples or illustrations. Graphics can clearly depict standards for measuring building height or yard setbacks, while verbal equivalents are prone to misinterpretation and uncertainty. Clarifying visual examples of measurement standards, development standards, and other complex provisions, similar to those included on the City's Height Requirements & Calculating Height handout, help with understanding and enforcement. Incorporating illustrations such as these into the Zoning Ordinance can communicate development regulations more clearly and in less space than written standards.

Exhibit 1
Determining Location of Critical Points (CP)

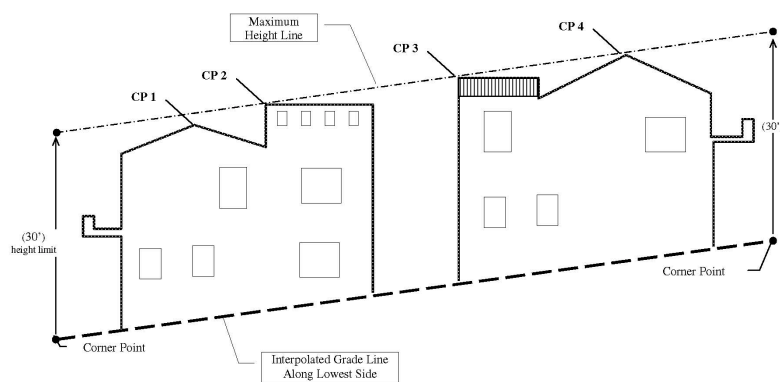
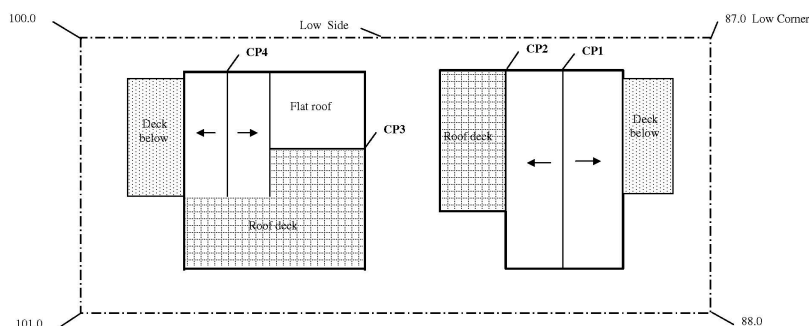


Exhibit 2
Determining Location of Critical Points (CP)
Roof Plan View



Illustrations of standards, such as these in the City's Height Requirements & Calculating Height handout, aid in interpretation.

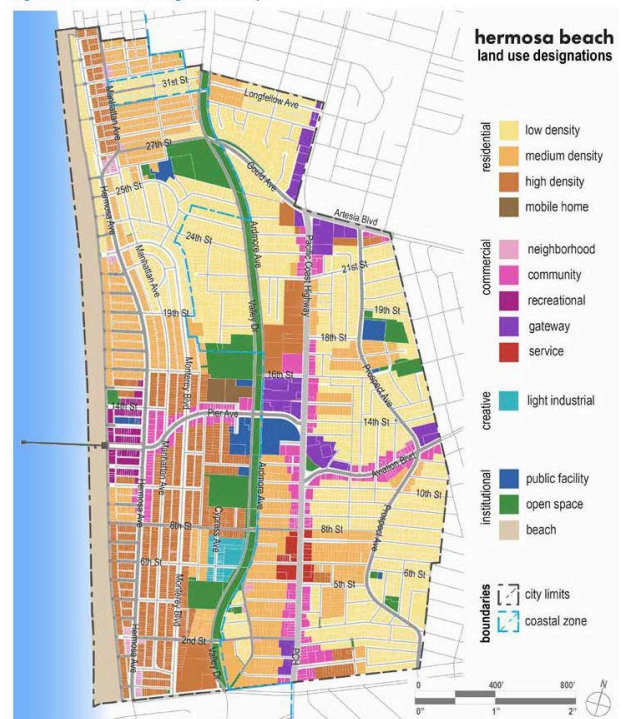
4 ZONES

Zoning districts, or zones, create the framework for implementation of General Plan policies and land use designations. The General Plan establishes land use designations and the overall policy basis for land use and development. Zoning then establishes zones which are intended to define distinct locations for different uses, consistent with general plan land use designations. The Zoning Ordinance includes standards for each of these zones with detailed regulations as to what uses are permitted, what uses are allowed, and what physical development standards apply.

Zones to Implement PLAN Hermosa

PLAN Hermosa builds upon the city's historic development pattern to accommodate anticipated population and employment growth. The Land Use Designations Map in PLAN Hermosa indicates the intended use of each parcel of land in the City. The land use designations were developed to provide both a vision of the organization of uses in the City and a flexible structure to allow for changes in economic conditions and community vision. There are four categories of land use designations: Residential, Commercial, Creative Industrial, and Institutional. The majority of individual designations within these four categories are consistent with or similar to previous designations or existing development types. Others are new, including Public Facilities and Beach land use designations. In these situations, new zones on the Zoning Map and in the Zoning Ordinance are warranted.

Figure 2.3 Land Use Designations Map



Streamline Existing Zones

There may also be opportunity for streamlining existing zones and eliminating those that are no longer necessary. For example, the only differences between the R-3, Multiple-family Residential, Zone and the R-P, Residential Professional, Zone are variations in lot coverage allowances, height considerations, and that the R-P Zone allows office as a conditionally permitted use. The R-P Zone is within the High Density Residential Land Use Designation in PLAN Hermosa and its existing development consists solely of residential uses. In the interest of creating a concise and user-friendly zoning ordinance, the total number of zones should be minimized and zones that are not necessary, such as the R-P Zone, should be removed or consolidated.

Additionally, the Zoning Ordinance also includes 10 Specific Plan Areas. The regulations for these Specific Plan Areas vary in content and detail, ranging from refinements to the residential housing types allowed and minimum lot area per dwelling for an individual residential development to detailed use regulations and development standards for a large portion of Pier Avenue. Each of the Specific Plan Areas should be reviewed for relevance and their potential to integrate necessary standards into zone regulations. In some cases, relevant Specific Plan Areas standards may be integrated entirely into other base zones. In other cases, a unique zone may be warranted.

Zone Presentation and Organization

The Zoning Ordinance will benefit from combining similar zones, where appropriate, and by renaming zones to reflect the General Plan land use designation and provide information regarding the purpose and nature of the zone. Zones can then be consolidated into related groups, such as Residential, Commercial and Mixed-Use, Industrial, and Public and Semi-Public districts, similar to how the C-1, C-2, and C-3 zones are consolidated into one chapter in the existing Zoning Ordinance. When zones are consolidated, the differences among individual zones are identified through purpose statements and reflected in the use regulations and development standards, which will vary based on the unique characteristics and purposes of the zone.

5 DEVELOPMENT STANDARDS

The importance of quality design in community spaces and residential neighborhoods cannot be overemphasized. A well-designed city directly elevates the quality of life, which in turn, attracts investment and increases communal pride.

As Hermosa Beach redevelops over time, the City will continue to face design challenges. The current Zoning Ordinance does not have sufficient standards to appropriately guide and regulate development especially in building appearance and design compatibility. Development regulations that address the building form and site design of new development can respond to differences in character, promote a desirable physical form, and ensure that more intense uses of land do not become public nuisances.

The Zoning Ordinance does not address the physical form of development in an organized or complete fashion. The current Zoning Ordinance was first written at a time when Ordinances focused on regulating use rather than design. More recently, design-oriented approaches are replacing traditional, use-based zoning as a means of addressing the physical character of development. Hermosa Beach has followed this trend over the years, as development standards and requirements have been added. In some instances, they have been added with little analysis of how all the standards work together and collectively influence resulting development. In other instances, such as Specific Plan Area No. 11, detailed development standards that address many aspects of site development and building design have been adopted.

PLAN Hermosa provides a foundation for implementing zoning techniques designed to improve the physical form of new development. It recognizes that distinct neighborhoods, districts, and corridors contribute positively to the overall structure and character of the City. Fourteen character areas are identified, defined by their future vision, intended distribution of land use, and desired form and character. PLAN Hermosa also includes a number of policies related to design, including, but not limited to:

1.6: Scale and context. Consider the compatibility of new development within its urban context to avoid abrupt changes in scale and massing.

2.7: Context sensitive design. Wherever feasible, orient residential buildings to address streets, public spaces or shared private spaces, and consider the physical characteristics of its site, surrounding land uses, and available public infrastructure.

2.8: Neighborhood transitions. Encourage that new development provide appropriate transitions in scale, building type and density between different land use designations.

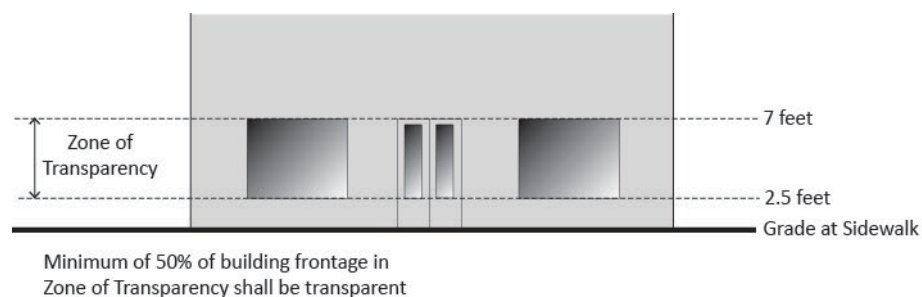
3.5: Compact office formats. New employment uses should be designed in a compact format with minimal front setbacks from the street, typical lease spans of 40 feet or less, and where feasible, combined with other commercial uses.

6.6: Human-scale buildings. Encourage buildings and design to include human-scale details such as windows on the street, awnings and architectural features that create a visually interesting pedestrian environment.

Physical Form and Design Related Standards

In order to implement PLAN Hermosa policies, the City will need to adopt new development regulations to address the form and design of new development, such as standards for the following:

- Location of a building on a lot – where a building may or must be built to the street and where setbacks are required;
- Building form and massing;
- Façade design and articulation;
- Orientation of building entries;
- Transparency – pedestrian level windows offering views into buildings and displays;
- Limitations on blank walls;
- Relation to adjoining sites;
- Location and screening of parking; and
- Landscaping.



Form-related standards can help achieve high quality design.

Establishing minimum design standards will set the tone for the type of development the City hopes to attract. These standards will allow developers and designers to know exactly what is

expected of them. At the same time, flexibility can still be achieved by allowing a modification of standards so long as certain findings and criteria are met. Flexibility is particularly important given the varied lot sizes and topography that characterize City.

Tailor Standards to Reflect Character Areas

It would be difficult for the City to prepare a single, comprehensive set of design requirements as neighborhoods, districts, and corridors within Hermosa Beach have distinct characters that required tailored regulations so that new development is appropriate to the context of the area.

Standards should be refined to foster the type of character desired within various areas of the City. In pedestrian-oriented areas, the objective should be to have buildings enclose a street and provide an interesting, engaging front, making walking and shopping pleasurable. In more auto-oriented areas there is more potential for incompatibility between uses, so landscaping and screening may be important.



Development standards should also address compatibility and ensuring that new buildings fit amongst existing buildings. The ordinance should detail how to address contextual issues of building placement, scale, massing, and height and include standards to ensure sensitive transition from more intense development to surrounding neighborhoods.

While each zone or area should have individually tailored requirements, the organization of the requirements should be uniform, so that users can easily ascertain the requirements for a particular zone.

Objective Design Standards

The State of California has adopted recent legislation to address the State-wide housing shortage and now requires a streamlined and ministerial process for specific residential developments, including multi-unit residential development and mixed-use development with 2/3 of the square footage for residential use. These types of projects must be reviewed against existing objective standards rather than through a discretionary entitlement process.

Objective Standard (per State law): One that involves no personal or subjective judgment by a public official and uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant and the public official prior to submittal.

An update to the Zoning Ordinance provides an opportunity to establish objective standards to achieve quality designed housing projects without subjective interpretation or a complex review and approval process, consistent with State law requirements.

Residential Development

The Zoning Ordinance currently establishes standards for multi-family development primarily in Chapter 17.16 – R-3 Multiple-Family Residential Zone and Chapter 17.24 - RPD Residential Planned Development. Basic standards include height, front yard, side yards, placement of buildings, area, lot coverage, usable open space, and lot area per dwelling. Projects typically require discretionary review by the Planning Commission where more qualitative conditions are applied to ensure compatibility with neighborhood context and to elevate design quality. The Zoning Ordinance update provides the opportunity to refine existing quantitative standards and develop new objective standards that capture the qualitative conditions typically applied to multi-family residential projects through the discretionary process. Objective standards should be developed to ensure that development is compatible with the surrounding neighborhoods, that quality materials are used, and that building form and scale is appropriate to the site. Such standards may address the following:

- Setbacks;
- Building heights;
- Floor area ratio (FAR) or lot coverage;
- Usable open space
- Relation to neighboring buildings (stepbacks and articulation versus “compatibility in scale”);
- Explaining in details the characteristics of a particular architectural style and list the required components;
- Limits on blank wall (breaks in blank walls every X feet);
- Building frontage requirements (number of doors, space between doors and garage, etc.);
- Material requirements;
- Color requirements; and
- Consistency with neighborhood character (if defined in an objective manner).

To support consistent application of objective standards, it is recommended that images and exhibits representing a suggested design topic or standard with text callouts be developed in the new Ordinance, where applicable, to illustrate the design intent.

Mixed-Use Development

Chapter 17.40.180 – Mixed-use Development (C-1 Zone) of the current Ordinance provides the opportunity to establish mixed-use development subject to approval of a conditional use permit, a discretionary permit process, within the C-1 Limited Business and Residential zone. The residential portion of a mixed-use development is subject to the development standards of the R-3 Multiple Family Residential Zone with a few tailored exceptions relating to condominiums, percentage limitation of first floor residential use, front setbacks, lot coverage and trees. General development guidance is provided for noise, security, and lighting. In addition, parking requirements are provided in Section 17.44.010 Off Street Parking – Mixed Use where required parking is determined using on the sum requirements of all individual uses.

While State law requirements for objective standards and a streamlined review process apply to mixed-use development with 2/3 of the square footage for residential use, mixed-use development may be comprised of a number of different use combinations. By providing a variety of uses within close proximity, mixed-use development can reduce automobile dependence, preserve green space and natural resources, promote revitalization, enhance economic development. Mixed-use developments can also provide for a wide range of housing types and choices for different income levels and may increase affordable housing opportunities. Development standards tailored to the unique attributes of mixed-use development can provide greater assurance of compatibility with neighborhoods and better alignment with market considerations.

While the objective standards and a streamlined review process is required for certain mixed-use developments, the City should consider establishing objective standards and streamlined review for other types of mixed-use developments in order to promote their establishment while ensuring appropriate design and siting. Mixed-use development standards should address compatibility issues while providing flexibility for combining residential and commercial components with active, pedestrian-oriented ground floor uses, where consistent with PLAN Hermosa. In addition to the physical form and design related standards discussed previously in this paper, customized mixed-use regulations should consider the following:

- Location of desired land uses;
- Public and private access;
- Building placement and orientation;
- Residential private open space;
- Common open space;
- Noise, light, and odor control; and
- Location and screening of parking, loading, and service areas.

Provide Flexibility

In many instances, particularly in areas like Hermosa Beach with small lots with existing development, the need for flexibility in the application of development standards is not a reflection of the quality of the project or design, rather a reflection of site constraints that limit the effectiveness of a 'one size fits all' approach. The existing Zoning Ordinance provides for little flexibility in the application of development standards. The two primary avenues available for modification of development standards in the current Zoning Ordinance are variances and administrative variances. Specific findings related to unique characteristics of a property are required to approve variances and administrative variances are limited in scope and the legality of administrative variances is unclear.

As the City incorporates additional development regulations into the Zoning Ordinance, the City should create additional opportunities for gaining relief from codified locational, developmental, and operational standards in cases where modifications are warranted by special circumstances that may not meet the requirements for approval of a variance based on physical hardship. This could be done in the form of additional provisions for approval of waivers and exceptions, including Staff level approval of a so-called *de minimus* waiver from dimensional standards. Options include a minor modification that allows for specified dimensional modifications (e.g. less than a 10 percent reduction in setbacks and fence heights) that would have a negligible impact and are non-controversial in nature. Some jurisdictions provide one level of adjustment without notice and a slightly higher level of adjustment with notice and the opportunity for neighbors to request a public hearing.

6 USE REGULATIONS

Use regulations detail the type of uses that are allowed, the review process, and specific limitations that apply to a particular activity or use. Use regulations have traditionally been used to separate incompatible land uses, minimize nuisances, and limit adverse effects on neighboring properties.

Each zone currently contains a list of permitted uses and some list conditionally permitted uses. Residential zones allow any use permitted in less intense residential zones (ex. The R-3 Zone allows any use permitted in the R-2 Zone). Some zones, including the C-1, C-2, C-3, and M-1 zones and SPA-11, present use regulations in tables with cross references to use specific standards.

There are outdated and overly specific uses, such as 'detective agency', 'messenger service' and 'computer and Internet access center'. Other times, uses with little distinction between them are regulated separately. 'Toy store', 'clothing and wearing apparel sales and service', 'department store', 'drugstore', 'florist or plant shop', and 'hobby and craft sales and services' are all examples of similar retail services, and that may even occur within a single retail establishment, that are separately regulated.

The Ordinance lacks a comprehensive list of defined uses that are regulated by the Ordinance. Commercial land uses are grouped into a single section of the Zoning Ordinance while residential uses are mixed in with definitions of general terms in a separate section. Some uses are not defined.

During the course of stakeholder interviews, attracting and retaining retail and restaurant uses in the Downtown was identified as one of the greatest challenges facing the City today. Over the years, the City has added strict and inflexible standards to the Ordinance and conditions of approval to individual projects that limit operations of commercial uses, particularly establishments that serve alcohol and provide live or late night entertainment. While these standards and limitations were intended to maintain and improve community livability, and reduce nuisance activity, particularly in areas with commercial and residential adjacencies, they have also stifled potential economic investment in the Downtown and along the corridors. The Zoning Ordinance update effort provides the opportunity to update the City's approach to use regulation to reflect modern uses, current development practices, and State and



Attracting and retaining retail and restaurant uses in the Downtown is a challenge.

federal law and support community objectives such as economic development, increased walkability, diversity of housing types, and vibrant urban centers. Through well-crafted regulations, the Zoning Ordinance can maximize the City's economic development "pluses" and support economic investment, while ensuring it does not create undue impacts on its neighbors.

Adopt a Use Classification System

The Zoning Ordinance should ensure that every use regulated by the ordinance is defined through a clearly defined modern classification system, which places land uses and activities into groups based on common functional, product, or physical characteristics. There are many advantages to this type of use classification system. Listing use groups instead of specific uses help streamline the use regulation parts of the Ordinance. Categories are also broad enough to allow classification of new, unanticipated uses, so that the City does not need to amend these sections or make interpretations as frequently.

Under this system, all use categories would be defined in a single chapter of the Code. This chapter would organize use categories into groups such as residential; public and semi-public; commercial; industrial; and transportation, communication, and utility uses. This way, similar uses are found near one another for comparison when a classification question arises. The official names of each use group would be utilized throughout the Code in a consistent manner, with the definitions chapter serving as a reference.

Reflect Contemporary Land Uses

To help modernize the Zoning Ordinance, the use classification system described above should eliminate obsolete uses (i.e., those no longer allowed, or outdated terms) such as game arcade and miniature golf course, and also include new contemporary uses such as industrial flex space and shared office spaces.

Ensure All Zones Allow Appropriate Land Uses

The allowable uses within each zone should be evaluated for compatibility with the purpose of the zone, the corresponding land use designation in PLAN Hermosa, and reflective of contemporary use and development trends. In particular, use regulations in nonresidential districts should be evaluated to allow a broader range of uses, reflecting the changing nature of land use and allowing a creative combination of uses, consistent with PLAN Hermosa. In particular, M-1 Zone use allowances should be evaluated, balancing the need to protect the accessibility of the area for production, design, and manufacturing uses and allowing non-manufacturing uses that are conducive to and supportive of the viability of creative and innovative endeavors.

Standards for Specific Uses

Regulations applicable to specific land uses are currently found throughout the Ordinance. An entire chapter, Chapter 17.21, is dedicated to standards for Accessory Dwelling Units. Chapter 17.40, Conditional Use Permit and Other Permit Standards, and 17.42, General Provisions, Conditions and Exceptional Uses, both contain specific standards for multiple uses. The fact that these regulations pertaining to particular uses are scattered throughout the Ordinance makes it hard for users to find them and determine which special regulations apply to a particular project.

Some use definitions in the existing Ordinance include limitations, requirements, and allowances related to the use. For example, the definition of "Hotel" includes a statement that the decision-making body has the authority to set any limitation on the number and/or type of kitchenette facilities provided in the guest rooms for projects located on parcels of greater than 20,000 square feet. Although these provisions may be appropriate, embedding them within the use definitions complicates administration and makes it difficult for applicants to determine which development standards apply to a particular proposal. These regulations should be addressed in separate sections of the Ordinance where the limitations are visible and adequately discussed. For example, they may be located in a chapter dedicated to standards for specific uses and referenced in the use regulations for each zoning district.

The City should consolidate requirements that are applicable to specific uses and activities into a single chapter. Within this chapter, the uses can be alphabetized, making them easy to locate. The standards for specific uses can be referenced in the land use tables in the zone regulations, which will reduce overall wordiness in the Ordinance.

When revising use regulations, the City should be sure to reevaluate and expand its regulation of uses that create potential incompatibilities with surrounding properties. The City should incorporate explicit performance standards to ensure that the operation of one use does not cause an undue burden upon the use and enjoyment of adjacent property and everyone is clear on what the requirements are.

Finally, the City should evaluate the limitations in the Ordinance and project approvals on establishments that serve alcohol and provide entertainment in in seeking a better balance of achieving community goals for a vibrant local economy and the revitalization of the downtown core while minimizing adverse impacts. The Ordinance should be evaluated in terms of creating opportunities for new investment to achieve these goals, in consideration of other mechanisms the City may employ to address public nuisances and poor behavior of individual establishments.

All of these modifications to the existing use classification system and development standards will work to reduce the need for discretionary review of new development. With clarified requirements and a more comprehensive scheme of use classification, approvals will encounter fewer delays, with heightened assurances of appropriate development and compatibility with adjacent properties.

7 PARKING REQUIREMENTS

Parking was by far the most frequent issue raised by stakeholders. The topic has been the focus of many community conversations and planning efforts, including, but not limited to PLAN Hermosa and the Downtown Core Revitalization Strategy. The City recently completed a Parking Management Study and Recommended Parking Standards for the Coastal Zone which included a parking inventory, occupancy analysis, demand analysis, and recommendations for parking strategies.

Parking requirements have a large influence on the ability to utilize property. Because of the high costs of building and maintaining off-street parking, minimum parking requirements can raise barriers to reuse underutilized parcels. This is particularly true in already built-out areas, such as Hermosa Beach, where there may not be enough space to provide required parking. Where additional parking spaces cannot be provided due to site constraints, businesses are deterred from expanding or investing within the City.

The quantity, location, and appearance of parking areas also have a substantial impact on the character and functionality of streets, commercial corridors, and residential neighborhoods. Too much parking can limit the utilization of a property and be an impediment to achieving a wide range of community goals. Too little parking can impede accessibility and impact neighborhoods. The amount of parking is optimized when it strikes a right balance between supply and demand.

For roughly 50 years, cities across the country, including Hermosa Beach, have included minimum requirements as a means of mitigating the impact of parking demand on public streets. These minimum parking requirements are based on inaccurate assumptions and do not reflect actual parking demand. For example, in Hermosa Beach, many of the minimum parking requirements were derived from the Institute of Traffic Engineers Trip Generation Manual and do not reflect local conditions.

This approach to parking demand mitigation has created a number of unwanted side effects, including:

- Reducing the viability of reuse of existing buildings;
- Limiting options for development on smaller lots or awkwardly-shaped sites;
- Discouraging alternatives to automobiles (by promoting an overabundance of parking, alternatives like walking, cycling, transit and car-sharing are at a distinct disadvantage);
- Eroding pedestrian environments by increasing the proliferation of land devoted to the automobile, creating large swathes of inhospitable surface parking lots; and

- Adding to the cost of living, since the cost of providing minimum required parking is passed down to the consumer in the price for goods, services, and housing, creating an unfair burden for those who do not drive.

As such, cities are increasingly turning to other mechanisms as ways of addressing parking concerns including increasing alternative transportation options and employing parking management techniques.

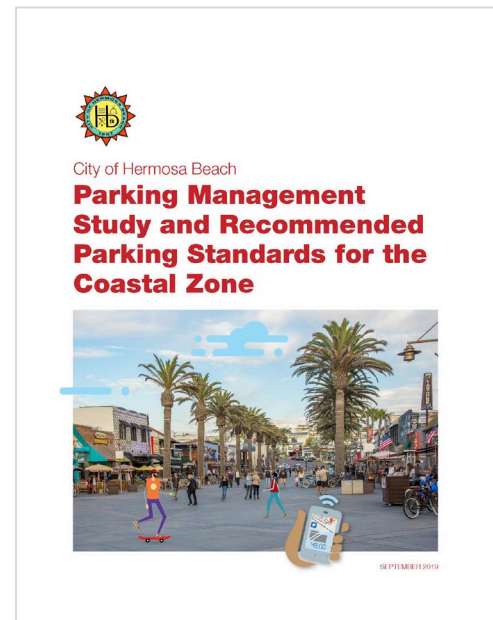
Additionally, our transportation systems are on the cusp of one of the fastest and most transformative shifts in history. The demand for shared mobility services is an early sign of behavior change. Autonomous vehicles are being used on streets today. These changes will have great consequences for parking demand. Although it is unknown exactly what these consequences will be, it is certain that there are more transportation options available than before and people are no longer dependent on individual vehicles for access and mobility. The future transportation system and our mobility choices will continue to have a lot more flexibility. Mobility choices will not be primarily limited to a personal vehicle or existence of a transit line.

Reduce or Eliminate Minimum Parking Requirements

All of the parking requirements should be evaluated and reduced where appropriate based on actual and anticipated parking demand and in consideration of the collective of City goals, including economic development, pedestrian orientation, housing affordability, and sustainability; of the recommendations from the Coastal Zone parking study and Downtown Core Revitalization Strategy, of the changing nature of our transportation systems; and of a parking management program. For example, the Downtown Core Revitalization Strategy included a number of recommendations to encourage a more pedestrian-oriented district, including:

- Locating parking off-site
- Reduced parking for commercial, restaurant, office, and retail uses
- Reduced parking for mixed-use development
- Vehicle parking reductions for the provision of bicycle parking
- Utilizing net usable square footage as the basis for parking calculations, rather than gross square footage

In revising parking requirements, the City should consider providing uniform parking requirements for grouped land uses with similar space and operational requirements. The City could still provide



separate requirements for land uses with particular space and operational requirements that generate unique parking demands. Standardizing parking requirements so multiple uses have the same requirements can ease administration and provide flexibility with regard to re-use and re-investment. Flexibility could also be offered in the way that parking is designed and located, such as allowances for tandem, valet, and stacked parking (parking lifts), thus providing more opportunity for parking in less space.

The City should consider varying or adjusting parking requirements by district as well, considering the availability of street or public parking supplies in a particular district.

Exempt Small Commercial Establishments

The City should consider providing an exemption from the off-street parking requirements for small commercial establishments, such as those under 1,500 square feet of gross floor area. This exemption could be across the board or limited based on certain characteristics, such as new uses in existing buildings, uses located in pedestrian oriented commercial districts, or uses within a commercial center with shared parking facilities. For many small retail and business uses, available on-street parking in the City's commercial districts and corridors or shared in a shopping center is adequate for their parking demand. Alleviating small commercial establishments from providing parking may help fill vacant storefronts and incentivize redevelopment.



Parking exemptions can incentivize small commercial establishments.

Exempt or Reduce Parking Requirements for Changes of Use

It is often infeasible to provide additional on-site parking on an already developed site, thus limiting the types of new uses that may locate in an existing building. To support the continued occupancy of existing buildings, the City could consider not requiring additional parking where a new commercial use is established in an existing building even if the new use is subject to a higher parking requirement than the previous use, provided existing parking is retained and there is no change to the building that results in additional gross floor area. Alternatively, when a new business moves into a building where the existing use had a legal nonconforming parking deficiency, the new use could be credited the number of required parking spaces unmet by the previous use. While this parking credit is available in the Downtown District, the City should consider applying this approach on a broader scale.

8 DEVELOPMENT REVIEW AND APPROVAL

Zoning provisions governing development review and other administrative matters create the procedural environment through which the City can achieve the goals and policies laid out in its General Plan and other adopted policies. At their best, development review provisions can promote the type of development a community wants by providing a clear, predictable path to project approval; conversely, vague review processes with unclear requirements can cause developers a high level of anxiety, frustrate community residents, and severely dampen a City's ability to attract desirable growth.

Generally, prospective investors value three central qualities in any administrative code: 1) certainty in the requirements and structure of the review process, 2) built-in flexibility to adjust development standards to the needs of individual projects, and 3) opportunities to request relief from requirements that constitute a substantial burden. Certainty about the types of development they can expect to see in their community is also important to residents. The degree to which Hermosa Beach can incorporate these qualities into its Zoning and Subdivision Ordinances will help improve its ability to compete for desirable development. This section contains general observations about the existing development review procedures and strategies to streamline development review and approval process.

Reliance on Discretionary Review

The flexibility of a zoning ordinance is largely defined by its hierarchy of uses and their required permits. This hierarchy establishes the different levels of review the ordinance requires to make various types of decisions. These decisions typically range from a relatively informal counter staff review of proposed uses and structures for compliance prior to the issuance of a building permit or business license to more formal and complex procedures requiring public notice and a hearing before the Planning Commission prior to issuance of a use permit or other discretionary approval.

The primary factor influencing a project's place in the hierarchy of uses is whether the proposed use is permitted "by right" or allowed subject to certain conditions, or whether a Conditional Use Permit or other permit type with review by the Planning Commission, is required. This determination is a reflection of community issues and concerns that should be embodied in the General Plan. Decisions about where an application fits in the hierarchy may also, however, be influenced by how a jurisdiction selects and designs administrative techniques. It is often possible, for example, to reduce the review threshold for a particular type of application (i.e. place it lower in the hierarchy), by increasing the specificity of development standards and performance-based criteria.

Adjust Review Thresholds

The Zoning and Subdivision Ordinance Update provides an opportunity to adjust review thresholds based on analysis of the types of issues and projects in the City that have typically generated the most interest and concern. For example, projects that currently require Planning Commission approval but are consistently approved without public comment, such as small condominium projects, might be shifted to the jurisdiction of the Community Development Department Director. Generally speaking, responsibilities should be assigned with a view toward minimizing the number of players involved in making any given decision, while increasing opportunities for meaningful public input.

The number of uses that require discretionary review can be reduced by including carefully crafted standards and restrictions that are specific to specific uses throughout the City or in particular zones into the Zoning Ordinance. As a result, the community and decision-makers may be confident their vision is being implemented and may reduce the need to weigh in on individual projects, allowing more projects to be approved administratively.

There are a variety of approaches the City could use to reduce the number of uses requiring review, including permitting more uses by right subject to:

- Compliance with development and design standards that could be added to the Zoning Ordinance based on the General Plan's goals for design quality;
- Compliance with new standards and requirements that reflect "standard conditions" that are typically imposed when such uses have been conditionally approved; and
- Compliance with specific limitations on location, floor area, hours of operation, and similar features that are the source of potential adverse impact.

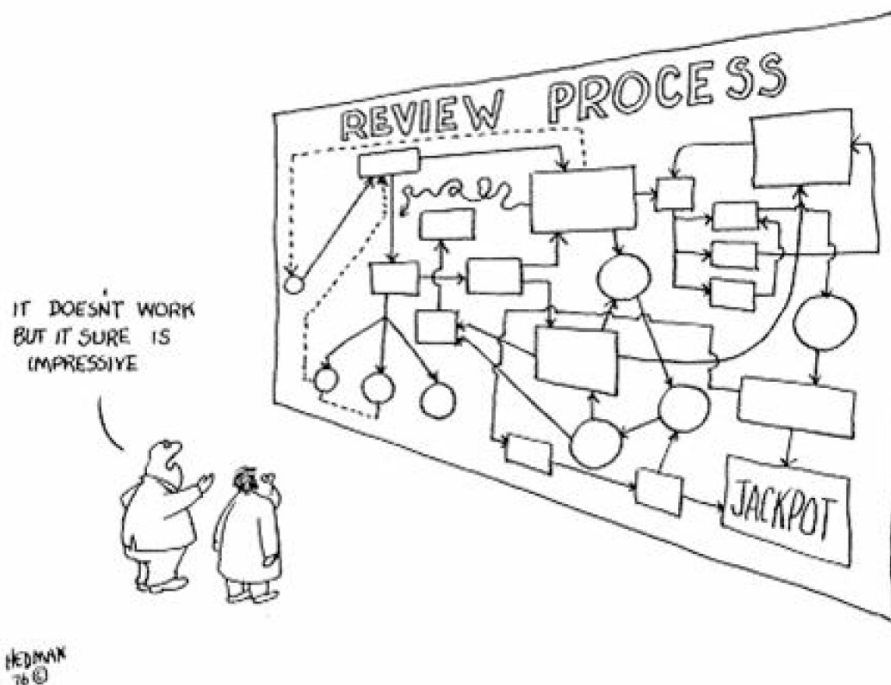
Consider a Minor Use Permit Process

The City may also consider a new type of use permit – a Minor Use Permit – approved by the Community Development Director. The Minor Use Permit would be required for uses that are "limited in scope and impacts" but which currently require a hearing by the Planning Commission, or could be used for minor amendments to Use Permits. Applications for Minor Use Permits would be subject to public notice and a hearing before the Director would only be held if someone requested one. All decisions would be subject to appeal. The Director would also have the authority to defer action and refer the application to the Planning Commission for final action. Notice of decision or notice of pending decision could be given to Planning Commissioners with an option for the Planning Commission to call for review of a project. Such a procedure creates more certainty in the process for both the community and developers while still providing opportunities for meaningful public input. Conditional Use Permits would be reserved for uses that pose potential or significant land use compatibility issues and warrant Planning Commission review and approval.

Unclear Review and Approval Procedures

Ordinance-users expressed that it wasn't always clear what the review process or who the review authority was for a given decision. Chapter 17.68, Procedure, Hearings, Notices and Fees, of the current Zoning Ordinance contains some common permit procedures. Other chapters contain permit-specific provisions for reports of decision and findings, effective dates, appeals, reapplication, revocation, and expiration. In many cases it is unclear how these procedures differ from permit to permit, especially when many other aspects of the permit procedures, including review body, are the same. For example, both parking plans and conditional use permits are subject to Planning Commission approval. The Zoning Ordinance is clear in stating that a decision by the Planning Commission of a conditional use permit may be appealed to the City Council. However, for parking plans, the Zoning Ordinance states that processing procedures are to be set by resolution of the City Council and is silent on appeal procedures, leaving many questions. Is a parking plan appealable? If a parking plan is submitted along with a Conditional Use Permit and the Conditional Use Permit is appealed, is the parking plan up for consideration as part of the appeal?

Clearly distinguishing the issuing authority and applicable review process helps clarify the level of review required for a project. Additionally, procedural nuances between different types of approvals, often with the same review authority, is confusing. The creation of a simplified permit structure that establishes a limited number of procedural tracks for approvals would provide greater clarity for all users and simplify administration.



Ordinance-users expressed that it wasn't always clear what the review process or who the review authority was for a given decision.

Clarify Administrative Procedures for All Decisions

The updated Zoning Ordinance should set forth clear administrative procedures to be followed for all types of decisions. The level and extent of administrative process required for different types of decisions will vary. However, for even the simplest administrative procedures, the Ordinance should, at a minimum, establish unambiguous authority for approval and the process for appeal.

The approval process can be streamlined simply by consolidating and clarifying procedures and permit approval criteria. Decision-making protocols should be clearly defined so that it is clear how approvals are processed, and the intent of these regulations should be included to help determine if a proposal meets the purpose of the regulation. Findings that the decision-making body is required to make in order to approve a project should be clear so that all interested parties know the criteria against which a project is evaluated.

Expanding the set of common permit procedures would improve usability by helping applicants to understand the general review process more easily. Where necessary, unique procedures could be developed for specific permit types, but generally, permits with the same review body should follow the same procedures. Elements of a standard set of common administrative procedures include the following:

- A clear and consistent authority for determining whether an application is complete;
- Clear and consistent procedures for appeals;
- Requirements for public notification; and
- Permit effective dates and time extension procedures.

9 COMPLIANCE WITH STATE AND FEDERAL LAW

California law grants cities and counties relatively broad discretion in the regulation of land uses and development, and the Federal courts and United States Congress have, for the most part, left land use and environmental regulation up to state and local government. There are, however, some important exceptions to this approach. If local regulations conflict with federal law, pursuant to the supremacy clause of the United State Constitution, then local laws are preempted. In some cases, both Congress and the State have identified matters of critical concern that limit the authority of California cities.

This section discusses some State and Federal laws to consider through the update of the Zoning and Subdivision Ordinances.

Housing

As California's housing supply and homelessness crisis continues, the State Legislature has passed numerous pieces of housing legislation in each legislative session of the past several years. Most recent legislation is aimed at streamlining approval of housing projects and reducing barriers to the creation of housing. The City has been actively working to comply with the legislation through a number of mechanisms. Highlights of housing related legislation most relevant to the Zoning Ordinance are briefly summarized below.

Housing Developments

SB330, the Housing Crisis Act, limits cities' and counties' ability to regulate housing developments, including residential development, mixed use development with 2/3 of the square footage for residential, and transitional and supportive housing. It creates a preliminary application process where existing objective development standards are those in effect when a preliminary application is submitted, establishes timeframes for when a historic determination and project approval must be made, and limits the number of hearings.

A number of provisions address housing density. General Plan and zoning densities may not be reduced below 2018 numbers. This includes changes to development standards that lessen intensity of housing. Zoning may not be changed to remove housing, and there may be no onsite reduction in the number of units.

The Housing Crisis Act also prohibits local jurisdictions from imposing or enforcing new subjective design standards. Establishing objective development standards for housing developments are discussed in more detail in section 5 of this paper.

Accessory Dwelling Units (ADUs)

New laws further restrict what local agencies may regulate regarding ADUs. Local agencies may not adopt ADU ordinances that: impose minimum lot size requirements for ADUs; set certain maximum ADU dimensions; require replacement off-street parking when a "garage, carport or covered parking structure" is demolished or converted to construct the ADU. New laws allow for an ADU as well as a "junior" ADU where certain access, setback and other criteria are met and explicitly identifies opportunities for ADUs in multifamily buildings. Additionally, until Jan. 1, 2025, cities may not condition approval of ADU building permit applications on the applicant being the "owner-applicant" of either the primary dwelling or the ADU. Hermosa Beach adopted its Accessory Dwelling Unit Ordinance consistent with the new legislation in December 2019.

Affordable Housing

The State Density Bonus Law (Cal. Gov't Code §65915) allows for density bonuses and additional incentives for affordable housing. Cal. Gov't Code §65913 expedites state and local residential development, assuring local agencies can sufficiently zone for affordable housing, and encourage and incentivize affordable housing. Recent changes to the State Density Bonus Law increase the density bonus and other concessions for 100 percent affordable housing projects. Housing projects with a minimum of 80 percent low income units and up to 20 percent moderate income units are eligible for a density bonus of up to 80 percent the maximum allowed density or a density bonus with no limit if located within ½ mile of a major transit stop and qualify for at least four concessions, reduced parking requirements, and a height increase of up to three stories or 33 feet when located within ½ mile of a major transit stop.

Housing for Persons with Disabilities

Various provisions in both federal and State law limit the authority of local agencies to regulate facilities for mentally and physically handicapped persons. In 1988, Congress extended the 1968 Fair Housing Act's prohibitions against housing discrimination to include discrimination on the basis of handicap or familial status (families with children). The Federal Fair Housing Act Amendments (FHAA) defined "handicapped" to include persons with physical or mental disabilities and recovering alcoholics and drug addicts. The FHAA not only prevents communities from discriminating against handicapped individuals but also requires "reasonable accommodations in rules policies, practices, or services, when such accommodations are necessary to afford [handicapped persons an] equal opportunity to use and enjoy a dwelling." The California Fair Employment and Housing Act, codified as Government Code Sections 12900 to 12996, reinforces provisions of federal statute to prohibit any unlawful discrimination against persons with disabilities.

The State Supreme Court has prohibited local agencies from limiting the number of persons unrelated by blood, marriage, or adoption who can reside in a single-family home.

Pursuant to Cal. Health & Safety Code §1566.3, a residential care facility that serves six or fewer people is considered a residential use and its occupants, regardless of legal relation, are considered a family for purposes of residential use laws and zoning codes. Further, such a use shall not be included within the definition of a boarding house, rooming house, institution or home for the care of minors, the aged, or persons with mental health disorders, foster care home, guest home, rest home, community residence, or other similar term that implies that the residential facility is a business run for profit or differs in any other way from a family dwelling.

Manufactured Housing

The Land Use and Development Code is compliant with Cal. Gov't Code §§65852.3-.5 which requires local agencies to allow the installation of manufactured homes certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. §§5401 et seq.) on a foundation system, pursuant to Cal. Health & Safety Code §1855, on lots zoned for single-family dwellings.

Adult Oriented Businesses

Local agencies may regulate, pursuant to a content-neutral ordinance, the time, place, and manner of operation of sexually-oriented business when the ordinance serves a substantial government interest, does not unreasonably limit alternative avenues of communication, and is based on narrow, objective, and definite standards (Cal. Gov't Code §65850.4). Through the Zoning Ordinance update, regulations must ensure there are a reasonable range of alternative sites where adult-oriented businesses may be located.

Coastal Act

In 1976, the California Coastal Act was passed to protect coastal resources and maximize public access to the shoreline in the coastal zone, which is designated by the State Legislature. As part of the Coastal Act, local governments can prepare and implement Local Coastal Programs (LCPs) that are consistent with and achieve the objectives of the Coastal Act.

The Coastal Act gives priority to:

- Coastal-dependent and coastal-related uses and activities, such as commercial fishing, recreational boating and water-oriented recreational activities;
- Coastal access and recreational needs, such as public coastal access and recreation, along with consideration of traffic, parking, circulation and infrastructure needs; and

- Environmentally sensitive areas, including the protection and restoration of water quality and sensitive habitat areas, along with consideration of shoreline erosion and sea level rise.

Once an LCP is approved by the Coastal Commission, local governments have the responsibility of issuing coastal permits for most new development, subject to the standards set in the certified LCP.

Each LCP consists of a local coastal land use plan, which the City drafted with the PLAN Hermosa effort and is preparing to submit to the Coastal Commission for certification, and an implementation plan consisting of measures to implement the plan (primarily the Zoning Ordinance). Thus, the Zoning Ordinance must conform with and carry out the local coastal land use plan.

Cottage Food Operations

Pursuant to Cal. Gov't Code §51035, a city or county may not prohibit cottage food operations (homemade and packaged food defined in Cal. Health & Safety Code §113758) in any residential dwelling, but shall do one of the following: Classify the use as a permitted use in any residential zone, grant a nondiscretionary permit for the use, or require a permit for the use.



Emergency Shelters; Transitional and Supportive Uses

Cal. Gov't Code §§65582, 65583, and 65589.5 require each local government to: 1) amend its Code to identify district(s) where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit to include sufficient capacity to accommodate the need for emergency shelter identified in the housing element, and 2) treat transitional and supportive housing as a residential use of the property subject only to those restrictions that apply to other residential dwellings of the same type in the same district. Cal. Gov't Code §65582 contains definitions for "supportive housing," "target population," and "transitional housing" to be more specific to housing element law.

AB2162 requires that supportive housing be a use by right in districts where multifamily and mixed uses are permitted, including nonresidential districts permitting multifamily uses, if the proposed housing development meets specified criteria, and requires a local government to approve, within specified periods, a supportive housing development that complies with these requirements. Local governments are prohibited from imposing any minimum parking requirement for units occupied by supportive housing residents if the development is located within ½ mile of a public transit stop.

Family Day Care Homes

Pursuant to Cal. Health & Safety Code §§1597.30 et seq., small family day care homes in a residential unit is a residential use and is not subject to a fee or business license. Large family day care homes may not be prohibited in any district where residential is allowed, but a city or county shall do one of the following: classify the use as a permitted residential use, grant a non-discretionary permit for the use, or require a permit for the use. However, zoning requirements for large family day care home must be reasonable and are limited to spacing and concentration, traffic control, parking, and noise control. Noise control standards must be consistent with the general noise ordinance and must take noise levels generated by children into consideration.

Processing and Review Procedures

State law specifies a number of processing requirements and review procedures related to land use regulation. These include procedures and requirements for development agreements (Cal. Gov't Code §§65864 et seq.), general plan consistency (Cal. Gov't Code §65860), permit review timelines (Cal. Gov't Code §§65920 et seq.), rezoning land upon annexation (Cal. Gov't Code §65859), notice of public hearings (Cal. Gov't Code §§65090 et seq.), variances (Cal. Gov't Code §§65900 et seq.), and zoning amendment procedures Cal. Gov't Code §§65853 et seq.).

Religious Uses

The Federal Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) requires public agencies to demonstrate a compelling government interest and to use the least restrictive means when making a land use decision that imposes a substantial burden on religious exercise. Religious uses must be treated the same as similar non-religious uses. Additionally, regulations cannot impose a substantial burden to religious exercise.

Signs

In June 2015, the U.S. Supreme Court decision in *Reed v. Town of Gilbert* (No. 135 S.Ct. 2218, 2015) affirmed that sign regulations must be "content-neutral" to survive a legal challenge. In order to be content-neutral and satisfy First Amendment limitations, sign regulations must be based on "time, place, and manner" restrictions, rather than by content- or message-based restrictions. Content-based regulations are subject to what is called a "strict scrutiny" standard – that is, a compelling governmental interest must be demonstrated and regulations must be narrowly tailored to serve that interest.

Solar Energy Systems

Cal. Gov't Code §65850.5 requires that solar energy systems be approved administratively with requirements limited to health and safety requirements per local, State, and federal law and those

necessary to ensure systems will not have a specific, adverse impact on public health or safety. A use permit may be required if the building official makes a finding based on substantial evidence that a specific, adverse impact on public health or safety would result. Every city and county is required to have an ordinance expediting permitting for small residential rooftop solar energy systems.

Telecommunications

The Federal Telecommunications Act of 1996 Limits state or local governments' authority to regulate placement, construction, and modification of personal wireless service facilities. State or local governments must not unreasonably discriminate against providers of functionally equivalent services and not prohibit or effectually prohibit use of personal wireless devices. Further, state or local governments shall not regulate placement, construction, and modification of personal wireless service facilities based on the environmental effect of radio frequency emissions, to the extent that such facilities comply with FCC regulations. Cal. Gov't Code § 65850.6 requires a city or county to ministerially approve an application for a co-location facility on or immediately adjacent to an existing wireless telecommunications co-location facility. It also prohibits a city or county from imposing certain conditions of approval on permits for construction or reconstruction of wireless telecommunications facility.

Water Conservation and Landscaping

Cal. Gov't Code §53087.7 prohibits cities or counties from enacting any regulation that substantially increases the cost of installing, effectively prohibits, or significantly impedes the installation drought tolerant landscaping, synthetic grass, or artificial turf on residential property. The Water Conservation in Landscaping Act of 2006 (Cal. Gov't Code §65597) requires local agencies to adopt the updated Department of Water Resources (DWR) Model Water Efficient Landscape Ordinance (WELO) or a local landscape ordinance that is at least as effective in conserving water.



APPENDIX A

ORDINANCE USER INTERVIEW SUMMARY

Introduction

As part of the initial evaluation of the current Zoning and Subdivision Ordinances, the consultant team conducted a series of interviews with a range of “ordinance users”– people who have utilized the Zoning and Subdivision Ordinances in Hermosa Beach and/or have a specific interest in regulations that will implement the updated General Plan/Local Coastal Plan–to understand the concerns and issues associated with updating the ordinances. The ordinance users interviewed encompassed a variety of people, which included: landowners, developers, architects, real estate professionals, and designers.

The City’s consultants conducted eight hour-long interview sessions on March 4, 2020, in addition to two phone interviews on March 12, 2020. A total of 31 code users in groups of one to five people were interviewed. The confidential interviews were conducted by staff from the consulting team– Martha Miller of Miller Planning Associates and Diane Bathgate of RRM Design Group. No staff members were present during the interviews to encourage candid responses. Participants were asked a series of questions regarding overarching concerns as well as specific topics related to the City’s Zoning and Subdivision Ordinances. People attending were also given the opportunity to discuss issues of significance to them that were not otherwise discussed or addressed from the facilitated questions.

Themes

A strong consensus among code users emerged about what major issues are. While ordinance users may ultimately differ on precise changes to take, there was clear agreement that the Zoning and Subdivision Ordinances require modifications to be more understandable, to reflect existing conditions, and to achieve major City policy goals. Generally, ordinance users thought the City’s regulations were outdated and in need of improvement in order to achieve the community’s vision for the future. Following is a list of major themes heard during the interviews. A comprehensive list of comments received, organized by topic, is attached.

- 1. Do not regulate based on the worst-case scenario.**

- *This approach causes unintended consequences that often obstruct the ability to achieve other city goals.*

- 2. Make the regulations easier to use, understand, and interpret.**

- *Include practices and interpretations currently used, but not officially documented and apply regulations with a “common sense” mindset.*
- 3. Parking requirements are a major obstacle to investment and reinvestment.**
 - *Reduce parking requirements and incorporate flexibility, particularly for nonresidential uses.*
 - 4. Allow a wider variety of uses to occupy vacant spaces and generate activity, particularly in the Downtown and along corridors.**
 - 5. Align Downtown regulations and processes with market-driven strategies for reinvestment.**
 - 6. Clarify the review process and make it less onerous.**
 - *Adjust review bodies and processes to more appropriately reflect the significance of a project.*

Comments

General Comments

- The Zoning Ordinance is very cumbersome to work with. It's hard to find things if you are not familiar with it. It's hard for the first 10 years, the next 20 years of working with it are not so bad.
- There are so many little idiosyncrasies in the Ordinance that you would not know if you didn't work with it on other projects.
- PLAN Hermosa policies and implementing actions should be evaluated to determine what should be addressed in the Zoning Ordinance and what should be addressed in other parts of the Municipal Code or through other means.
- The City's approach seems to be that everyone gets punished when they have issues with a few. The City tends to overreact.
- In general, there is a fear of change.
- City receives generational mixed messages. Now is completely opposite from previous vision. What is the desired image for the City? Boutique? Party? Quiet?
- The Zoning Code lacks incentives to revitalize.
- Redevelopment efforts in downtown are a “nightmare.”
- Focus on the vision in PLAN Hermosa, not incremental change.
- Clearer rules and regulations, all written down to minimize multiple interpretations.
- Keep density to what residents want, do not facilitate overdevelopment.
- Improving review processes to be more predictable and streamlined would entice more investment and improvement, especially important for downtown Hermosa Beach.

- There is a need to build more housing.
- Provide for more gathering and placemaking opportunities.
- Align regulations to support market-driven reinvestment.
- Hermosa Beach deserves a better downtown.
- Address catalyst properties and need City leadership.

Design and Development Standards

- A lot of policy is interpreted through the code; that makes it hard. For example, the way to determine height was first changed based on a policy for interpretation. Another example is determining whether a portion of a garage is below grade. The language in the Ordinance says to take natural grade but when the City analyzed the project, they used a straight-line method to determine grade. That was different from how Staff applied the exact same standard previously. The Ordinance language didn't change, the interpretation of how to apply it did.
- Trash issue – City wanted to take away shared facilities, ordinance passed, knee jerk response to restaurants not keeping clean. Need to look at larger context and implications, not just specific case.
- Small lots – make one threshold.
- Open space and parking requirements can conflict.
- Lot coverage and open space requirements can be redundant and need to be loosened up ("it's now like a Rubik's Cube).
- Allow more flexibility with renovations, allow full renovations without bringing all up to code.
- Important to allow for condominiums and consider reduction in size.
- Modify exceptions for building height (increase from 5 percent).
- R-1 zone problems with alley garage, parking in the rear, and open space compliance (for example, on Myrtle Street can push whole building back and never reach compliance).
- Open space regulations currently require 10 feet by 10 feet space - provides a disincentive for varied walls and good design.
- R-1 and R-2 have different interpretations of open space requirements – make consistent.
- Recommend being able to allow side yard to be used toward open space requirement.
- Consider allowing half of front yard toward open space for an alley condition.
- For public right-of-way between parkway and lot, need consistency in regulations and a mechanism for future removal of improvements (bond, grant deed, etc.)
- Reconcile General Plan and Code conflicts regarding sidewalk encroachments.

- Alley access is encouraged in PLAN Hermosa, but it is not in the Zoning Code.
- The sign ordinance is confusing, such as fascia board requirements allow for a too big of a range and only one wall sign is allowed per business.
- Design standards are lacking except for SPA-11 area. Need guidance for:
 - Window glazing - do not want highly reflective glazing, needs to be added to Code.
 - Murals – need clarifying direction as now can apply to front wall or glazing but consider allowing stepping back graphic a foot or two.
 - Drive-through uses – now need a use permit, in conflict with carbon neutrality goals, consider standard for new drive-throughs.
 - Lot mergers/subdivisions – now new lots must be 4,000 square feet in size, consider consistencies with adjacent lots, ownership ties, require lot mergers for R-1 lots only.
- Reconsider building heights and floor area ratio (FAR) regulations, are currently disincentives to redevelop.
- Clarify how side yards are measured (for example, existing requirement is 10 percent with 3 feet clear).
- Clarify regulations regarding convex slopes, need to apply more common sense.
- Have many legal nonconforming lots, consider mergers and other strategies.
- Allow buildings of three stories, consistent with character.
- Require more trees (consider shorter species in consideration of view protection).
- Consider changing building height methodology.
- Need standards tailored for each neighborhood/area.
- Enhance requirements for more permeable surfaces where possible.

Land Use Regulations

- The community is concerned with construction impacts. The City is small, and the lots are small. Nothing can be built without impacting neighbors. Maybe there is a need for a construction ordinance.
- The way traffic impacts are considered will change as the traffic impact analysis shifts to consideration of vehicle miles travelled (VMT). How the City decides to manage VMT should get wrapped into the Zoning Ordinance.
- Sometimes new uses that on their own create additional vehicle trips, actually reduce the overall number and length of vehicle trips when located in already developed areas. A

commercial use that adds diversity in a built area can reduce trips because people are already in an area and can meet that need without going to another location.

- The jobs/housing imbalance in the City is exasperated by the Zoning Ordinance. The basic environmental issues in Hermosa Beach is affordable housing.
- Mixed-use zoning would be appropriate for the PCH corridor
- Reconsider conditional use permits to be more context appropriate (for example, allow full liquor CUP use to stay open past 10 pm on Friday, Saturday and Sunday nights). Make an allowable use or less stringent when not adjacent to residential.
- The current open space rules sometimes push bad design.
- Restaurants and party businesses should be treated differently. Restaurants should not require a CUP.
- Reconsider ground floor uses to allow for creative office or office, especially in areas not as desirable for restaurant or retail (such as outskirts of downtown). This could help address Hermosa Beach's lack of weekday, daytime population to support businesses.
- Revisit assembly CUP thresholds (anything over 15 people needs CUP process which may be appropriate for a church, but not for new fitness use).
- Add regulations for accessory dwelling units (ADUs) into Code and consider providing shelf ready, pre-drawn plans and allowing pre-fabricated options.
- Add in requirements of SB 1818 and SB 330 into Code.
- Reduce loopholes in Local Coastal Program (LCP).
- For historic resources, need to be clear on regulations.
- Frontage requirements along the Strand (3 feet, 9 feet or 17 feet setbacks) are impediments to design (not effective at original intent of discouraging parking behind units).
- Condominium developments do not need to go to Planning Commission.
- Reconcile mixed use direction between General Plan (discouraged) and Zoning Code (allowed).
- In the Cypress Avenue area, loosen up light industrial/manufacturing regulations to allow for other uses (such as brewery, coffee house, galleries, architecture offices, incidental retail, other arts-related uses) and consider performance standards to ensure compatibility with neighboring residences.
- Clarify and make consistent parking/driveway allowances (now inconsistent between single family and multi-family).
- Clarify downhill slope transition requirements to ensure public water is not going onto private, downward driveways (sometimes request concrete swale or trench drain).

- For the Building Code, City uses California Code with a few modifications, and it works pretty well with the Zoning Code. Sometimes a conflict arises, such as with low impact development (LID) using rain barrels in the side yard for onsite water retention.
- Regarding the M-1 zone, there are many different opinions and perspectives on current and future use and it is not designed well for public access. Current Planning Commission direction allows retail only with a temporary event permit.
- Allow for mixed use (with residential or office above commercial) and address parking concerns.
- Reconcile differences between California Coastal Commission, State, and City regarding housing requirements such as with ADUs, JADUs, FAR, etc.
- Office uses should be allowed in commercial zones, even if need to limit amount of square footage or require to be above ground floor.
- Establish adaptive reuse requirements.
- Hermosa Beach generally has a "one size fits all" approach to multi-family zoning regulations but have some very different neighborhoods so requirements need to be more tailored. For example, 400 square feet of open space is required regardless of lot size – consider percentage requirement.
- Remove building separation standard on same site (only really applies to past design patterns).
- Ensure compatibility between uses such as between commercial and residential uses, especially important for small, compact patterns in Hermosa Beach.

Parking Regulations

- Parking is the issue that holds up projects. The City could address this by being more flexible on parking.
- City needs to catch up with the State and revisit parking along the transit corridor (PCH).
- Parking is the number one issue when requesting approvals.
- City needs to build in-lieu space parking structure and has the funds.
- In-lieu parking program previously approved is now not available and is unfair.
- Commercial uses get push back from neighborhoods and City does not enforce residents to use garages.
- Encourage Uber, Lyft, shuttle, buses and messaging that may need to walk a bit.
- Consider 20 percent parking requirement if provide bicycle racks.
- City may have overissued resident parking passes.
- The parking variance process is too onerous, expensive, lengthy and risky.

- Need to be forward thinking with parking strategies.
- Consider public private partnership (PPP) approach to building a parking structure south of Sharkeez.
- Recommend not requiring parking for small businesses.
- Consider no parking for historic resources.
- Revisit parking recommendations in the Downtown Strategic Plan.
- City's current parking regulations are outdated.
- Have observed inconsistent treatment for waiving parking, need more consistency.
- Move downtown parking inland so folks will need to walk by retail/stores.
- Employees have no dedicated parking area.
- Two-hour parking limit is too restrictive for dining/restaurants.
- Parking is only an issue primarily on weekends.
- Concerned with ADU garage conversions as there is no requirement for additional parking.
- Reduce and eliminate off-street parking requirements.
- Allow use of shared parking between private and public uses.

Zoning Administration and Process

- The City's planning review process is ridiculous. Over the last four years or so, it has become extremely difficult. Staff will not talk to you about a project unless you make an appointment. Even if you simply want to drop off plans, you must have an appointment. This is cumbersome. Also, if you are missing anything, Staff will not accept the project. The problem is, they are just doing a partial plan check at the counter. So even if you correct that, they haven't looked at everything and they will give you corrections again. It goes on and on.
- The level of detail in plans required for planning review is excessive. The City basically requires you to prepare engineering drawings before you even know if a project is viable. Engineered plans are required too early in the entitlement process.
- Of all jurisdictions I've worked in, Hermosa Beach used to be the most straightforward and common sense in their review. Now they are the worst.
- Hermosa Beach doesn't have design review, which is a good thing.
- Lengthy process to entitle hotel at 14th Street and Hermosa Avenue.
- Due to the length of the development process and EIR, project is now on hold and requires new financing.

- Time to get things approved is abnormally long due to stringent policies and general complacency at all levels (for example, patio approval along the Strand took a year and half).
- City is good at processing routine items, much longer times if there are different interests involved.
- Regulations are not always easily apparent, and everything goes to Planning Commission (for example, reduction of seats at a brewery went to Planning Commission and cost \$6500).
- Changes in staff result in different direction and can cause confusion.
- Staff is helpful, accessible, and open to discussion, and provides complete information on what needs to be submitted.
- Planning Commission discusses and adds restrictions if no issues or neighbor testimony.
- Consider administrative approval unless comments are received and then take to a public meeting (Director, Zoning Administrator, or Planning Commission).
- Applicants do not receive comments ahead of meetings and can be blindsided (for example, applicant not allowed to review screencheck EIR).
- Would like more certainty in the process.
- Consider better forums and opportunities to work out issues.
- Code interpretations sometimes are unwritten rules that applicant finds out after the fact.
- Make sure there are clear inspection standards.
- Planning and Public Works sometimes do not communicate well which can result in conflicting requirements. Provide clearer areas of responsibility for site planning and for right of way, such as with grading and drainage.
- Remove requirement to submit materials on CD (too antiquated).
- For convex slope determinations, change from Planning Commission level to administrative (Director), but appealable.
- Allow more decisions to be made at the administrative level (such as minor modifications, use permits, others).
- Establish one point in time to bring lots into conformance (remove structure, merge, or fire wall).
- Change of use request process is too long and too expensive (since go to Planning Commission) and is a disincentive for new small businesses. Consider more ministerial/administrative processes to be business friendly.
- Provide a process for including critical points so can be reviewed in the field with plan set.
- Recommend interdepartmental routing of conceptual plans, include summary "up front" of requirements for all departments, and enhance interdepartmental communication.

- Regarding survey standards, require corner monuments and verifications that ties were established/set, filed and inspected in the field.
- Provide a written, digital checklist on website of requirements.
- Single-family related applications do not need to be reviewed by Planning Commission if comply with rules.

Example References

- Redondo Beach's Code is pretty good.
- Manhattan Beach's Code is cumbersome but tailored. The Planning Department put together tools to help streamline the process. For residential projects, they have a check sheet with every code that is related to project. It's a helpful tool to use when designing a project.
- For parking, City of Los Angeles allows fractions of parking spaces or replacement with bicycle racks.
- For parking, West Hollywood does not require parking for uses less than 10,000 square feet.
- Look into Urban Land Institute (ULI) strategies for shared parking.
- Review City of Long Beach example regarding limitations on drive-through uses.
- Manhattan Beach has good regulations for ADUs and Junior ADUs including a streamlined process.
- Torrance has a "one stop" desk that covers requirements of all departments.
- El Segundo "Sleepy Hollow" is a good example of a creative office district.
- Look at potential parking approaches in Manhattan Beach and El Segundo to help "right size" parking requirements and provide flexibility.
- Coastal Commission has become more accepting of parking changes, see examples in Santa Monica and San Diego.

List of Interviewees

Adam Eisenberg

Bob Healey

Bob Rollins

Brandon Straus

Chrissie Grasso

Christie Teague

Dean Nota

Ed Almanza

Fran Uralman

George Schmeltzer

George Shweiri

Jason Muller

John Starr

Jon Davide

Jonathan Wicks

Karynne Thim

Larry Peha

Laura Pena

Lisa Ryder

Lori Ford

Maria Islas

Maryl Binney

Michelle Licata

Mike Grannis

Mike Levine

Mike Wally

Nicole Ellis

Peter Nolan

Stacey Straus

Stefan Schmandt

William "Bill" Errett



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, CA 90254-3885

Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

UPDATE THE ZONING AND SUBDIVISION ORDINANCES OF THE HERMOSA BEACH MUNICIPAL CODE

BETWEEN THE CITY OF HERMOSA BEACH AND MILLER PLANNING ASSOCIATES

This AGREEMENT is entered into this 27th day of October, 2020, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and MILLER PLANNING ASSOCIATES, a Sole Proprietorship ("CONSULTANT").

RECITALS

- A. The City desires to update the Zoning and Subdivisions Ordinances of the Hermosa Beach Municipal Code in order to implement the goals, policies, and programs of the General Plan.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1** CONSIDERATION AND COMPENSATION As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$249,700, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.



- 2** SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

- 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 in accordance with the schedule of compensation incorporated in "Exhibit A."
- 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 schedule incorporated in "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 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 to perform work under this Agreement is Martha Miller. 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.
- 7** TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on June 30, 2022, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 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. CONTRACTOR 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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONTRACTOR shall cease services as of the date of termination, and 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.

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

- 12 INDEMNIFICATION.** CONSULTANT shall indemnify and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reimbursement of reasonable attorney's 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, to the degree determined in a final and nonappealable judgment or by agreement of the parties proportionate to its liability. The CONSULTANT shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have CONSULTANT'S allocated share of liability. 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.

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 it is 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.** 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.

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 two million dollars (\$2,000,000) 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.
 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 one million dollars (\$1,000,000) combined single limit for each occurrence.
 4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

- 18 USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.
- 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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN: Ken Robertson, Community Development Director	Miller Planning Associates 830 Venable Street; San Luis Obispo, CA 93405ATTN: Martha Miller, Principal and Owner

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.

- A. 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.

- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

- 23 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.
- 24 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.
- 25 TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
- 26 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.



27 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.

28 OWNERSHIP OF DOCUMENTS. It is understood and agreed that CITY shall own all documents and other work product of CONSULTANT, except the CONSULTANT'S notes and workpapers, which pertain to the work performed under this Agreement. The CITY shall have the sole right to use such materials in its discretion and without further compensation to the CONSULTANT, but any re-use of such documents by the CITY on any other project without prior written consent of the CONSULTANT shall be at the sole risk of the CITY.

29 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 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 _____

CONSULTANT Initials _____

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 _____

CONSULTANT Initials _____

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



CITY OF HERMOSA BEACH

CONSULTANT

Suja Lowenthal, City Manager

By: _____
Martha Miller, Principal and Owner

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins, City Attorney



Staff Report

Staff Report

REPORT 20-0661

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS
TO PROVIDE ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER, STORM DRAIN)
(Public Works Director Marnell Gibson)**

Recommended Action:

Staff recommends that the City Council:

1. Award a Professional Services Agreement to Adams Streeter Civil Engineers, Psomas, Schaaf & Wheeler, TAIT & Associates, Inc., and Tetra Tech, for an amount not to exceed \$500,000 each, to provide on-call engineering design services for utilities (sewer, storm drain) to the City of Hermosa Beach for three years with the option to extend for up to two additional one-year terms; and
2. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney.

Executive Summary:

A Request for Qualifications for on-call engineering design services for utilities (sewer, storm drain) was issued on August 31, 2020. As of the proposal deadline of September 21, 2020, a total of 10 proposals were received. Staff reviewed the ten proposals and recommends that the City Council award a series of not-to-exceed contracts to five qualified professional consulting firms to provide on-call engineering design services for utilities (sewer, storm drain) as needed to the City for an amount not-to-exceed \$500,000 each over the next three years, with options to extend the contract length for up to two additional one-year terms.

Background:

The City has been utilizing a practice of hiring consultants based on Requests for Proposals to fulfill its engineering design service needs. The RFP process consumes a significant amount of time as staff engages in the RFP initiation, bidding, evaluating, award, and execution process each time the City needs geotechnical services. Each RFP issued takes months to process, from drafting the RFP to execution of award. Given the aim toward implementation of business process improvements, staff seized the opportunity to re-envision the City's approach to obtaining these services.

Staff Report

REPORT 20-0661

The City had previously awarded three professional service agreements for on-call engineering design services for utilities (sewer, storm drain) in July 2017 with a duration of three years. Those previous contracts expired in July 2020.

In continuing the pursuit of the City's desire to be nimble and efficient in its business processes, a team from Public Works collaborated on the development of a Request for Qualifications (RFQ) to meet the needs of the City and the community. The RFQ approach, which includes a formal competitive bidding and advertisement process, provides the City with a list of pre-qualified professional consultants to serve on the "bench" for the coming three to five years without the need to go out for an RFP each time the service is needed. This approach improves efficiency and expedites commencement of work and project delivery.

Discussion:

RFQ 20-02 was issued on August 31, 2020, seeking proposals from qualified individuals or firms to provide on-call engineering design services for utilities (sewer, storm drain) to support the function and needs of the City's Public Works Department (**Attachment 1**). In order to provide context of the City's needs, the RFQ included key statistics about the City's infrastructure. The RFQ also included the City's goals and expectations for community engagement related to the City's infrastructure. The requested services for the RFQ included, but not limited to the following:

Complete the design of a variety of projects, which may include sewer, stormwater, storm drain, pump stations, water quality, infiltration, feasibility study, and other civil projects. Design includes plans, specifications, and engineer's construction cost estimate.

On, September 21, 2020, the City received a total of 10 proposals. The complete list of firms that submitted proposals is provided in Table 1 below.

Table 1	
#	Firm Title
1	Adam Streeter Civil Engineers
2	CSG Consultants, Inc.
3	CWE
4	Fuscoe Engineering, Inc.
5	NV5, Inc.
6	Psomas
7	Quantum Consulting, Inc.
8	Schaaf & Wheeler
9	TAIT & Associates, Inc
10	Tetra Tech

Staff Report

REPORT 20-0661

Staff from the Public Works Department reviewed and evaluated each proposal based on the criteria established in the RFQ:

- Approach and Methods
- Relevant Experience & Expertise
- Timeframe and Costs
- Administration

Based on staff's review of the proposals, five of the ten firms were selected based on their overall approach and experience, and specific technical approach to each requested service.

Based on the review of proposals, the reviewing panel recommends that City Council award a series of not-to-exceed contracts to a total of five firms. The proposals submitted by each of the recommended firms are provided in **Attachment 2 - 6**. The recommended firms are noted in **Table 2** below.

Table 2	
#	Firm Title
1	Adam Streeter Civil Engineers
2	Psomas
3	Schaaf & Wheeler
4	TAIT & Associates, Inc
5	Tetra Tech

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Infrastructure Element

Goal 1. Infrastructure systems are functional, safe, and well maintained.

Policies:

- **1.1 Infrastructure systems plan.** Establish and adopt an integrated, holistic systems approach to guide infrastructure development, improvement, maintenance, and resilience.
- **1.3. Right-of-way coordination.** Ensure infrastructure maintenance and repair projects within the public right-of-way are coordinated with utilities and agencies to minimize additional roadway repaving or accelerated deterioration.

Goal 4. The sewer system infrastructure is modernized and resilient.

Policies:

Staff Report

REPORT 20-0661

- **4.5 Sewer system rehabilitation.** Implement the rehabilitation projects recommended in the Sanitary Sewer Master Plan.

Goal 5. The stormwater management system is safe, sanitary, and environmentally and fiscally sustainable.

Policies:

- **5.5 Stormwater system maintenance.** Maintain, fund, and regularly monitor the City's stormwater.

Fiscal Impact:

Each agreement would be a not-to-exceed contract amount of \$500,000. Engineering design service costs are included in each CIP Project budget and would be determined as proposals for individual projects are received. In most cases, the design portion of a project does not exceed 15 percent of the overall project cost. Staff does not anticipate additional funding needs for these contracts.

Attachments:

1. Engineering Design Services For Utilities (Sewer, Storm Drain) RFQ
2. Proposal - Adam Streeter Civil Engineers
3. Proposal - Psomas
4. Proposal - Schaaf & Wheeler
5. Proposal - TAIT & Associates, Inc.
6. Proposal - Tetra Tech
7. Fee Schedule - Adam Streeter Civil Engineers
8. Fee Schedule - Psomas
9. Fee Schedule - Schaaf & Wheeler
10. Fee Schedule - TAIT & Associates, Inc.
11. Fee Schedule - Tetra Tech
12. Draft Agreement - Adam Streeter Civil Engineers
13. Draft Agreement - Psomas
14. Draft Agreement - Schaaf & Wheeler
15. Draft Agreement - TAIT & Associates, Inc.
16. Draft Agreement - Tetra Tech

Respectfully Submitted by: Andrew Nguyen, Assistant Engineer

Concur: Lucho Rodriguez, Deputy City Engineer

Concur: Marnell Gibson, Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager

REQUEST FOR QUALIFICATIONS (RFQ) NO. 20-02

ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

IN THE CITY OF HERMOSA BEACH, CALIFORNIA



CITY OF HERMOSA BEACH
Department of Public Works
1315 Valley Drive
Hermosa Beach, CA 90254



CITY OF HERMOSA BEACH

1315 Valley Drive, Hermosa Beach, CA, 90254

Phone: (310) 318-0212

www.hermosabeach.gov

BID NUMBER: RFQ# - 20-02
BID TITLE: ON-CALL ENGINEERING DESIGN SERVICES FOR
UTILITIES (SEWER, STORM DRAIN)
REQUESTING DEPARTMENT: Public Works – Engineering Division
RELEASE DATE: August 31, 2020
DUE DATE: **Monday, September 21, 2020 @ 5:00 p.m. PST**

Notice is hereby given that the Department of Public Works of the City of Hermosa Beach will receive proposals. Each proposal must be submitted in a sealed envelope and clearly marked:

"RFQ# 20-02, On-Call Engineering Design Services For Utilities (Sewer, Storm Drain)"

Failure to identify the proposal on the envelope may result in disqualification of the proposal.

Sealed proposals must be submitted to the City Clerk Office at 1315 Valley Drive, Hermosa Beach, CA, 90254. Proposals will be received until 5:00 p.m. PST, Monday, September 21, 2020.

Proposals will not be opened at that time, but will be submitted to the Public Works Department for verification and compliance with Specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Proposals received after the deadline will be considered late. Such proposals may be returned unopened. Faxed or emailed proposals are not acceptable.

A copy of this RFQ may be found on the City's website at the following location: <https://www.hermosabeach.gov/our-government/city-clerk/bids-and-proposals> or by emailing the contact person listed below.

Please direct any inquiries regarding this RFQ to Andrew Nguyen, Assistant Engineer at anguyen@hermosabeach.gov, by no later than 5:00 PM PST, Monday, September 14, 2020.

RFQ

Dated: This 31st Day of August, 2020



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1 Introduction

1.1 Invitation for Proposals

That the City of Hermosa Beach, Public Works Department is seeking Statement of Qualifications (SOQs) from qualified individuals or firms to provide On Call Engineering Design Services For Utilities (Sewer, Storm Drain) for the City of Hermosa Beach. Proposer(s) must have the expertise, experience, and demonstrate resources available to perform the work described in the RFQ. A copy of this RFQ may be found on the City's website at the following location: <https://www.hermosabeach.gov/our-government/city-clerk/bids-and-proposals> or by emailing the contact person listed below.

Should an award be made, the selected Consultant(s) will enter into a professional services agreement with the City of Hermosa Beach to provide these services. The City anticipates a contract start date around October 13, 2020 and term of the agreement(s) shall be for two (2) years, with up to three (3) one (1) year extensions. Approximately 30 days prior to the end of each term, a meeting may be held between the consultant(s) and the City of Hermosa Beach staff to conduct a performance review, revise the scope and/or language of the agreement, and confirm consultant rate schedules. The initial agreement and each renewal will require City Council approval.

This RFQ does not require consultants to address any specific projects or task orders. As actual projects arise, the City will solicit proposals from the selected on-call firms. A task order will be negotiated and executed between the City and the selected firm.

1.2 RFQ Timeline

RFQ posted	August 31, 2020
Deadline to submit written questions	September 14, 2020
Posting of responses to questions	September 16, 2020
Deadline to submit proposals	September 21, 2020 - 5 PM PST
Interviews (for selected firms)	TBD
Tentative award	October, 2020

1.3 Submittal Procedures

Proposers shall submit **one original** and **three copies** in a sealed envelope or box bearing the name of the Proposer, marked RFQ # 20-02, submitted only to the following address:

ON-CALL ENGINEERING DESIGN SERVICES FOR
 UTILITIES (SEWER, STORM DRAIN) (RFQ 20-02)
 City of Hermosa Beach
 City Clerk Office
 Attn: Andrew Nguyen
 1315 Valley Drive
 Hermosa Beach CA, 90254



Proposes shall submit **one digital copy** of the proposal and **one digital copy** of the fee schedule in one USB drive.

No proposals will be accepted after the listed date and time. All proposals must be clearly marked with the project title and RFQ number and submitted to the City Clerk Office of City of Hermosa Beach. Failure to identify the proposal on the envelope may result in disqualification of the proposal. The format, content, and procedures for submitting a proposal are provided in further detail within the RFQ. (Check **Section 3** for complete submittal procedures)

1.4 Contact

Please direct any inquiries regarding this RFQ to **Andrew Nguyen** at anguyen@hermosabeach.gov. All questions regarding the content of the proposal should be submitted in writing to the listed email address and sent no later than the date and time listed in the RFQ Timeline. Responses to questions will be distributed to registered holders of this RFQ and posted to the City website.

1.5 General RFQ Conditions

The following instructions and conditions apply to this RFQ:

Pre-Contractual Expenses

The City of Hermosa Beach shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a proposal in response to this RFQ.
- Submitting that proposal to the City of Hermosa Beach.
- Negotiating with the City of Hermosa Beach any matter related to this RFQ, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFQ and/or Not Award Contract

The City of Hermosa Beach reserves the right to withdraw this RFQ at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFQ. The City expressly reserves the right to reject any and all proposals in response to this RFQ without indicating any reasons for such rejection(s).

The release of this RFQ does not obligate or compel the City to enter into a contract or agreement.

Authority to Revise RFQ and Request Additional Information

The City reserves the rights to amend the RFQ at any time, to determine the successful respondent(s), and to reject any or all Proposals or their components. Should it be necessary for the City to issue addendums to this RFQ during the proposal period, the City will notify the known holders of this RFQ and post addendums to the City website. Proposals shall



acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their proposal by completing the Certification of Proposal Form.

The City reserves the right, to request additional information or clarifications from consultants where it may serve the City's best interest.

Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm(s), the Scope of Work may be modified and refined during negotiations with the City. Any proposer that provides additional services can include those services in the proposal and list them as additional services.
- **AUTHORIZED SIGNATURES.** Every proposal must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF PROPOSAL.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous proposal after consideration of all criteria. Should the selection criteria be requested, it shall be at the City's discretion if the criteria is released prior to the final selection being made.
- **COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Proposal, the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Qualifications, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any consultant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a consultant is interested. Consultants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFQ documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFQ documents. The failure or neglect of a consultant



to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

- **INTERPRETATION OF RFQ DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFQ. If any person is in doubt as to the true meaning of any part of this RFQ documents, or finds discrepancies or omissions in the document, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFQ by any person are unauthorized and invalid. Modifications to the RFQ, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFQ documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFQ documents. All such addenda shall become a part of the RFQ document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file. Any prospective consultants who obtained a set of RFQ documents are responsible for advising the City that they have a set of RFQ documents and wish to receive subsequent Addendums by contacting the City contact person listed in this RFQ.
- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one cost proposal.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFQ process become the property of the City upon submission. All bid proposals and documents submitted in response to this RFQ shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or proprietary, and City may refuse to consider a proposal so marked. All Information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement (sample attached) with the City. Any proposed change to the agreement shall be identified in the response to the Request for Qualifications (RFQ) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.



- **NO PUBLIC BID PROPOSAL OPENING/PUBLIC RECORDS ACT.** Bid proposals shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing proposals is not disclosed to other Consultants. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.
- **PUBLIC RECORD.** All proposals submitted in response to this RFQ will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City in evaluation of the proposal. Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Qualifications are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualifications and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the proposal includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFQ for which each proposed sub consultant would perform services. All sub consultant for work services must follow all required provisions of the prime contract.
- **VALIDITY.** Proposal must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF PROPOSAL.** Consultants' authorized representative may withdraw Proposals only by written request received by this RFQ contact personal before the Proposal Submittal Deadline.
- **BUSINESS LICENSE.** The selected firm(s) must obtain a City of Hermosa Beach Business license and maintain a current certificate of insurance with the City for the duration of the Professional Service Agreement.



2. Scope of Work

2.1 City Location and Characteristics

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the "South Bay" area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The city limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles. Hermosa Beach includes nearly two miles of shoreline and varies in width between one-half mile and approximately one mile inland. Elevations in the City range from sea-level and rise up to 250 feet in elevation.

In 2018, the City of Hermosa Beach had an estimated population of 19,673. The City plays host to several major special events held throughout the year and visitors can increase the population to over 100,000 people on an average summer weekend.

Hermosa Beach contains:

- 19 parks that vary in sizes;
- Community theatre, historical society museum, senior center, after school programming, and classroom facilities;
- Recreation and community center, Museum, Senior center, Restroom facilities;
- Civic Center including City Hall, Police Department, Library, and Fire Station;
- Parking facilities including a parking structure;
- Recreational buildings available for meetings and rentals;
- Corporate Yard, and various structures.

2.2 Project Goals

The City of Hermosa Beach is seeking proposals from qualified firms to provide Engineering Design Services for Utilities (Sewer, Storm Drain) to achieve the following goals:

- Leverage the vision and goals of the recently adopted General Plan and the Community Decision-Making Tool;
- Utilize a comprehensive approach to maintain, rehabilitate and improve the City's infrastructure;
- Provide the City with a range of engineering design services to meet the City's utilities needs on an as-needed basis.

2.3 Relevant Plans, Policies, Programs, or Projects

Proposers should review and consider the work already completed or underway in the development of approach, budget, and schedule. The following links are provided for your convenience:

- [PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program](#), adopted August 2017
- [PLAN Hermosa Environmental Impact Report](#), certified August 2017
- [Hermosa Beach 2019/20 Capital Improvement Program](#), adopted June 2018



2.4 City Proposed Scope of Services

The Scope of Work shall include, but not be limited to the following tasks:

1. Complete the design of a variety of projects, which may include sewer, stormwater, storm drain, pump stations, water quality, infiltration, feasibility study, and other civil projects. Design includes plans, specifications, and engineer's construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to the Consultant.
2. Prepare all documentation required to obtain permits from any and all agencies having jurisdiction of the project.
3. Conduct an environmental assessment as needed for each project and prepare all documentation required to comply with the California Environmental Quality Act (CEQA).
4. Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88.
5. Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions. Including relocation of any Involved Utility facilities (Vaults, Vents, or underground structures that may be in conflict).
6. All preliminary and bid sets of plans shall be plotted on bond using the AutoCAD program. All drawings shall be completed per the City of Hermosa Beach CADD Standards.
7. All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed (current through the remainder of the contract) professional engineer responsible/ in charge of the project. These signed originals will then become the property of the City.
8. The Consultant shall provide support services as needed during the bidding and construction phases of the project, including:
 - A. The Consultant shall respond to bidder inquiries during the bidding process, including preparation of any addenda. Upon award of the construction contract, the Consultant shall attend the pre-construction meeting.
 - B. The Consultant shall review and approve all submittals as needed and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within one (1) week of receipt.
 - C. The Consultant shall respond to written Requests for Information (RFI) as needed to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
9. Upon the completion of construction, record drawings plans shall be submitted to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of record drawings mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats properly labeled) of the final record drawings via CD or e-mail.
10. The Consultant shall monitor the project progress, maintain project files, and control the quality of the work performed as needed.



11. Attend any and all meetings with the City staff as required.
12. Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. The Consultant shall be the liaison with affected agencies.
13. The Consultant shall be responsible for reviewing and approving addenda and clarifications to plans and specifications.
14. The appropriate consultant/firm responding to this RFQ must be able to provide "all" of the designated services not individual services only.

Description of Required Services

- All reports shall conform to criteria, policies, procedures and standards of Caltrans, APWA and the City, and shall be made available to the City at stages specified in the milestone schedule and upon request.
- Construction plans shall adhere to City of Hermosa Beach Standard Construction Drawing standards. The Consultant shall produce, at the Consultant's sole cost and expense, blank reproducible sample plan sheets and any needed standard drawings. Standard drawings and standard plans shall be incorporated into the Contract Plans where applicable.
- The Consultant shall be in responsible charge for the accuracy and completeness of the reports, plans, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.
- Each plan sheet shall bear the State of California Registered Professional Engineer registration seal within signatures, license number and registration certificate expiration date of the Engineer who is in responsible charge for developing the plan. Each plan sheet shall be signed by the engineer who performed the independent plan check.
- All preliminary and bid sets of plans shall be plotted on bond or velum using the AutoCAD program.
- All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.
- The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.
- The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State and set forth in related Caltrans manuals. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.



- The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.
- Electronic files for all construction details and calculations shall be submitted at the end of the contract or when requested by the City.
- All electronic software developed, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.
- Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.
- Consultant or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the City.
- Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or e-mail.
- Coordination with the City, other consultants and other involved agencies will be required to achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E. Coordination may include, but not be limited to, coordination with Caltrans, FHWA, Regional Water Quality Control Board and other agencies.

Construction Plans

- **60% Detail Plans, Specifications, and Estimate (Unchecked Details)**

Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.

Three sets (3) full size (24"x36") of design plans. The following submittals may be submitted electronically: draft SSP, preliminary quantities and estimates, pay item list, and design calculations.

- **100% Detail Plans, Specifications, and Estimate**

The Consultant shall submit the following documents for review and approval: Three sets (3) full size (24"x36") signed and sealed prints of checked design Electronic copies of Special Provisions

Electronic copies of cost estimate and check quantity calculations.

Electronic copies of design calculations.

Electronic copies of design check calculations.

Other reports as needed by the City of Hermosa Beach



The City will review and comment on the detail Plans, Specifications, and Estimate package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete detail Plans, Specifications, and Estimate package. One (1) copy of those documents with comments will be returned to the Consultant.

Final Detail Plans, Specifications, and Estimate

The Consultant shall submit the following documents for review and approval:

Electronic sets of signed final design plans

Electronic copies of signed final specifications

Electronic copies of final cost estimate and final quantity calculations
Electronic copies of final design calculations

Electronic files in its original format and in PDF of all plans, specifications, and estimates

Manuals/Standards

- Where applicable, engineering design of all project improvements shall be compatible and in accordance with the following as applicable:
 - Caltrans Highway Design Manual
 - Caltrans Standard Plans
 - Caltrans Standard Specifications
 - Los Angeles County Hydrology Manual
 - American Public Works Association Standard Specifications for Public Works Construction
American Public Works Association Standard Plans
 - American Water Works Association City of Hermosa Beach Standard Plans
- It will be the responsibility of the Consultant to verify that it has received the latest version or update of these documents.
- Plans for the improvements on the State Highway shall be prepared in accordance with Caltrans recommended practice for detailing and scope of work. Caltrans Standard plans shall be utilized where applicable and may be called out on the plans as reference.
- Local street improvement and utility plans shall adhere to City of Hermosa Beach Standard Plans and the Standard Specifications for Public Works Construction. Plans shall be computer drafted in AutoCAD compatible format and shall adhere to the current City of Hermosa Beach Public Works Department CAD standards.
- The Consultant's work will be subject to inspections by representatives of the City, County, State and FHWA.
- The American Society for Testing and Materials (ASTM)
- Other standards as applicable.



3. Proposal Submittal Instructions

3.1 Proposal Format

Proposals must be submitted in a sealed envelope or box bearing the name of the consultant, clearly marked, and submitted only to the following address:

ON-CALL ENGINEERING DESIGN SERVICES FOR
UTILITIES (SEWER, STORM DRAIN) (RFQ 20-02)
City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach CA, 90254

3.1.1 Hard Copy Proposals

Proposers shall submit **one original** and **four copies** of the proposal for a total of five bound documents. One hard copy of the cost proposal (fee schedule) shall be in a separate sealed envelope, clearly marked "Cost Proposal".

Proposers shall submit **one digital copy** of the proposal and **one digital copy** of the fee schedule in one USB drive.

If discrepancies are found between the copies, or between the original and copy or copies, the "ORIGINAL" will provide the basis for resolving such discrepancies. If one document is not clearly marked "ORIGINAL", the City reserves the right to use any copy of the proposals as the Original.

All proposals shall be submitted on standard 8.5" by 11" paper and printed double-sided. Exhibits may be 11" by 17" paper as needed. Proposers should minimize the use of plastic film/dividers and other materials that cannot be recycled.

All pages should be numbered and identified sequentially by section. Proposals shall be no more than 50 total pages (25 double-sided pieces of paper) inclusive of the cover letter and all required forms.

3.2 Proposal Content

Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and on providing a complete and clear description of the offer. Proposals should include the sections as described in greater detail below. Do NOT include marketing brochures or other promotional material not connected with this RFQ.

3.2.1 Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm, contact information, summary statement of professional qualifications, and statement of understanding of the scope of work.



3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name and address.
- Name, address, email, and telephone number of the consultant's primary point of contact.
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Address, telephone numbers and fax numbers of each of the proposing firm's locations.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Project Understanding and Approach to Scope of Work

Proposers should include in this section a statement of project understanding, organizational chart, approach to work program and summary of deliverables, described in greater detail below.

Statement of Project Understanding

Consultant must include in this section its understanding of the project and understanding of the Scope of Services noted herein. Consultant should be able to articulate a thorough understanding of the State, County and Local requirements, and other industry standards applicable to the project or services to be provided.

Organizational Chart

Consultant shall include an organizational chart that reflects key staff and roles/responsibilities of each individual assigned to provide services under this Proposal. Any roles or topics in which the proposer anticipates utilizing the expertise of subcontractors should be clearly identified.

Approach to Work Program (Required and Optional Tasks)

The City is seeking an effective, efficient and creative approach to preparing work products and meeting the City's goals and timelines. In this section, proposers should include their recommended approach to providing the requested professional services and tasks noted in the Scope of Services in the RFQ. The approach to the work plan shall be of such detail to demonstrate the proposer's ability to accomplish project objectives. This section should also



include proposed approaches and techniques to engagement of community and stakeholders in the process of developing projects.

The proposer's approach should provide detail on both the required and optional tasks identified in the scope of work, as well as any additional tasks or services performed by the proposer.

Additional services: Consultant shall provide the City with any additional services that the firm can provide.

Roles and Responsibilities for City Staff

Proposer should summarize any services NOT provided by their firm that are listed in the Scope of Work. Consultant shall also list any resources, City assistance or other items expected to be provided by City, "Work to be Performed or Provided by the City". Consultant may additionally itemize those services which are further beneficial but are not noted in the aforementioned paragraphs as requirements. Consultant will title this section as Additional Services.

3.2.4 Project Management Plan

Key to a creative, effective, and efficient delivery of projects is close coordination and communication between the City, community, and the selected consultant. In this section, proposers should provide information on scheduling, and describe the firm or project manager's approach to communications and quality assurance/quality control.

Communications Approach

Proposers should describe their recommended or preferred approach to project communications between the City and Consultant Team. This should include detail on the frequency of project check-ins, progress updates, and meeting locations (i.e. phone, email, in-person). Communications protocols for coordinating with other City departments, agencies, and the community can be established during individual project kick-offs.

Quality Assurance/Quality Control Approach

Describe the firm's QA/QC processes that will be adhered to during the term of the agreement. Describe the Consultant's method of ensuring that the assigned personnel's quality of work is high.

3.2.5 Experience and Qualifications

Proposers should include in this section a summary of relevant projects, contact information for references, and information about the experience, qualifications, and availability of key personnel, described in greater detail below.

Summary of Relevant Projects

Proposers should highlight representative projects that are similar in scope to the services requested to demonstrate the firm's depth of experience and familiarity with similar projects. For each project, please include the following information, at a minimum:

- Year started and completed (if relevant)
- Contracting Agency + Department
- Project Description



- Key Personnel Assigned
- Contract Value

References

Consultant must provide at least three (3) references for which consultant has provided services similar in scope as set forth in the RFQ within the last five (5) years. Reference information should include:

- Name of agency
- Name of agency project manager
- Email address and telephone number of contact person
- Description of project or services provided

Experience and Qualifications of Key Personnel

The consultant shall provide resumes indicating the experience and qualifications for the key personnel identified in the organization chart. Consultant shall also include the number and type of additional support personnel who will be providing services. At a minimum, the resume for each team member should include:

- Name
- Position and Role for This Project
- Degrees and Certifications
- Professional Memberships/Registrations
- Summary of Experience
- Work on Representative Project Similar in Scope

If sub-consultants are to be used as part of this proposal, a resume of the sub-consultant and relevant experience is to be included in the same format.

Assignment of Key Personnel

It is the City's preference to have the key personnel identified in the Organizational Chart remain with the individual project during its duration. In this section, please indicate the availability of key personnel to pursue completion of projects.

After contract execution the Consultant should not substitute key personnel (project manager and others listed by name in the proposal) or sub-consultants without prior written approval from the local agency. The consultant must request and justify the need for the substitution and obtain approval from the agency prior to use of a different sub-consultant on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts, the Consultant's project manager shall have all the necessary credentials to qualify him/her as a project manager for this project.



In the event there are proposed changes in key personnel, including sub-consultants, during the term of the agreement that are outside of the consulting firm's control, the consultant shall prepare a transition plan that is presented to the City's project manager for review.

3.2.6 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Proposal.** Proposer is required to sign and submit the Certification of Proposal including acknowledgement that they have received and considered any addendums issued by the City of Hermosa Beach in connection with this RFQ. (See section 6.3.1)
- **Non-Collusion Affidavit.** Proposer is required to sign and submit the Non-Collusion Affidavit. (See section 6.3.2)
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement. (See section 6.3.3)
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement. (See section 6.3.4)

3.2.7 Fee Schedule

Printed fee schedule shall be submitted in a separate sealed envelope with the proposal, labeled "Fee Schedule" and indicate the firm's name. Electronic copies of the fee schedule needs to be submitted in an an USB drive, clearly named "Fee Schedule" provided in a separate, clearly marked "cost proposal" envelope.

Consultant should provide the fee schedule for the duration of the agreement to successfully fulfill the Scope of Work detailed in this RFQ. Required and optional tasks should be consistent with the tasks listed in the Scope of Services and be clearly marked in the fee schedule to facilitate consistent comparison of costs between proposals. The Fee Schedule should identify project team members, and hourly billing rates. The fee schedule should also include any direct costs such as travel, equipment, printing/materials.

The fee schedule must also state if the proposed hourly rate(s) for key personnel is guaranteed for the term of an agreement (if awarded) or if it is subject to adjustments. If subject to adjustments, consultant must state the frequency of adjustments and how adjustments are determined.



4. Proposal Evaluation and Selection

4.1 Proposal Review Process

The City will evaluate all proposals received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest priced fee schedule, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award of proposal, if one is made.

Following the review of RFQs by the City's team, the City may invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract the City may request modifications to the proposed scope or to the technical team or other elements of the proposal. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

4.2 Evaluation Criteria

Evaluation criteria will typically include RFQ understanding, demonstrated expertise, relevant experience, availability of the firm's team, and other factors. Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

Proposals will be evaluated on the basis of their response to all provisions of this RFQ. The City of Hermosa Beach will use the following criteria in its evaluation of proposals, interviews with selected consultants, or verification of references. The categories will be weighted approximately as follows.

Approach and Methods (35%):

- A well thought-out and tailored approach to the technical work that responds to the City's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance capabilities.
- Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.



- Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management project management plan.

Relevant Experience & Expertise (40%):

- Recent experience preparing similar projects or providing similar services for jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project
- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

Timeframe and Costs (15%):

- Display of responsive timeframe to assign tasks.
- Evidence of the team's ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.

Administration (10%):

- Ability to comply with the timeline terms, and billing procedures.
- The extent and nature of any proposed amendments to the City's Professional Services Agreement.



5. Contract Expectations

5.1 Contract Period

The City anticipates the contract term would begin around April 1, 2020 and would include an initial term of two years, with the option for up to three (3) one-year extensions of the contract.

5.2 Professional Services Agreement

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

5.3 Standards of Work

Approximately 30 days prior to the end of each term, a meeting may be held between the consultant(s) and the City of Hermosa Beach staff to conduct a performance review, revise the scope and/or language of the agreement, and confirm consultant rate schedules. The initial agreement and each renewal will require City Council approval.

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter to City for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by Consultant prior to clarification by City shall be at Consultant's risk and expense.

5.4 Invoicing and Payment

The task order for each project resulting from this on-call contract will be set up as a not to exceed rate to be billed monthly based on hours worked. The invoices shall reference the project title, and must list the charges by task, worker classification, hours, billing rate, and totals. Back up information must be submitted together with the invoices.

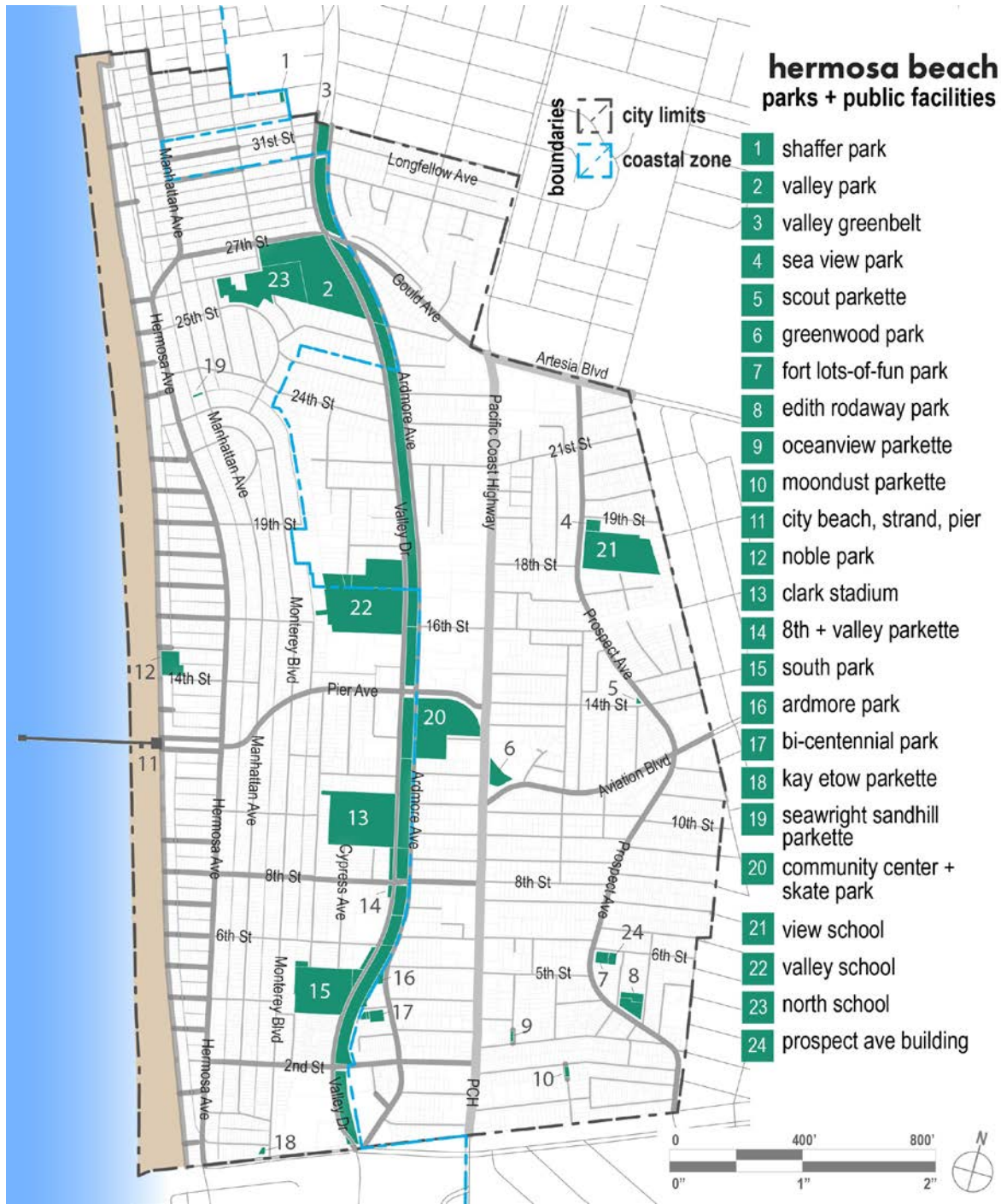
Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.



6. Attachments and Required Forms

6.1 Maps

6.1.1 City Map





6.2 Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

BETWEEN THE CITY OF HERMOSA BEACH AND _____

This AGREEMENT is entered into this _____ day of _____, 2020, by and between the CITY OF _____, a general law city a municipal corporation ("CITY") and _____, a limited liability company ("CONSULTANT").

RECITALS

- A. The City desires to _____.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1. CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$ _____, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10 th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2. SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.



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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."
4. TIME OF PERFORMANCE. The services of the CONTRACTOR 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 schedule incorporated in "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 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 to perform work under this Agreement is _____. 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.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on _____, 20____, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
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. CONTRACTOR 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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONTRACTOR shall cease services as of the date of termination, and 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.

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

12. INDEMNIFICATION. 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, and 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.

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 it is 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. 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.



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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.



- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or



deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.



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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. 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.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.



23. 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.
24. 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.
25. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
26. 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.
27. 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.
28. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
29. 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 _____

Consultant Initials _____

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 _____

Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: _____
TITLE

ATTEST:

Tanesha Hudson, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: _____

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

6.3.2 Non-Collusion Affidavit

RFQ #: _____

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

6.3.3 Compliance with Insurance Requirements

RFQ #: _____

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: _____

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Printed Name and Title:



CITY OF
HERMOSA
BEACH



PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES
(SEWER, STORM DRAIN)

RFQ# 20-02



ADAMS STREETER
Civil Engineers

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I. COVER LETTER

September 21, 2020

Andrew Nguyen, Project Manager
City of Hermosa Beach
Department of Public Works, Engineering Division
1315 Valley Drive
Hermosa Beach, CA 90254



SUBJECT: Proposal to Provide On-Call Engineering Design Services for Utilities, RFQ 20-02.

Dear Mr. Nguyen,

Adams Streeter Civil Engineers (ASCE) appreciates the opportunity to submit our Statement of Qualifications (SOQ) to the City of Hermosa Beach Public Works Engineering Division in response to the Request for Qualifications (RFQ) to provide On-Call Engineering Design Services for Utilities (Sewer, Storm Drain).

ASCE is a full-service civil engineering and land surveying firm that specializes in project delivery for local and regional public agencies, special districts and private developers, and have been providing engineering, surveying and related services for the past thirty-nine years. We are committed to working seamlessly with your staff and has the expertise and resources necessary to assist the City in providing the necessary on-call engineering and related services in a timely, efficient and cost-effective manner. We have also included ECORP Consulting and NMG Geotechnical on our team to provide CEQA environmental and geotechnical related services in support of on-call projects within the span of this two-year contract. ASCE takes pride in our ability and commitment to complete every project successfully and have not refused or failed to complete any contracts that was previously undertaken.

This SOQ is made without collusion with any other person, organization or party submitting a proposal and it is in all respects fair and in good faith without collusion or fraud. This SOQ shall remain valid for a period of not less than ninety (90) calendar days from the date of submittal. The signer of this Proposal has the full authority to bind Adams-Streeter. The point of contact during the proposal evaluation period is as follows:

Khoon Tan, P.E., Director of Municipal Services

Office: (949) 474-2330 x231, Cell: 949-390-0984, Email: ktan@adams-streeter.com

Secondary Contact: Mohammed Abadi, P.E. (949) 474-2330 x209, Email: mabadi@adams-streeter.com

Thank you for this opportunity to be of service to the City of Hermosa Beach. Please don't hesitate to contact Mr. Tan for any questions about any portion of this Proposal during the evaluation period.

Sincerely,

Randal L. Streeter
President / Principal In-Charge

II. FIRM PROFILE

FIRM QUALIFICATIONS

AREAS OF EXPERTISE

**CIVIL ENGINEERING &
LAND SURVEYING**

SELECT AWARDS

HomeAid Orange County & OC United – *Recognition of Contribution to the OC United THRIVE Quad Development, 2019*

Family Assistance Ministries & HomeAid Orange County – *Recognition of Contribution to the Calle Canasta House, 2016*

American Society of Civil Engineers, Orange County Branch – *Land Development Project of the Year Award for Lambert Ranch, 2013*

American Public Works Association, Southern California Chapter – *2016 Storm Water Quality Project of the Year for the Glassell Campus LID Retrofit & Parking Rehabilitation Project*

American Society of Civil Engineers, Orange County Branch – *2017 Outstanding Sustainable Engineering Project, 2017.*

American Society of Civil Engineers, Region 9 (CA) – *2010 Outstanding Community Improvement Project for the Irvine Ranch Outdoor Education Center*

Orange County Engineering Council – *2010 Engineering Project Achievement Award for the Irvine Ranch Outdoor Education Center*



ADAMS STREETER CIVIL ENGINEERS is a premier civil engineering and surveying firm that specializes in project delivery for local and regional public agencies, special districts and private developers. We are a client-centered, service-oriented small business dedicated to providing exceptional services through thoroughness, rapid turnaround, cost efficiency and quality work.

FIRM BACKGROUND

Adams Streeter is founded by Jan Adams and Randal Streeter in 1981, and is headquartered in Irvine, California. The firm is a small business enterprise with over 38 years of experience and specializes in private and public-realm design through innovative and cost-effective design solutions for dozens of public municipalities and private entities throughout California. The firm is currently staffed by twenty-three employees, comprising of fourteen civil engineers and technicians, six surveyors and mappers, and three administrative staff.

EXPERIENCE

Parks, Open Space & Trails
Street Beautification, Improvement, Rehabilitation
Public Facility Improvements and Renovations
Office and Retail Facilities
Single and Multi-Family Residential Developments
Urban In-Fill/Mixed-Use Developments
Affordable Housing
Campus Housing Planning and Design
Commercial and Industrial Site Development
Retail Site Development
Public and Commercial ADA Upgrades

CAPABILITIES

Streetscape and Parking Lots
Parks & Open Space
Low Impact Development, Stormwater Management and Water Quality
Hydrology and Hydraulics
Site Development, Planning and Due Diligence
Site Grading & Earthwork
Site ADA Evaluations
Storm Drainage and Sanitary Sewer
Domestic and Reclaimed Water
Plan Check / Plan Review
Boundary Surveys, Land Title Surveys, Topographic Survey, Construction Staking, As-built Surveys and Mapping Services

BUSINESS INFORMATION

- A. Legal Name & Address:** Adams Streeter Civil Engineers, Inc.
16755 Von Karman Avenue, Suite 150
Irvine, CA 92606
- B. Organizational Structure:** California "C" Corporation
- C. Federal Employer I.D.** 953567440
- D. Certification** Small Business Enterprise (Certification No. 59891)
- E. Years in Business:** 39 Years (Under Present Business Name)
- F. Firm Contact:** Randy Streeter, PE
949-474-2330 x203; rstreeter@adams-streeter.com
- G. Primary Proposal Contact:** Khoon Tan, PE, QSD
949-474-2330 x231; ktan@adams-streeter.com

Adams Streeter Civil Engineers (ASCE) is a full-service civil engineering and surveying firm that specializes in project delivery for local and regional public agencies, special districts and private developers, and have been providing civil engineering and surveying services in Southern California since 1981 to both our public and private sector clients. ASCE is a California "C" corporation that was incorporated in January 8, 1981 by Jan Adams and Randal Streeter and is a small business enterprise (SBE) based in Irvine, California. ASCE is not a subsidiary company that is owned by another parent or holding company. Over the last thirty-nine years of business, the company has earned a reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work and is one of Orange County's premier firms for civil engineering and surveying services. ASCE takes pride in the fact that ninety percent (90%) of our business comes from repeat clientele due in part to our quality of work, competitive prices and our ability to meet deadlines.

ASCE have extensive experience and a proven track record in providing Public Works related services encompassing the civil engineering, survey and mapping fields to various cities, municipalities and districts including, but not limited to the following:

City of Aliso Viejo	City of Newport Beach	Chino Basin Desalter Authority
City of Anaheim	City of Orange	Eastern Municipal Water District
City of Buena Park	Coast College	Irvine Ranch Water District
City of Diamond Bar	Concordia University	Irvine Campus Housing Authority
City of Fullerton	City of Perris	Jurupa Community Services Dist.
City of Garden Grove	City of Redlands	Long Beach City College
City of Hermosa Beach	City of Riverside	Orange County Water District
City of Huntington Beach	City of San Clemente	Santa Margarita Water District
City of Irvine	City of San Juan Capistrano	Riverside County Flood Control District
City of La Habra	City of Santa Ana	Trabuco Canyon Water District
City of Laguna Niguel	City of Tustin	University of California, Bakersfield
City of Lake Elsinore	City of Villa Park	University of California, Irvine
City of Loma Linda	City of Yorba Linda	Vanguard University
City of Mission Viejo	County of Orange	California Department of Transportation
City of Moreno Valley	County of Riverside	

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

ASCE have also provided services on numerous development and facility improvement-based projects (residential, commercial, industrial) to our private clientele that involves extensive public infrastructure improvements including, but not limited to the following:

Amgen	Irvine Unified School Dist.	Sukut Construction
Armada, LLC	John Laing Homes	SunCal Companies
Arnel Development	Joseph Nicholas Homes	Sunrise Communities
Artisan Communities	K. Hovnanian Companies	Taylor Morrison Homes
Barratt American	Kaufman & Broad	The Garrett Group
Baywood Development	Keystone Pacific	The Irvine Company
Boeing Realty Corporation	Koll Company	The Olson Company
Brookfield Homes	Lambert Ranch	Valeo Companies
CalAtlantic Homes	Lennar Communities	Warmington Homes
California Pacific Homes	Mastercraft Homes	William Lyon Homes
Centex Homes	MBK Homes	Catalina Freight Line
Citation Homes	Oak Tree Industries	Schafer Logistics
Cook Hill Properties	O Hill Partners	Travis Companies, Inc.
D. R. Horton Homes	Pacific Communities	Urban Commons
Fieldstone Development	Pardee Construction	Ferrado
Griffin Communities	Pulte Homes	Shlemmer Algaze Assoc
Habitat for Humanity	Rancho Mission Viejo Co	TD Architects, Inc.
Irvine Apt. Communities	Red Mountain Retail Group	Trico Realty
Irvine Community Dev.	Richmond American Homes	Ware Malcomb Architect
California Building & Maintenance Industries, Inc.	Grand Valley Healthcare Skilled Nursing Facility	The Irvine Ranch Outdoor Education Center
Coast to Coast Commercial, LLC	Newport Partners, LLC	Santa Margarita Ford

Our in-house survey department also provides survey and mapping related services in support of engineering projects undertaken by ASCE's engineering department, inclusive of capital projects for public agencies. Land surveying and mapping related services typically performed by ASCE includes the following:

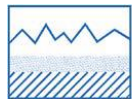
Aerial Mapping & Aerial Control Surveys	Monitoring Well Surveys
ALTA/ACSM Surveys	Monumentation
Boundary and Property Surveys	Parcel, Tract and Final Maps
Condominium Mapping	Legal Descriptions for Easements and R/W
Construction As-Built Surveys	Quantity Surveys and Earthwork
Construction Staking	Record of Surveys
Control Surveys	Records and Title Research
Digital Terrain Modelling	Right-of-Way Surveys, Mapping and Exhibits
Entitlements	Subdivision Planning and Mapping
Environmental Surveys	Subdivision Plan Checking
FEMA Elevation Certificates	Topographic Surveys and Design Surveys
GPS/GIS Surveys	Utility Research & Utility As-Built

ASCE brings over 39 years of experience working concurrently with public agencies and private entities on projects ranging from site planning/due diligence to infrastructure design and facility improvements, and is very familiar with the scope of work as provided in the Request for Qualifications (RFQ). ASCE is well qualified to perform the required work and is confident in our ability to provide exceptional services to the City of Hermosa Beach in a timely and cost-effective manner.

III. SUBCONSULTANT FIRM PROFILE

ASCE have included NMG Geotechnical and ECORP Consulting, our team subconsultants that will be responsible for performing the geotechnical and CEQA environmental scope of work for the project. An overview of team subconsultant firms is provided below.

SUBCONSULTANT FIRM	OFFICE	DISCIPLINE	INCEPTION	STAFF	CERTIFICATIONS
NMG Geotechnical	Irvine	Geotechnical	1994	50+	SBE
ECORP Consulting	Santa Ana	Environmental	1987	100+	-



NMG Geotechnical (NMG) - NMG has been providing geotechnical and construction observation/inspection services across southern California for over 25 years. We serve a broad range of private and public clients with over 50 employees based out of our office and soils and materials testing laboratory in Irvine. NMG's team includes six geotechnical engineers, six engineering geologists, and a staff of 16 field/laboratory technicians and materials testing inspectors. NMG's field coverage and observation and testing services are very dynamic and we are able to cover the southern California region, from San Diego to Santa Clarita and into the Inland Empire, very effectively. NMG is also a Small Business Enterprise (SBE) as certified by the State of California. NMG's team of licensed professionals have extensive experience with assessment and characterization of geologic conditions and hazards to a site. Our engineering geologists collect critical site information and work closely with our geotechnical engineers to provide valuable information for the project's design and construction process. Our approach and innovative solutions can significantly enhance project feasibilities, design, budgets and schedules. Our soil and materials laboratory is capable of performing a multitude of soil engineering tests, in accordance with Caltrans and ASTM guidelines. Our laboratory is AASHTO accredited, has Los Angeles Department of Building and Safety approval, Caltrans certified, and is an accepted soil laboratory by California Department of State Architect (DSA). NMG project types vary from public works, institutional, to large acreage master planned communities. NMG has performed numerous geotechnical investigations and design studies for utility and infrastructure improvements. A sampling of public clients includes municipalities/agencies (Port of Los Angeles, Tustin, Irvine, Anaheim, Newport Beach, OCTA, Caltrans), water districts (Irvine Ranch, Orange County, Santa Margarita, Metropolitan, Mesa Consolidated) and school districts (Los Angeles Unified, Capistrano Unified, Tustin Unified, and Irvine Unified). A significant portion of NMG's service to the private sector includes the design and construction of the backbone drainage facilities, utilities and streets. [Address: 17991 Fitch, Irvine, CA 92614 | \(949\) 442-2442](#)








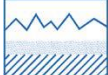


ECORP Consulting, Inc. (ECORP) is a California "S" Corporation. ECORP was founded in 1987 and has over 115 experienced staff members that specializes in assisting government agencies and private clients with a wide range of environmental services including technical expertise in land use planning; biological, cultural, and water resources; and regulatory compliance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), Clean Water Act, federal and state Endangered Species Acts, National Historic Preservation Act (NHPA), and other laws and regulations. ECORP has well-established working relationships with the resources agencies, including the U.S. Army Corps of Engineers (USACE), California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), and the U.S. Fish and Wildlife Service (USFWS). ECORP is a financially sound firm with five offices (Santa Ana, Redlands, San Diego, Rocklin, and Chico) serving clients throughout California. Additionally, ECORP maintains offices in Flagstaff, Arizona and in Santa Fe, New Mexico. ECORP is registered with the Department of Industrial Relations DIR: #1000012875 (exp. 6/30/22). ECORP is a California Small Business-Public Works (SB-PW) and a Federal Small Business under NAICS code 541620, among others. ECORP's current clients include the City of Anaheim, City of Baldwin Park, City of Costa Mesa, City of Irwindale, City of Santa Ana, Orange County Public Works, and the Los Angeles County Public Works. [Address: 2861 Pullman Street, Santa Ana, CA 92705; \(714\) 648-0630](#)

IV. EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL

Key personnel for the project are assigned based upon their experience, project management abilities, technical expertise and design competency, prior involvement with projects of similar scope, and prior experience with the public sector. Brief resumes of the key team personnel assigned to perform the scope of work is provided as follows:

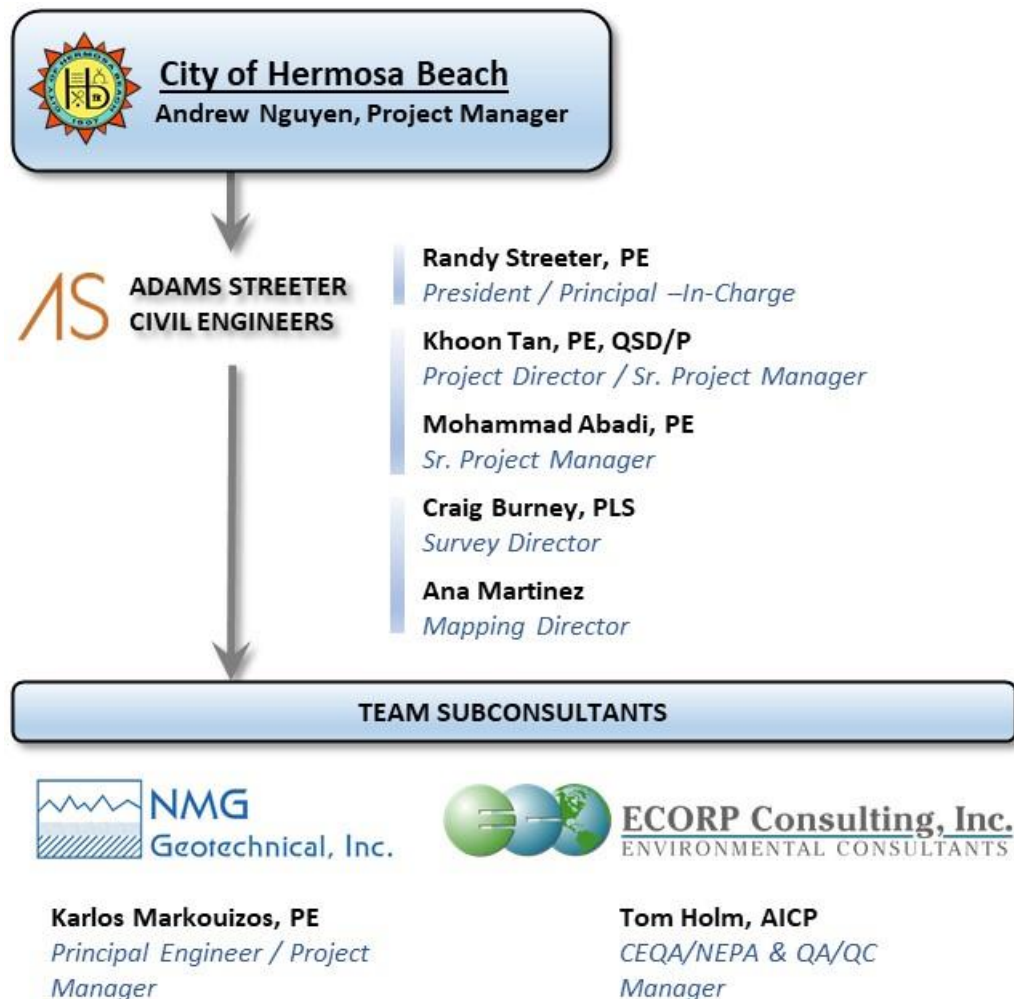
PERSONNEL	EXPERIENCE	HIGHLIGHTS, EDUCATION AND CERTIFICATIONS
Randy Streeter, PE Principal-In-Charge  <i>39 Years w/ ASCE</i>	43 Years (Civil and Survey) 	<ul style="list-style-type: none"> President and Principal-in-Charge w/ extensive experience in civil engineering and surveying, and licensed to practice both disciplines in the State of California and Arizona. Directed numerous City & County engineering and survey projects involving road and utility improvements, public parks, public buildings and low-income housing. BS in Civil Engineering Degree, California State University, Long Beach, California (1971); Registered Civil Engineer (CA RCE 25083 and AZ RCE No. 25846). PE License Expiration Date: December 31, 2021
Khoon Tan, PE, QSD Project Director and Sr. Project Manager  <i>10 Years w/ ASCE</i>	32 Years (Civil) 	<ul style="list-style-type: none"> Experienced project manager with broad knowledge and hands-on experience in engineering design and construction. Private and public-sector practice including ten years of public agency experience in managing capital improvement projects and construction. CIP projects managed is inclusive of, but not limited to local, arterial street and state highway improvements, pavement rehabilitation, parks and open space development, storm drainage, sanitary sewer, domestic and reclaimed water infrastructure improvements, project grant funding and management. BS in Civil Engineering, Oklahoma State University, Oklahoma; Registered Civil Engineer (CA RCE 60131); Qualified SWPPP Developer / Practitioner (No. 20862). PE License Expiration Date: June 30, 2022
Mohammad Abadi, PE Sr. Project Manager  <i>32 Years w/ ASCE</i>	35 Years (Civil) 	<ul style="list-style-type: none"> Experienced project and technical engineering manager. Possesses extensive background and hands-on knowledge in engineering design and construction with specific expertise in drainage design. Extensive technical expertise in Infrastructure Planning, Development and Design encompassing site layout, grading, roadway improvements, storm drainage, sewer and water facilities, Hydrology and Hydraulics, and water quality. BS in Civil Engineering, University of California, Irvine, California; Registered Civil Engineer (CA RCE 42615). PE License Expiration Date: March 31, 2022

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

PERSONNEL	EXPERIENCE	HIGHLIGHTS, EDUCATION AND CERTIFICATIONS
Craig Burney, PLS Survey Director  30 Years w/ ASCE	31 Years (Survey) 	<ul style="list-style-type: none"> Experienced survey manager and field surveyor. Oversees daily survey crew operations. Extensive experience in performing ALTA, boundary, aerial, topographic, GPS, and construction surveys. BA in Psychology, CSU, Long Beach, California; Licensed Land Surveyor (PLS 7732); GPS Certificate Program, UC Riverside. PLS License Expiration Date: December 31, 2021
Ana Martinez Mapping Director  15 Years w/ ASCE	37 Years (Mapping) 	<ul style="list-style-type: none"> Experienced mapping professional serving the regions of Orange, Los Angeles, San Bernardino and Riverside Counties. Extensive experience in Boundary Analysis, Title Report Due-Diligence, Record of Surveys, ALTA Surveys, Final Parcel Maps, Tract Maps, Lot Line Adjustments, Easement Rights & Exhibits and Legal Descriptions. Rancho Santiago College, County of Orange, California
Karlos Markouizos, PE Principal Engineer / Project Manager 	32 Years (Geotechnical) 	<ul style="list-style-type: none"> Experienced in field exploration and monitoring, field and laboratory soil testing, grading and earthwork, slope stability analysis, design of shallow and deep foundations, shoring and retaining structures, settlement analysis, seismic hazard analysis, structural pavement design, and construction of underground utilities. BS in Civil Engineering, CSU, Long Beach, California; Graduate Study in Civil Engineering, Carnegie-Mellon University, Pittsburgh, Pennsylvania Registered Civil Engineer (CA RCE 50312).
Tom Holm, AICP CEQA/NEPA QA/QC Manager 	37 Years (Environmental) 	<ul style="list-style-type: none"> Diverse planning and environmental experience involving environmental, natural resource, and regulatory compliance. Provides updates on CEQA and Planning Law to local APA and AEP chapters. Former Planning and Transportation Commissioner for City of Mission Viejo and Board Member of the Orange County Natural History Foundation. Masters of Arts in Urban & Regional Planning, Environmental Policy & Management emphasis, UCLA; Bachelor of Arts in Political Science, UC Irvine; American Institute of Certified Planners (AICP).

V. ORGANIZATIONAL CHART

A project team organizational chart identifying communication/reporting relationships and key personnel that will perform the work for the project is provided as follows:



Role Assignments: All project engineering services provided under the leadership of ASCE will be managed by Mr. Tan, who is also the designated City liaison. Mr. Abadi, the designated technical and production manager, and will also serve as the secondary liaison to the City for redundancy. Mr. Burney and Ms. Martinez will administrate field surveying and mapping related services to support engineering design.

Commitment of Assigned Personnel: ASCE is committed to maintaining the selected key personnel indicated on the above organizational chart for the duration of the project. In the event that substitution or addition in key personnel and/or sub-consultant is necessary due to circumstances that are outside of our control, a written request will be made to the City for the proposed change(s) for consideration and approval. Any proposed substituted person will be as qualified and billed at the same or lower rate as the original personnel being replaced. Key personnel indicated have been specifically assigned to this endeavor. If selected for the project, ASCE will ensure the identified personnel are available to undertake and complete all assigned projects and tasks.

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

VI. PROJECT UNDERSTANDING

ASCE understands that the City of Hermosa Beach is seeking Statement of Qualifications (SOQs) from qualified consultants to perform engineering design services to meet the City's utilities needs on an as-needed basis. As stipulated on the RFQ, qualified firms will be retained on a two-year contract with up to three one-year extensions. As per the RFQ Scope of Services, our anticipated role if selected, would be to provide design and construction support services to the Engineering Division of the Public Works Department in implementing the various sewer and storm drain projects that are adopted by the City's Capital Improvement Program (CIP).

Five projects related to sewer and storm drain improvements are identified in the FY 2019/20 Capital Improvement Program that was adopted in June 2018, as referenced below.

Goal	CIP NO.	PROJECT NAME	Sewer Fund	Storm Drain Fund	RTI Undersea Cable Fund	Capital Improvement Fund	TOTAL Current Year Request	Remaining Prior Year Funding		TOTAL CIP FUNDING FY 19-20
			160	161	190	301		Fund	Amount	
SEWER/STORM DRAIN IMPROVEMENTS										
3	416	Sewer Improvements - Various Locations	1,145,750				1,145,750	160	1,054,250	2,200,000
3	417	Storm Drain Improvements - Various Locations		354,910		80,000	354,910	161	645,090	1,000,000
							80,000	301	0	80,000
TOTAL FOR PROJECT										1,080,000
4	419	16th Street Storm Drain Trash Capture Box		100,000			100,000	161	0	100,000
3	421	Annual Sewer Improvements	250,000				250,000	160	0	250,000
3	422	Annual Storm Drain Improvements		200,000			200,000	161	0	200,000
SEWER/STORM DRAIN IMPROVEMENTS SUBTOTAL			1,395,750	654,910	0	80,000	2,130,660		1,699,340	3,830,000

Based on available information, we understand that Capital Improvement Project (CIP) 416 was advertised for construction bids in April 2019 and the project closed-out in April 30, 2020. The four other projects pertaining to CIPs 417, 419, 421 and 422 are identified for final engineering by an on-call design firm(s) to prepare project plans and specifications.

CIP 419 stands out as a priority project that calls for the installation of a State Board-approved full capture device/system to the County-owned 16th Street Storm Drain System at the Hermosa Valley School location to address the Santa Monica Bay Debris Total Maximum Daily Load (TMDL). This project seeks to utilize a large-scale full trash capture device to remove and prevent trash and plastic raw materials from discharging into the Santa Monica Bay. The full trash capture device/system is intended for use in lieu of individual pipe screen installations at upstream catch basin locations to help reduce long-term maintenance requirements and cost. The Municipal Separate Storm Sewer System (MS4) seeks to achieve 100% trash reduction by March 20, 2020, which has since passed thereby making project implementation a priority. Per the Hermosa Beach Storm Drain Master Plan dated June 2018 (SDMP), a full trash capture device/system installed at the Hermosa Valley School location would cover a drainage area of 291 acres and cost approximately \$760,000 to construct, exclusive of design related cost. Further evaluation of requirements and costs will be needed as part of the final design process to verify budgetary costs for construction. If implemented, this large-scale full trash capture device would negate the need and cost to install individual pipe screens at eighty-eight upstream catch basin locations. Debris Separating Baffle Box (DSBB), Nutrient Separating Baffle Box (NSBB), Continuous Deflective Separator (CDS) and/or other systems may be considered for use, and likely in conjunction with an upstream diversion structure to apportion flows to multiple full capture devices connected in parallel due to the large peak flows anticipated. The selected system must also be a State Board-certified high-flow capacity trash treatment control device that is verified for vector control accessibility in accordance with the Trash Amendments updated in July

2020. Other device-specific considerations should include the ability to capture sediment, and suspends trash and debris in a dry state to minimize nutrient leaching, bacteria growth and odors. Removing solids in a dry state during the maintenance process would negate the removal of large quantities of water, which results in a lower cost for maintenance. The proposed facility design should also consider the potential future upsizing of the 16th Street Storm Drain at this location from a 72" to 84" diameter pipe, as identified on the SDMP, including hydraulic impacts of the devices to ensure upstream flooding is not exacerbated.

CIP 417 and CIP 422 both seek to implement storm drain improvements as identified in the SDMP to address deficiencies, ponding, repairs, and for new infrastructure. The CIP detail sheets do not provide a scope or list of locations that will be included as part of the improvements. However, the fund allocations / programming and adopted funding amounts as shown in the CIP detail sheets suggests that CIP 417 may seek to implement (design and construct) the highest project priorities identified within the SDMP that may either be required prior to completing high priority improvements, and/or to reduce flooding in flood prone areas. The four highest priority projects identified by the SDMP involves upsizing undersized storm drain pipes to address 10-year flooding associated with the 18th Street, 19th Street and 20th Street Outfall projects and the 16th Street project. Corresponding storm drain systems are City-owned, with the exception of the 16th Street Storm Drain which is a County-owned facility. The SDMP also provides the estimated cost to construct these projects as follows:

SDMP PROJECT NO.	OWNERSHIP	PIPE IMPROVEMENTS	PIPE LENGTH (FT)	CONSTRUCTION COST
Project 1	City	18 th Street Outfall	928	\$680,000
Project 2	City	19 th Street Outfall	320	\$250,000
Project 3	City	20 th Street Outfall	262	\$240,000
Project 4	County	16 th Street	1978	\$2,600,000

Based on a construction fund allocation of \$752,400 and the estimated individual project construction costs shown above, our assumption is that CIP 417 may potentially involve improvements associated with Project 1, or a combination of Projects 2 and 3. The adopted funding for CIP 417 also includes a \$80,000 funding to install storm drain trash excluder retrofits, which is anticipated for "downstream" catch basins as part of the project scope to address the Santa Monica Bay Debris Total Maximum Daily Load (TMDL). CIP 422 represents an annual (cyclic) program to address drainage related issues that may include engineering design and/or construction to be performed within the CIP programming cycle, depending on fund availability. Current program adoption only includes \$200,000 for final engineering design with a \$400,000 construction cost listed for future fund adoption. It is unclear what the scope of CIP 422 would entail based on the fund programming, other than to prepare shelf-ready plans in anticipation of potential grant funding opportunities and/or project construction when the necessary funds become available.

CIP 421 represents an annual (cyclic) program to address capacity and structural deficiency issues of the City's aging sewer system, as identified by the City's Sewer Master Plan dated August 2017. Current program adoption of \$250,000 includes final engineering design with \$1,600,000 of construction cost indicated for future adoption. Design is indicated to include improvements for multiple fiscal years which suggest the preparation of shelf-ready plans in anticipation of construction that may be phased, depending on the fund availability. As mentioned, the CIP detail sheet do not provide a scope or list of locations that will be included as part of the improvements. Therefore, we anticipate that the project scope may potentially encompass a combination of items, including for the replacement and/or rehabilitation of existing deficient pipe segments, and rechanneling, rehabilitation and/or replacement of existing manholes.

The potential project scope as described above is based on our current understanding and limited information available on what the City intends to specifically implement. Regardless of the specific scope of work required, ASCE is well qualified to perform the tasks at-hand and stands ready to assist the City when needed.

VII. APPROACH TO WORK PROGRAM

ASCE's primary goal and objective is to provide the City with responsive service and complete each assignment in a timely, efficient and cost-effective manner. We are dedicated to team-work and also committed to having senior-level staff involvement in every stage of the process to ensure a successful project. Our approach consists of an intensive, focused process tailored specifically to the goals, project issues, budget, and scope of work identified for each task order. We see our role as an extension of City staff and as such, strongly believe that consistent, open dialogue is a critical part of ensuring a successful project. We are committed to the following in emphasizing clear communications and quality control:



- ✓ Identify/verify City expectations, objectives, timelines and constraints.
- ✓ Research and identify background information relevant to the assigned task(s) and/or project(s).
- ✓ Apply the knowledge and experience of the project team to discern prospective issues and analyze appropriate mitigation measures prior to execution of the task(s) and/or project(s). The project team's knowledge base may encompass applicable City policies and procedures; regional, state and federal legislation, regulations and guidelines; new and emerging technology and trends in the practice, etc.

In providing quality service to the City, we are also committed to the following:

- ✓ Maintain positive working relationships with all project participants.
- ✓ Maintain clear/comprehensive communication with City staff/representatives and others.
- ✓ Ability to discern controversial issues and provide notice to City staff of any potentially emerging issues.
- ✓ Ability to meet established deadlines.
- ✓ Ability to suggest innovative and cost-effective solutions.

Upon notification of work task(s) and/or project(s), the team will:

- ✓ Coordinate and get directions from the City and arrange to obtain any related documents pertinent to the task at hand.
- ✓ Conduct a kick-off meeting with City staff if necessary, to discuss cost and project/task schedule outlining tasks, milestones and critical paths.
- ✓ Prepare a fee proposal for each requested service and submit to the City for consideration and approval prior to initiation of work, as required.
- ✓ Provide support to City staff in coordinating the project with all other agencies or stakeholders of the project, as necessary.

ASCE will perform the scope of work with the City's underlying vision and guiding principles for sustainability in mind; to demonstrate environmental leadership, retain a high quality of life without compromising the ability for future generations to meet their needs, contribute to the City's economic and fiscal stability, and be a catalyst for innovation. The scope of work as provided in the RFQ entail the performance of engineering design services for storm drain and sewer improvements that results in final contract documents inclusive of plans, specifications and cost estimates for various projects on an as-needed basis. In conjunction with the development of detail plans, specifications and estimates (PS&E), topographic survey and mapping, geotechnical engineering, and CEQA environmental documentation related services are anticipated to support the assigned project(s). Required services also includes bidding and construction support services, as identified in the RFQ. The typical process/methodology/approach that will be undertaken for the performance and delivery of the anticipated services, subjected to City preferences, process, and approval is as follows:

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

NO.	CAPITAL IMPROVEMENT PROJECT DESIGN (FINAL PS&E)	DELIVERABLES
1.	Respond and communicate with the City's project manager to discuss scope, fee, scheduling, grant funding and/or other requirement to establish project/task requirements, costs and constraints upon receiving a project/task request. Prepare a cost proposal for the City's consideration based on the required work. If applicable, present a work schedule outlining tasks, milestones and critical paths. Initiate work upon issuance of <i>Notice-To-Proceed</i> by City.	Cost Proposal, Project Schedule (As-Needed), Project Meetings and Coordination
2.	If required, assist the City to perform an environmental review of the project and prepare a Categorical Exemption (CE) and/or other environmental documentation required to meet CEQA or NEPA requirements.	(See Approach for CEQA Documentation)
3.	Obtain and review existing record/as-built plans and record information. Notify, request/obtain and review utility plans from utility purveyors for existing utilities within the project limits. Coordinate with utility purveyors for potential utility conflicts, relocations, etc. as needed.	Utility Notification Letters and Responses, and Utility Coordination
4.	Perform a detailed topographic survey, mapping and field engineering evaluation required for the task/project. Prepare a base plan (or site plan) incorporating all data obtained for the project that will be used as the basis for design.	Topographic Map and Base Plan (See Approach for Topographic Survey)
5.	Order a title report for the property/properties involved, if required. Perform a mapping analysis to establish legal lines pertaining to right-of-way, property boundaries, easements to support the development of the base plan, and/or for other project-specific purposes. If needed, prepared easement exhibits, legal descriptions, or other mapping related documents as required for the project.	Title Report(s), Mapping Related Documents
6.	Perform geotechnical investigation, percolation / infiltration testing and other analysis as required by the project. Provide a Geotechnical Report with result of analysis and recommendations for project design.	Geotechnical Report
7.	If applicable, perform preliminary design development to identify concepts and alternatives for the project and communicate with the City for concurrence and concept approval prior to preparation of final PS&E. Community and stakeholder involvement, and City commission / council approval process and requirements will also be determined, if required.	Feasibility Study or Preliminary Development Report (PDR)
8.	Perform potholing to identify conflicting utilities, including for the existence, type and location of underground utilities.	Utility Coring Results / Report
9.	Prepare a 60% detail plans (PS&E package) and supporting documents. Submit to City for independent design check. Supporting documents may include items such as Hydrology and Hydraulics Report, Low Impact Development (LIP) Report, Storm Water Pollution Prevention Plan (SWPPP) and/or other reports/documents, as applicable.	24" x36" Plans (3 Sets) Electronic Copies of Special Provisions, Bid Schedule, Cost Estimates, Reports and Calculations
10.	Prepare a 100% detail plans (PS&E package) and supporting documents. Submit to City for review and approval.	24" x36" Signed and Sealed Plans (3 Sets), Electronic Copies of Documents Per Item #9
11.	Prepare Final Detail Plans, Specifications, and Estimates. Submit bid package to the City in preparation for bid advertisement for project construction.	Mylar & Electronic Signed Plans and Documents Per Items #9 and #10

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A Project Environmental Review may be performed as needed to determine the environmental documentation that is needed to meet the requirements of the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) during the design phase. It is anticipated that “as-needed” projects that will be assigned only include evaluation under the CEQA Guidelines that does not involve federal funding, federal environmental laws and regulations. In this case, the Preliminary Environmental Study (PES) and the National Environmental Policy Act (NEPA) compliance documents will not be needed. Review under CEQA guideline may encompass the following:

NO.	STATUTORY OR CATEGORICAL EXEMPTION	DELIVERABLES
1.	Using project information provided by the City, it will be determined if the project fits the requirements for a statutory or categorical exemption. An initial review will be performed to determine if the Project may qualify for a Class 1 or Class 2 exemption (CEQA Guidelines – Existing Facilities §15301 or Replacement or Reconstruction §15302). The Exemption Form (Appendix E of the CEQA Guidelines) will be prepared and filed at the County Clerk’s office and the State Clearinghouse. A receipt of filing will be obtained from both entities. In support of the Categorical Exemption (CE), a memorandum will be prepared substantiating the exemption class and address exceptions (a) through (f) of CEQA Guideline 15300.2. The City may determine that technical studies are needed or desirable to support the CE. The need and type of environmental studies to support a CE will be vetted with the City (and Caltrans if this applies as a Local Assistance Project) at the earliest stages of project initiation and scoping. Mitigated Negative Declarations, Notices of Determination, and public circulation are not required for Categorical Exemptions.	Copy of Categorical Exemption Form and Receipt of Filing
NO.	INITIAL STUDY / MITIGATED NEGATIVE DECLARATION	DELIVERABLES
1.	An Initial Study (IS) will be prepared leading to a determination as to the type of CEQA document required to support project approvals, such as for an Initial Study/Negative Declaration (IS/ND) or a Mitigated Negative Declaration (IS/MND). Each of the 17 resource areas in the IS will be analyzed to determine significance under CEQA. Preparation of the IS/MND will conform to the City’s environmental review guidelines. Technical information drawn from project studies prepared by others and technical memoranda prepared per Task A below will be used to provide substantial evidence to support impact conclusions in the IS. The tasks associated for CEQA documentation is as follows:	
a.	Administrative Draft IS/MND: An IS will be prepared using the approved checklist format from the City and/or Appendix G of the CEQA Guidelines. A description of the project will be prepared including the location of the project area and a project map; a brief description of the environmental setting; an identification of environmental effects using the above-referenced checklist format; a brief substantiation of the checklist entries; and a list of references and preparers. Mitigation measures will be provided (if required) that can be developed using existing data. A site visit by an Environmental Analyst will be conducted. In addition, record/database searches for cultural/historic and paleontological resources will be conducted. Technical memoranda for (1) Construction Air Quality impact and Greenhouse Gas analysis, and (2) Construction Noise impacts will be prepared as appendices and summarized in the text of the IS/MND. The Administrative Draft IS/MND will be submitted to the City electronically for review and comment.	Project Description and Electronic copy of Administrative Draft IS/MND

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NO.	INITIAL STUDY / MITIGATED NEGATIVE DECLARATION - CONTINUED	DELIVERABLES
b.	Prepare Draft IS/MND: After receipt of one (1) set of integrated comments on the Administrative Draft IS/MND from the City, we will revise the IS/MND accordingly. Twenty (20) copies of the document will be mailed to addressees on the mailing list and fifteen (15) copies to the State Clearinghouse. It is assumed that the mailing list will be assembled collaboratively with the City.	5 Bound, 1 Unbound Reproducible Copy and Electronic Copy of Revised IS/MND
c.	Prepare Public and Agency Notices: The Notice of Intent (NOI) to Adopt a Mitigated Negative Declaration, Notice of Completion (NOC, State Clearinghouse Cover), Notice of Determination (NOD), and AB 52 Native American Consultation Notice(s) will be prepared as required by CEQA. One copy each of the NOI, NOC, and NOD notices will be filed with the County Clerk and the State Clearinghouse, as appropriate. It has been assumed that the City will arrange for the NOI to be published in a newspaper of general circulation. AB 52 notices will be prepared and sent to tribal groups that have requested such notice by the City, as applicable.	Electronic Copy of NOI, NOC, NOD Notices, and Newspaper Ad for NOI
d.	Final IS/MND and MMRP: The City (lead agency) must consider any comments received on the MND when making a decision on the project. There is no requirement to prepare formal responses to comments; however, the Lead Agency should have information in the administrative record explaining why the comment does not affect the findings in the MND. In practice, a response to comments document, which is included in the Final IS/MND, is usually prepared. The Final IS/MND will also include any changes to the Draft IS/MND and the Mitigation Monitoring and Reporting Program (MMRP, if required), prepared in accordance with CEQA Guidelines Section 15097. The MMRP will be prepared in a table format with input from the City and the design team. An Administrative Final IS/MND and MMRP (if required) will be prepared. After review by the City, the Final IS/MND and MMRP will be provided. The Final IS/MND and MMRP will be sent to agencies, organizations, and individuals that commented on the project, and also notify them of the date and time of the public hearing for consideration of the project, as required by CEQA.	1 electronic copy of the Administrative Final IS/MND and MMRP (if required), and 1 electronic copy of the Final IS/MND. 5 bound copies will be mailed to commenting agencies and interested parties.
NO.	ENVIRONMENTAL IMPACT REPORT (EIR)	DELIVERABLES
1.	<p>If the technical studies and IS identify an impact that would remain significant after mitigation (potentially requiring an Environmental Impact Report), the team and City will immediately be notified to determine if there may be an engineering solution to minimize or avoid the impact. If the impact cannot be reduced to less than significant, an EIR will be required as described in the scope of work below. It is our approach that the majority of the documentation in the EIR will be focused on those issues where more information or analysis was required, and a determination of significance could not be made in the IS.</p> <p>As determined by CEQA, the purpose of an EIR is to provide decision makers, public agencies, and the general public with an objective and informative document that facilitates a basic understanding of the proposed project, including direct, indirect, and cumulative environmental effects. The EIR also identifies feasible mitigation measures to mitigate significant environmental effects. The City and other agencies will use the EIR to issue permits, agreements, and approvals to implement portions of the project under their respective authorities.</p>	

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NO.	ENVIRONMENTAL IMPACT REPORT (EIR) - CONTINUED	DELIVERABLES
a.	<p>Notice of Preparation: Prepare a Notice of Preparation (NOP) through soliciting participation in determining the scope of the EIR. The IS will be attached to the NOP. Distribute thirty (30) copies of the approved IS/NOP package for distribution to the County Clerk, various public agencies whose approval and/or comments are required (Responsible Agencies), agencies with resources affected by the project (Trustee Agencies), and interested parties and groups. Within the 30-day public review and comment period, Responsible Agencies, Trustee Agencies, and members of the public may provide comments about the EIR contents and the project in general.</p> <p>Public Scoping Meeting: A public scoping meeting shall be scheduled to help the City further understand community concerns and support for the project. A Public Meeting in an Open House format will be held at the City offices during the 30-day NOP review period. The team will plan and facilitate the meeting, provide exhibits, handouts/fact sheets, and refreshments, and provide staff for the sign-in table. At least one of these staff members will be English-Spanish bilingual. We have assumed that the City will schedule (or provide a contact at the City to schedule) the meeting room, and that tables, chairs, etc. will be provided by the City. The team project manager, environmental project manager and one other technical staff would attend this meeting with the City to answer questions.</p>	Copy of NOP, Attendance to Scoping Meeting
b.	<p>Administrative Draft EIR: An Administrative Draft EIR will be submitted to the City for review and comment prior to the preparation of the Draft EIR. The EIR will be prepared using technical reports provided by the City and those prepared for the project. The EIR will include the topics for which impacts were identified either as “potentially significant” or “less than significant with mitigation incorporated” in the IS checklist. It is important to carry forward the mitigation required in the IS to the EIR, so that it will be documented in the MMRP. However, it is our approach that the majority of the documentation in the EIR will be focused on those issues where more information or analysis was required, and a determination of significance could not be made in the IS. In addition, the EIR will discuss the extent to which the project promotes growth directly or indirectly. The Administrative Draft EIR will be provided to the City for review and comment. A meeting with the City will be scheduled to review the comments if necessary. Prior to circulation of the Draft EIR, a screencheck copy of the document will be provided to the City for approval.</p>	3 Copies of Administrative Draft EIR and Copy of Screencheck
c.	<p>Draft EIR and Notices: After review and comment on the Draft EIR, sufficient copies of the revised EIR will be printed for public review. The Notice of Completion (NOC) and Notice of Availability (NOA) will be prepared to accompany the Draft EIR and for publication in a newspaper of general circulation. The following is assumed regarding document and notice circulation:</p> <ul style="list-style-type: none"> ○ Fifteen (15) copies will be sent to the State Clearinghouse. ○ Fifteen (15) hard copies and ten (10) electronic copies (PDF and MS WORD formats) of the Draft EIR will be provided to the City. ○ One (1) hard copy will be provided to the local library. 	31 hard copies and 10 electronic copies of the EIR

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NO.	ENVIRONMENTAL IMPACT REPORT (EIR) - CONTINUED	DELIVERABLES
	<ul style="list-style-type: none"> ○ A list of interested agencies and other interested parties will be developed in conjunction with the City. These agencies/individuals will be mailed a complete copy of the EIR. It is assumed that the list will contain no more than 15 addresses. ○ The City will provide a list of surrounding property owners. These owners will receive a Notice of Availability, stating that the EIR is available for review at the Community Development Department and at the library. ○ The NOA will be posted with the County Clerk. We will arrange to have the notice published in the newspaper and that the City will pay all fees associated with newspaper publication and with County Clerk filing. 	
d.	Administrative Final EIR/Draft MMRP: An Administrative Final EIR will be prepared consisting of copies of comment letters received on the Draft EIR, responses to these comments, any errata sheets required based on the comments, and the Draft MMRP. We have assumed that up to 10 comment letters will be received each with an average of four comments, or approximately 40 comments total. The Administrative Final EIR and Draft MMRP will be prepared for City review. If necessary, a second round of review and comment on the Administrative Final EIR and Responses to Comments will be scheduled.	3 Copies of Administrative Final EIR and Draft MMRP
e.	Final EIR/Final MMRP/Notice of Determination: After City comments on the Administrative Final EIR and Draft MMRP, we will prepare the Final EIR, MMRP, and the Notice of Determination (NOD). We will file the NOD with the County Clerk and mail the Final EIR to the required agencies and individuals. We have assumed printing of ten (10) Final EIRs. We will also provide electronic copies for the City in PDF and MS WORD formats on compact discs. We have assumed that the City will pay all filing fees associated with the County Clerk.	10 Copies, Including Electronic Files of Final EIR
f.	Statement of Overriding Considerations/Findings: If necessary, a Statement of Overriding Considerations and Findings will be prepared. One draft copy and one final copy will be submitted to the City.	1 Draft and 1 Final Copy of Statement

Geotechnical Analysis is also anticipated to evaluate soil conditions for the construction of storm drainage and sewer improvements, including for infiltration / percolation testing to support the implementation of BMPs for drainage and water quality purposes. The anticipated geotechnical approach for the “as-needed” utilities projects would encompass the following:

NO.	GEOTECHNICAL EXPLORATION, ANALYSIS AND REPORTING	DELIVERABLES
1.	Background Review, Project Initiation, and Permitting: Review of available published and unpublished geotechnical and groundwater data pertaining to the site. Review of the initial project design information and coordination with the project team. All necessary “no fee” encroachment and temporary water access permits will be acquired for drilling and percolation testing.	Geotechnical Report w/ Summary of Results and Recommendations

NO.	GEOTECHNICAL EXPLORATION, ANALYSIS AND REPORTING - CONTINUED	DELIVERABLES
2.	Subsurface Exploration and Percolation Testing: Perform a site reconnaissance to review and mark boring locations. Prior to drilling, we will coordinate with USA and the City for existing utility clearance. Once utilities have been marked, we will review the field markings for potential conflicts and make any necessary adjustments. Drilling of hollow-stem auger borings may range from 10 to 50 feet deep (or refusal). Soil will be sampled at 2.5- to 5-foot intervals utilizing Modified California sampling methods. Percolation testing is anticipated and assumed to evaluate storm water infiltration feasibility and provide design infiltration rates for test locations. Percolation testing will be performed in accordance with the County of Los Angeles guidelines. Borings may be left open for 24 to 48 hours in order to conduct testing after completion of drilling. All borings will be backfilled after conclusion of percolation testing. Percolation testing will require the use of select materials. The soil cuttings generated at these locations will not be able to be placed back into the boring. Excess soil cuttings will be spread thinly along adjacent dirt roadway shoulders or other designated areas within City property.	
3.	Laboratory Testing: Laboratory testing will include moisture content and dry density of the collected samples, grain-size distribution, and hydro-consolidation.	
4.	Geotechnical Analysis: Geotechnical evaluation and analysis of existing and collected data with respect to infiltration of storm water at the site and associated design parameters. Engineering analyses for grading, liquefaction, and storm water infiltration will be performed.	
5.	Geotechnical Report: One report will be prepared summarizing our findings and providing recommendations for project improvements and infiltration BMPs. The report will include our boring logs, laboratory data, percolation test data, and a boring location map. Assessment of contaminated soils or other environmental issues are not anticipated or included in the scope of services.	

Community and Stakeholder Outreach efforts is typically initiated during the conceptual / preliminary project phase and is not generally anticipated as part of the final engineering phase involving PS&E preparation. Outreach efforts are also not typically performed for utility related improvements with the exception of storm drain / water quality related projects (such as projects that seek to address the Santa Monica Bay Debris TMDL). It is unclear if outreach efforts were included in the adopted funding for final engineering design of the utilities project. However, if outreach efforts are intended as part of the on-call projects scope of work, we anticipate it may be focused on an education campaign that speaks to the prevention of litter from entering and passing through the City's storm drain system to the bay. The campaign which would largely rely on public participation and cooperation to be successful, which could minimally be achieved through project signages, brochures, and other means, in conjunction with City services for frequent street sweeping in high-density neighborhoods and commercial areas, and through water-quality and trash capture related implementations. The outreach means and method to be employed can be further discussed with the City for implementation, as needed.

A Topographic Survey (also referred to as a *contour survey*) is performed to collect survey data on natural and man-made features and improvements within a subject property or land, including corresponding vertical elevations. Topographic surveys are required by many local jurisdictions to determine the existing conditions and elevations of a site and are typically used by engineers and architects to create accurate and appropriate

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designs based on existing conditions. Topographic surveys show the location, size, and height of natural and manmade features and improvements, as well as gradual changes or contours in elevation with measurements made either with a survey-quality global positioning system (GPS) or an electronic distance measurement (EDM) instrument. Data captured by these instruments are used to generate digital maps representing the existing topographic landform that can be used by engineers and architects as a basis for planning and/or design of planned improvements. A detailed topographical survey will be required to support final engineering design of the anticipated utility projects. Typical approach in performing a topographic survey involves the following:

NO.	TOPOGRAPHICAL SURVEY	DELIVERABLES
1.	Conduct an initial online research for public records on the County's website to obtain information regarding the subject property/properties.	Topographic Survey Map
2.	Conduct a research with the local jurisdiction for any pertinent as-built plans, roadway tie-ins, rights-of way, record maps and other pertinent information to establish the horizontal and vertical control as the basis of survey.	
3.	Request title report(s) from the title company including deeds and other underlying documents, if applicable.	
4.	Perform a detailed physical survey to locate all existing monuments and cultures including any structures, improvements, utilities and other facilities within the extents of the property, as applicable to the scope of work.	
5.	Perform a mapping analysis where field data obtained is compared to the paper boundary derived from research. Necessary adjustments are then applied to determine the final location of all boundary lines, if applicable.	
6.	Prepare a topographic survey map detailing all appurtenant information related to the property including the property boundary, location, elevation and description of existing individual surface cultures such as buildings, fences, walkways, roads, sidewalks, and utilities. Surface contours in the appropriate elevation intervals are also shown on the map to describe the topography of the existing land surface.	

Construction Support Services during the construction phase will entail the following scope and approach:

NO.	CONSTRUCTION SUPPORT (BID AND CONSTRUCTION PHASES)	DELIVERABLES
1.	Review and respond to bidder inquiries during the bidding phase for clarifications to plans and specifications. Prepare addenda, as needed for distribution to potential bidders.	Copies of Issued Addenda
2.	Attend the pre-construction meeting.	Meeting Attendance
3.	Review and/or approve all construction submittals and shop drawings from the Contractor. The typical turnaround time for reviewing and responding to each submittal is two (2) working days.	Copies of Approved Submittal & Shop Drawings
4.	Review and respond to written Requests for Information (RFI) during construction. Provide clarifications to discrepancies in the contract document within three (3) working days, or less.	Copies of Responses to RFI's
5.	Review construction change order requests (CCO's) and provide recommendations to the City for approval, or for an alternate solution. The typical turnaround time for reviewing and responding to each CCO is two (2) working days.	Alternate Solutions, Recommendations for Approval (Written Responses)
6.	Prepare final "as-built" drawings based on field redline prints supplied by the Contractor/City for submittal.	Signed Mylars of Record Drawings

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In addition to utilities (sewer and storm drainage) design, ASCE is also able to provide a myriad of other civil engineering related services, as needed. The overall firm capabilities in providing engineering services is summarized in Section II (page 3) of this SOQ. Typical capital improvement related projects that we can assist the City with includes, but is not limited the following:

ADDITIONAL SERVICES – DESIGN, STUDIES, AND PLAN CHECKING	
A.	Street Improvements, Beautification, Rehabilitation, Realignment, Green Streets, Bikeway and Walkway Improvements
B.	Park Improvements
C.	Parking Lot Improvements & ADA Improvements
D.	Master Plans and Studies
E.	Development Plan Checking

Land surveying services that can be performed in support of capital improvement projects or as individual tasks includes, but is not limited to the following:

ADDITIONAL SERVICES – LAND SURVEYING	
Aerial Mapping & Aerial Control Surveys	Monitoring Well Surveys
ALTA/ACSM Surveys	Monumentation
Boundary and Property Surveys	Legal Descriptions for Easements and R/W
Construction As-Built Surveys	Quantity Surveys and Earthwork
Construction Staking	Record of Surveys
Control Surveys	Records and Title Research
Digital Terrain Modelling	Right-of-Way Surveys, Mapping and Exhibits
Environmental Surveys	Topographic Surveys and Design Surveys
FEMA Elevation Certificates	Utility Research & Utility As-Built
GPS/GIS Surveys	

Miscellaneous mapping support services that can be performed in support of capital improvement projects or as individual tasks includes, but is not limited to the following:

ADDITIONAL SERVICES – MISCELLANEOUS MAPPING	
A.	Easement/Parcel Deeds and Right-of-way Mapping: Tasks includes conducting research for underlying maps and information to generate a base map with the information. Deed may be obtained via title report from a title company, if one is not provided.
B.	Encumbrance Maps: Encumbrance maps if needed, will be prepared based on boundary, deed and easement information (to be provided by client or a title company), and legal description and exhibits generated based on the encumbrance map.
C.	Plats and Legal Descriptions: Prepare plats and legal descriptions pertaining to the project locations needed that identifies the boundaries of improvements within existing right-of-way and property boundaries.

VIII. PROJECT MANAGEMENT PLAN

- A. Team Communication and Flow of Information:** A key element to project success is team communication. An essential part of ASCE's project protocol is to establish and maintain a line of communication between interdisciplinary team members and City staff during the entire course of the project. A designated team project manager and/or City liaison will function as a focal point for all communications between interdisciplinary team members and the City's project manager and other City departments as needed. All pertinent project information will also be disseminated through the designated team project manager to ensure that proper flow of information is maintained. The team project manager will also facilitate regular project updates and discussions via electronic mail, phone and/or on-line conference calls and/or meetings throughout the course of the project, in direct coordination with the City's project manager. Communication protocols for coordinating with other City departments, agencies and the community will be as directed by the City's project manager and established prior to project/task initiation.
- B. Schedule and Resource Control:** As a professional design firm, ASCE project managers routinely handle a myriad of projects at any given point in time, working in conjunction with team sub-consultants. To effectively manage workloads, the project manager will identify project/task scheduling requirements with the City prior to the *Notice-to-Proceed*. Scheduling requirements are then discussed internally and with team sub-consultants as applicable, to identify and resolve any potential schedule conflicts and/or manpower issues. If necessary, the project manager will create a project schedule / Gantt chart with integrated team work commitments and timeline to identify and resolve any potential schedule conflicts and manpower issues to meet the City's project scheduling requirements.
- C. Quality Assurance (QA) / Quality Control (QC) & Cost Philosophy:** The ASCE team is committed to the City in providing the best possible product and services whereby QA/QC is continuously practiced from project inception to completion. "Checks and balances" procedures are conducted regularly between key staff members and team sub-consultant(s) to ensure appropriate concepts and/or designs are derived and implemented for the project, in consideration of constructability and cost considerations. Milestone checks and continuous coordination between management and production staff members during the development phase through production phase are performed to ensure proper work quality of deliverables are achieved and maintained throughout the process. A final check is also conducted prior to each formal submittal to the City. This streamlined method of integrating QA/QC within the development and final design process also results in better control of the budget and project schedule. The practice typically considers the review of following items:
- ✓ Concept & Scope Development
 - ✓ Environmental Compliance
 - ✓ Design Details and PS&E Preparation
 - ✓ Constructability and Cost Considerations (Value Engineering)
 - ✓ Conformity to CAD/Drafting Standards
 - ✓ Fulfilling City Related Requirements, Comments and Considerations
 - ✓ Completeness and Quality of Deliverables

In addressing and responding to City comments, the project team will conduct a review within each discipline as necessary to determine if any comments require any further clarification / discussion / instruction / coordination to properly address the items in question. A list will be compiled and provided to the City's project manager as the basis for discussion and coordination to ascertain that each comment is adequately addressed in order to avoid repetitious items during subsequent reviews.

IX. RELEVANT PROJECTS AND REFERENCES

GLASSELL CAMPUS LID RETROFIT (DEMONSTRATION CAMPUS)



Location - Orange, California | Client – Orange County Public Works



Adams Streeter lead this multi-benefit project in conjunction with the landscape architect (Schmidt Design Group), geotechnical engineer (NMG Geotechnical) and other third-party vendors for the development of schematic designs and concept plan drawings, and for the preparation of final construction documents for this **9.4-acre Low-Impact Development (LID) retrofit** of the County's Glassell Campus Facility which consists of three parcels located on Glassell Street and Bristol Lane in the City of Orange. The team also provided construction support services for the project.

The Glassell Campus LID Retrofit project is funded through a Proposition 84 grant and showcase the transformation of an existing 9.4-acre industrial/commercial site with 95% impervious area into a state of the art MS4 compliant storm-water capture, treatment, outreach and research center. The project restored the pre-development hydrologic conditions by constructing various LID BMPs such as porous asphalt, porous concrete, porous pavers, bio-remediation swales and planters, media filter, modular wetlands, above-ground cistern and subterranean water storage structures. The project also required extensive re-construction of the existing parking lots and the County's paved maintenance yard facility.

This site now serves as an educational venue for the public, informing visitors of the function and purpose of each BMP while providing relief from urbanism to the residing tenants. The project was completed on-time and on-budget and received the 2016 APWA Regional Storm Water Quality Project of the Year and 2017 ASCE Outstanding Sustainable Engineering Project awards.

PRIME FIRM: Adams Streeter Civil Engineers

AWARDS: APWA Regional Storm Water Quality Project of the Year, 2016
ASCE Outstanding Sustainable Engineering Project Award, 2017

COMPLETED: 2016

CLIENT REFERENCE:

Orange County Public Works

Robert McLean, Senior Civil Engineer

OC Infrastructure Programs, Hydrology Section

(714) 647-3951

robert.mclean@ocpw.ocgov.com



BALL ROAD BASIN SITE DEVELOPMENT ANALYSIS



Location - Anaheim, California | Client – Orange County Water District



Adams Streeter assisted the Orange County Water District (OCWD) in performing a site development analysis as part of the feasibility and planning study to assess development of its Ball Road Recharge Basin located south of Ball Road in the City of Anaheim for commercial/industrial use. A mapping and boundary analysis of this 29-acre site consisting of multiple parcels was initially performed to re-establish both property boundary and easement constraints over the property. Conceptual Site Grading and earthwork to allow mass grading and pads establishment was developed in consideration of constraints imposed by adjacent streets (Ball Road, Phoenix Club Drive and the Santa Ana River service road), drainage patterns, dry and wet utilities infrastructure, proposed facilities (injection wells, etc.), significant easements and other factors. Off-site and on-site hydrology, drainage analysis and water quality assessments were also performed in consideration of the City of Anaheim's 42" Sanderson Avenue and 36" Auto Center Drive storm drain systems and the Orange County Flood Control District's (OCFCD) Chantilly Regional Storm Drain System (12' x 9.5' RCB) that discharges in to the recharge basin. This effort resulted in the development of a Conceptual Storm Drain Plan that provide options for the extension, re-routing and discharging of the various City and regional storm drain facilities (including for the local storm drain collection system) to the Santa Ana River and/or proposed water quality basin. A Conceptual Sewer and Water Plan was also developed to indicate required improvements within Phoenix Club Drive for connection into the City of Anaheim's public sewer system. Preliminary cost estimates to develop the site was prepared in accordance with the various concept plan improvements.

PRIME FIRM: Adams Streeter

COMPLETED: 2017 / On-Going On-Call Engineering Services

CLIENT REFERENCE:

Orange County Water District

Bruce Dosier, Director of Information Services & Property Management

714-378-3298

bdosier@ocwd.com

INTERSTATE 5 / STATE ROUTE 74 HIGHWAY INTERCHANGE STORM DRAIN AND WATER QUALITY TREATMENT PROJECT



Location – San Juan Capistrano, California | Client – City of San Juan Capistrano

Adams Streeter assisted the City of San Juan Capistrano in providing final engineering design for this water quality driven project involving storm drain and water quality enhancements / structural BMP retrofits at a busy downtown commercial district along Del Obispo Street immediately south of Ortega Highway for the treatment of storm water run-off into City streets originating from the construction of the I-5 / SR-74 Ortega Highway Interchange Project that was administered and recently completed by Caltrans. This project was initiated through a Cooperative Agreement between Caltrans and the City of San Juan Capistrano. Design was completed on-time and on a minimum budget.



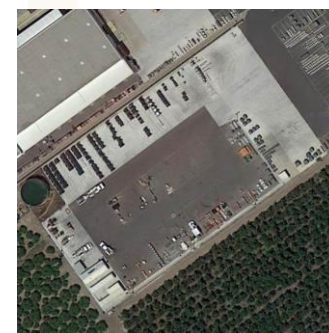
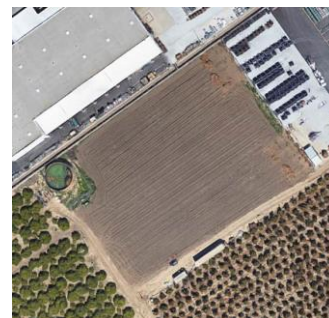
PRIME FIRM: Adams Streeter Civil Engineers
COMPLETED: Design Completed 2017, Construction Completed 2019
CLIENT REFERENCE: **City of San Juan Capistrano**
 George Alvarez, PE, TE, Consulting Project Manager (former City Engineer)
 (949) 443-6351, galvarez@sanjuancapistrano.org

SCE VENTURA STORAGE EXPANSION



Location – Ventura, California | Client – Ware Malcomb for Southern California Edison

The project consists of 1.62 acres of vacant dirt lot that was converted to an SCE storage expansion lot at their Ventura facility. Low Impact Development techniques were employed for the project to mitigate the additional storm water run-off generated by the increased impervious surface area of the paved lot. Post-construction run-off conditions was designed to mimic the pre-construction sheet flow that drains to the adjacent orchard. The difference in the run-off was detained and infiltrated on-site and a weir structure with rip-rap was designed to mimic the pre-construction condition. On-site run-off is captured via a series of inlets and conveyed to a dual corrugated metal pipe system with a CDS pre-treatment structure for storage and treatment respectively. Infiltration of the detained storm water quality design volume (SWQDV) is provided through four (4) modified MaxWell IV dry wells that penetrates into permeable soil at thirty (30) feet below grade.



PRIME FIRM: Adams Streeter for Ware Malcomb
COMPLETED: 2017
CLIENT REFERENCE: **Southern California Edison**
 Daniel Slider, Manager
 (805) 654-7238, Daniel.Slider@sce.com
 Ware Malcom Project Manager: Felix Gonzalez, PE
 (949) 430-2531, FGonzalez@adams-streeter.com



ICHA UNIVERSITY HILLS STORM DRAIN IMPROVEMENTS

AS

Location – Irvine, California | Client – Irvine Campus Housing Authority

The ICHA University Hills Storm Drain Improvement Project is part of a 28-acre Planning Area 11 development for the Irvine Campus Housing Authority (ICHA) that involved mass excavation operations and includes the installation of water quality BMPs consisting of a 51,000 cubic-foot storm drain retention and infiltration system with upstream storm filtration units for pre-treatment purposes. The scope of work for corresponding off-site improvements within the public right-of-way also includes the reconfiguration of a 30" public storm-drain by-pass system to intercept and redirect off-site storm run-on. The 1,600 feet linear storm drain system with a 58-cfs capacity was reviewed and approved by both City of Irvine and Orange County Flood Control District and was completed in 2016.

PRIME FIRM:

Adams Streeter

COMPLETED:

2016

CLIENT:

Irvine Housing Campus Authority

Victor Van Zandt, President of Planning and Construction
949-824-4827, victor.vanzandt@icha.uci.edu

ALSTON DEVELOPMENT AS

Location – Anaheim, California | Client – Tri Pointe Homes

The Alston Development Project is a 12-acre residential development in City of Anaheim consisting of 75 single family residential lots, open space areas utilized as community parks with bio-swales, proprietary bio-filtration systems and underground detention chambers. Detention chambers are utilized to capture the storm water runoffs from the majority of development site since infiltration for the project site is infeasible. The underground detention chambers for the project site are designed as a series of corrugated metal pipes (CMP) sized to hold both the Design Capture Volume (DCV) which is the 85th percentile, 24-hour storm event with peak flows per 100-year storm event. Peak flows are mitigated to equal or be less than the site pre-development flows. Low flow from the detention chambers is conveyed into a proprietary bio-filtration structure for treatment. The bio-filtration structure is a Modular Wetland System (MWS) designed specifically as a volume-based structure to both treat the DCV and drawdown the DCV within 48 hours. For portion of the site that does not drain into detention chambers, flows from the street are conveyed by series of curb opening into a vegetated bio-swale for treatment. The vegetated bio-swale system provides for pollutant removal through settling and filtration via the vegetation lining the channels. The bio-swale also incorporates a sub-drain system that connects to the storm drain system where treated flow is captured and conveyed to the storm drain system.

PRIME FIRM:

Adams Streeter

COMPLETED:

2017 (Other Phases On-Going)

CLIENT:

TRI Pointe Homes

Rick Wood, Vice President of Project Management
949-478-8638; Rick.Wood@TRIPointehomes.com



FACULTY HOUSING, UNIVERSITY HILL PLANNING AREA 10-2



Location - Irvine, California | Client – Irvine Campus Housing Authority



Adams Streeter assisted the Irvine Campus Housing Authority (ICHA) in providing engineering design for a 45-single family residential lot faculty housing development located at the University Hills Planning Area 10-2 that includes street, sanitary sewer, storm drainage and domestic water infrastructure. The Irvine Campus Housing Authority functions as their own “municipality” apart from the City of Irvine that builds and maintains their own infrastructure. Final engineering design was completed and approved in late 2015, followed by construction in early 2016 that was completed the same year.



PRIME FIRM: Adams Streeter Civil Engineers

COMPLETED: Late 2015 - Design
Late 2016 - Construction

CLIENT REFERENCE:

Irvine Campus Housing Authority
Victor Van Zandt, CEO & President
1083 California Ave. Irvine, CA 92617
Office: 949.824.4827
Cell: 949.294.2354
victor.vanzandt@icha.uci.edu

FACULTY HOUSING, UNIVERSITY HILL PLANNING AREA 11-1



Location - Irvine, California | Client – Irvine Campus Housing Authority



Adams Streeter assisted the Irvine Campus Housing Authority (ICHA) in providing engineering design for sanitary sewer and water improvements for Phase 1 of 5 phases of the faculty housing at University Hills Planning Area 11-1, a residential development situated in Irvine at the northwest corner of Bonita Canyon Drive and Shady Canyon Drive. The Irvine Campus Housing Authority essentially functions as their own “municipality” which builds and maintains their own infrastructure. This particular phase connected two other neighborhoods of multi-family residential phases; one to the south and one to the west. The northerly phases continued to be single family residential. In addition to water improvement plans, Adams Streeter also provided the design for a recycled water system for irrigation and the water system connection to the community pool for this 50-lot neighborhood. This project was designed and approved in late 2017. Construction commenced in early 2018 and was completed the same year.

PRIME FIRM: Adams Streeter Civil Engineers

COMPLETED: Design Completed Late 2017.
Construction Completed Late 2018.

CLIENT REFERENCE:

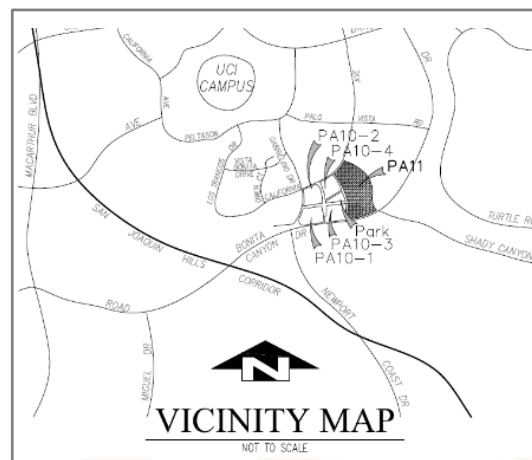
Irvine Campus Housing Authority

Bryce Bunker, Manager Planning & Construction

1083 California Ave. Irvine, CA 92617

Office: 949.824.4084

Cell: 949.933.8758



TRI-POINTE HOMES AT ESENCIA, PLANNING AREA 2.2



Location – Rancho Mission Viejo, California | Client – Tri-Pointe Homes / Rancho Mission Viejo Company



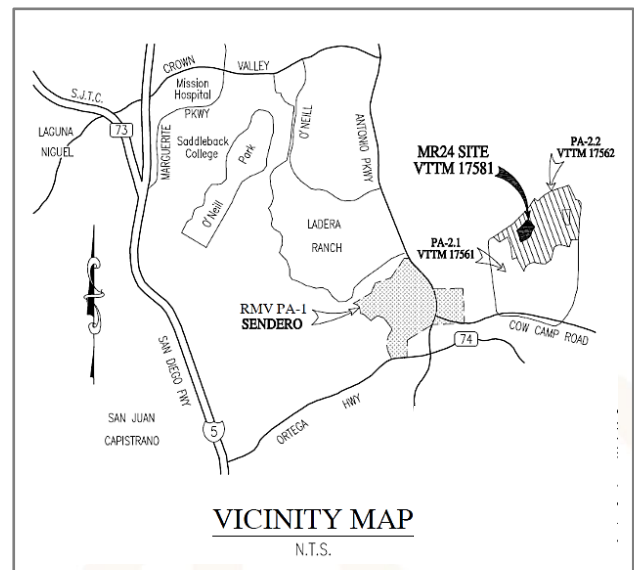
Adams Streeter assisted the Rancho Mission Viejo Company in providing engineering design for sanitary sewer, domestic water and storm drain improvements for this 72-lot hillside single family residential development located at the MR24 site within Planning Area 2.2. Adams Streeter was involved in the design and construction of five (5) tracts within this planning area that consisted of a total of fifteen (15) separate tracts. New infrastructure includes streets, domestic water, reclaimed water, sanitary sewer, storm drain facilities, rough and precise grading. Sewer and water plans were designed in accordance with Santa Margarita Water District (SMWD) standards and specifications. This project was designed and approved in early 2018. Project construction commenced in late 2018 and was completed recently, in late 2019.

PRIME FIRM: Adams Streeter Civil Engineers

COMPLETED: Design Completed 2018.
Construction completed in Late 2019.

CLIENT REFERENCE:

Rancho Santa Margarita Water District
Karla Houlihan, Plan Check Engineer
26111 Antonia Pkwy, Rancho Santa Margarita,
California 92688
Office: 949.459.6581
Cell: 949.392.0385



STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

Currently active on-call services with other public agencies is provided below with summarized project descriptions, period performed and contact information:

LISTING OF CURRENTLY ACTIVE “ON-CALL” SERVICES		
1.	PROF. CONSULTING SERVICES FOR ENGINEERING, BUILDING & ARCH. SERVICES (2019-Renewed)	
	Agency:	City of San Juan Capistrano
	Address:	32400 Paseo Adelanto, San Juan Capistrano, CA 92675
	Name & Title:	Mr. Thomas Toman, Public Works Director
	Phone:	(949) 234-4580
	E-mail:	ttoman@sanjuancapistrano.org
	Description:	Engineering services inclusive of comprehensive design, plan & map checking, survey & mapping and other related services (landscape, geotechnical, environmental, structural). Projects and tasks performed between 2015 and 2019 includes: (1) PS&E for the Alipaz Street Drainage Improvement Project to alleviate street flooding within a residential and commercial district; assistance with OCTA Measure-M Eligibility and OCTA Semi-Annual Review (SAR); assistance with the development of the Cook-Cordova Park and Good Neighbors Park projects; development plan review for River Street Development; and other miscellaneous tasks.
2.	PROJECT ENGINEERING SERVICES AT THE ORANGE COUNTY GREAT PARK (2019)	
	Agency:	City of Irvine
	Address:	1 Civic Center Plaza, Irvine, CA 92623
	Name & Title:	Mr. Steve Torelli, Senior Management Analyst
	Phone:	(949) 724-6381
	E-mail:	storelli@cityofirvine.org
	Description:	Civil engineering and related support for the OC Great Park inclusive of site planning & development, drawings, master plan assistance, plan check and plan review, intergovernmental coordination (i.e. Navy, OC Health, IRWD, EPA), environmental coordination (SWPPP, WQMP), surveying, mapping, structural, and other services. Current 2019-20 tasks include (2) Pretend City Legal Descriptions; (2) Building & Hangar Structural Evaluations; (3) Administration Building Geotechnical Services; (4) Western Sector Concept Plan Review; (5) Serrano Creek Development Plan Check; (6) Festival Parking Lot Lighting; (7) Administration Building Plan Review; and (8) Remedial Plan Update for the former El Toro Marine Corps Air Station.
3.	ENGINEERING SERVICES FOR IRVINE CAMPUS HOUSING AUTHORITY (1995 To Present)	
	Agency:	Irvine Campus Housing Authority (ICHA)
	Address:	1083 California Avenue, Irvine, CA 92617
	Name & Title:	Mr. Victor Van Zandt, CEO and President
	Phone:	(949) 824-4827
	E-mail:	victor.vanzandt@icha.uci.edu
	Description:	ICHA’s “on-call” civil engineering firm for over 25 years in shaping the UC Irvine community since 1994. Recent services include design and construction support for the Planned Community and Faculty Housing at University Hills for Planning Area 10-2 thru 10-4, and Planning Area 11-1 thru 11-5, and Geographic Information System (GIS) to manage ICHA’s community-wide infrastructure network system assets.

Summerly Recycled Waterline, Lake Elsinore

Client: RW Beck

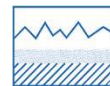
Project Period: 2009-2010

Contact: Mr. Stephen Dopudja, Vice President

West Yost (formerly RW Beck)

(949) 517-9060

sdopudja@westyost.com



Field exploration, soil testing, design and construction services for a 30-inch waterline for the Elsinore Valley Municipal Water District. The new line extended over 5,000 linear feet and included a crossing under the San Jacinto River which required 35- to 50-foot deep jack and bore pits. Excavations and dewatering during construction showed very permeable conditions in the native earth units.

Corporate Yard Infiltration Ponds, City of Corona

Client: City of Corona

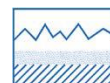
Project Period: 2014

Contact: Mr. Vernon R. Weisman, P.E., District Engineer

City of Corona Department of Water and Power, Public Works Department

(951) 739-4912

vernon.weisman@CoronaCA.gov



City improvement project consisting of geotechnical exploration and infiltration study within an existing 3.4-acre infiltration pond. NMG provided geotechnical review and field percolation testing to evaluate soil layers below the basin. Percolation testing was performed at depths between 5 and 20 feet to assist in design of basin reconfiguration and grading to achieve increased infiltration performance.

Veterans Park Storm Water Diversion and Infiltration, Redondo Beach

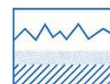
Client: AKM Consulting Engineers

Project Period: 2017

Mr. John Loague, Engineer

(949) 753-7333 x103

jloague@akmce.com



Exploration including borings and in-situ percolation testing for proposed storm drain improvements and a network of subterranean infiltration galleries. The exploration involved city encroachment permitting and exploration and testing within an active/existing public park. Percolation testing was governed by County of Los Angeles Guidelines. The project included a feasibility study and development of a design infiltration rates.

Camellia Court, City of Alhambra, California

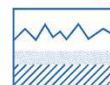
Client: Lennar

Project Period: 2018 – 2020

Client: Mr. Dan Hosseinzadeh, Project Manager

(949) 349- 8215

Dan.Hosseinzadeh@lennar.com



This approximately 12-acre mixed use development utilized both infiltration chambers and deep drywell systems. NMG performed Cone Penetration Testing (CPTs) to obtain continuous soil stratigraphic information coupled with hollow-stem auger borings in order to develop a subsurface stratigraphic profile of the site. Both near surface and deep percolation testing was performed, up to 60 feet below existing grade, in order to provide design infiltration rates for the proposed infiltration systems.

ON-CALL ENVIRONMENTAL SERVICES CONTRACT, RIVERSIDE COUNTY



Client/Owner: Riverside County Flood Control and Water Conservation District

Performance Period: 2020 -- Ongoing Since 2011

ECORP has held two on-call contracts with the Riverside County Flood Control and Water Conservation District (District) to provide environmental and regulatory services for District projects throughout western Riverside. Examples of task orders conducted as part of this contract include:

- IS/MND, Technical Studies, and Regulatory Permitting for the Gilman Home Channel Improvement Project (Banning)
- Short Notice Environmental Services Response to Emergency Situations during the El Niño Rain Season
- Biological, Cultural, and Air Quality Services for the Woodcrest Dam Outlet Modification Project
- Addendum EIR, Technical Studies, and Regulatory Permitting for the Lakeland Village Master Drainage Plan
- Invasive Species Control Habitat Mitigation and Monitoring Plan (HMMP) for the Banning Master Drainage Plan Line H Stage 1 Project
- IS/MND, Air Quality/Greenhouse Gas Memorandum, Aquatic Resources Delineation and Cultural and Biological Surveys for the Wildomar Master Drainage Plan Lateral C Revision Project
- Construction Worker Training for Archaeological Resources Paleontological Resources, and Hazardous Materials for Three District Construction Projects

References

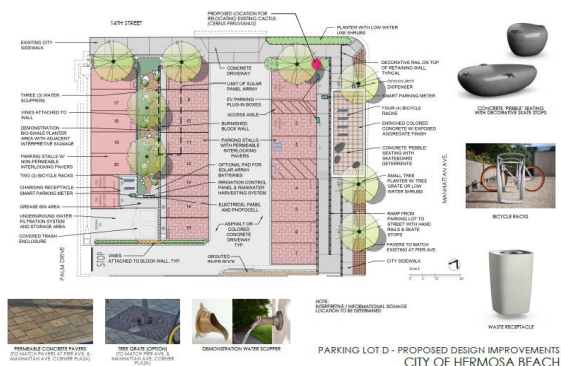
- Joan Valle, Associate Engineer, Riverside County Flood Control and Water Conservation District (951) 955-8856, jvalle@rivco.org
- Nancy Sansonetti, AICP, Planner III, San Bernardino County Department of Public Works (909) 387-7876, nancy.sansonetti@dpw.sbcounty.gov
- George Zakhari, Associate Water Quality Engineer, Golden State Water Company (760) 515-8322, George.Zakhari@gswater.com

CITY PARKING LOT D IMPROVEMENTS, HERMOSA BEACH, LOS ANGELES COUNTY



Client/Owner: City of Hermosa Beach (subcontractor to Adams-Streeter Civil Engineers, Inc.)

Performance Period: 2018



ECORP prepared a CEQA Categorical Exemption (CE) with Technical Studies for improvements to a 0.25-acre public parking lot that is in disrepair. This multi-benefit demonstration project is the first of its kind undertaken by the City as a pilot program for potential future implementation at other City facilities. Project water quality enhancements include: Storm water collection via permeable paver system, storm water treatment via a Modular Wetlands unit, storm water storage, harvesting and reuse via a cistern/pump manhole and irrigation control system, and storm water infiltration via bioswale demonstration planter. The project includes drought tolerant

landscaping, tree planting, ADA improvements, enhanced lighting and electrical upgrades, a bicycle corral, electric vehicle charging stations, and storm water capture and retention.

Reference: Reed Salan, Associate Engineer, Public Works Department, (310) 318-0229, rsalan@hermosabch.org

X. FEE SCHEDULE

The Fee Schedule is submitted in a separate sealed envelope and comprise of the Standard Fee Schedules for ASCE and subconsultant team members. The team acknowledge that the pricing and rates provided shall remain valid for the entire two (2) year Agreement term. The team also acknowledge that price adjustments and final pricing for all assigned project(s) and/or task(s) may be negotiated by the City.

XI. REQUIRED FORMS

Required forms consisting of the Certification of Proposal, Non-Collusion Affidavit, Compliance with Insurance Requirements, and Acknowledgement of Professional Services Agreement are provided in the Appendix section of this SOQ.

APPENDIX

- Certification of Proposal
- Non-Collusion Affidavit
- Compliance with Insurance Requirements
- Acknowledgement of Professional Services Agreement



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Randal L. Streeter", written over a horizontal line.

Printed Name and Title:

Randal L. Streeter, President

6.3.2 Non-Collusion AffidavitRFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Randal L. Streeter", written over a horizontal line.

Printed Name and Title:

Randal L. Streeter, President

6.3.3 Compliance with Insurance RequirementsRFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

A handwritten signature in blue ink, reading "Randal L. Streeter", written over a horizontal line.

Printed Name and Title:

Randal L. Streeter, President



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

12. INDEMNIFICATION. CONSULTANT shall indemnify, ~~defend~~ ^{adjudicated} with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and 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, ^{in compliance with SB496,} and will survive termination of this Agreement.

Signature of Authorized Representative:

A handwritten signature in blue ink that reads "Randal L. Streeter".

Printed Name and Title:

Randal L. Streeter, President

PSOMAS



ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

City of
Hermosa Beach

RFQ#20-02
09.21.2020

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September 21, 2020

Andrew Nguyen, Assistant Engineer
City of Hermosa Beach
City Clerk Office
1315 Valley Drive
Hermosa Beach, CA 90254

Re: On-Call Engineering Design Services for Utilities (Sewer, Storm Drain)
RFQ No. 20-02

Dear Mr. Nguyen:

Psomas looks forward to partnering again with the City of Hermosa Beach to fulfill the City's engineering design needs for upcoming sewer and storm drain projects. In doing so, our mission is clear: to offer professional services that will benefit the City and its constituents in the near and long term.

Since 1946, Psomas has established a reputation on the front lines of sustainable engineering. Our engineers combine strong client relationships and project management skills with technical and procedural expertise to deliver projects that are both environmentally contextual and cost effective. Focusing on project delivery, Psomas' Engineering team has the right mix of professionals to verify sewer and storm drain (drainage) projects are designed and constructed efficiently. To us, this means being able to fully serve the City on sewer and storm drain projects that involve feasibility studies, environmental clearance, preliminary plans, all the way through final design and construction. As demonstrated in our proposal, our capabilities and experience include projects involving:

- ▶ Sewer, Storm Drain Master Plan and Studies
- ▶ Feasibility Study and Analysis
- ▶ Assessment and Rehabilitation of Sewer and Storm Drain Facilities
- ▶ Water Quality Management and Post-Construction Mitigation
- ▶ Sewer and Storm Drain Design

Our clients have included the City of Hermosa Beach, as well as numerous cities and counties throughout Los Angeles County and the greater Southern California area.

The Psomas Team has the required resources, track record, and relevant experience in successfully delivering identical services to other cities and local agencies. As Contract Manager, I (**Joseph Boyle, PE**) have learned the most important attributes a consultant can offer a City are responsiveness, flexibility, and understanding of technical issues and the community. This awareness will be reinforced by our Project Managers, **Maira Salcedo, PE, ENV SP**, and **Ryan Lynch, PE, QSD, LEED AP**, who are experts in sewer and storm drain design, respectively, and have successfully designed numerous similar projects in Los Angeles County.

555 South Flower Street
Suite 4300
Los Angeles, CA 90071
Tel: 213.223.1400
www.Psomas.com

Andrew Nguyen
September 21, 2020
Page 1-2

All of these attributes are the reasons Psomas is a solid choice for the City. As an on-call consultant, the Psomas Team is an extension of your staff and, thus, it is important to be good stewards of tax dollars and sensitive to community concerns.

When you select the Psomas Team, you can expect the following benefits:

Responsiveness: Being responsive to an as-needed task order request is second nature to Psomas, especially to myself as Contract Manager, as well as Maira Salcedo and Ryan Lynch. As a firm, we have more numerous on-call public agency contracts, with a majority of them coming from repeat clients. One of the keys to successfully managing as-needed contracts is my commitment to responsiveness and meeting the City's response time for all task orders. Being responsive and delivering on promises is at the core of as-needed contract management, as well as the basis of good, professional service.

Contextualized: Design services will be performed to be consistent with the Sewer and Storm Drain Master Plans. Any task and assignment performed will consider these master plans as the City's 'big picture' goal in meeting its current and future needs. Such mindfulness allows Psomas to provide the City with the most cost-effective professional services during design and especially for construction.

Flexibility: Demonstrating flexibility means being able to expand and contract to the needs of the City on short notice. This can be difficult for many firms given they may not have the resources to deliver these types of services, but not for Psomas. To augment the staff we have named in this proposal, Psomas can draw upon additional resources throughout the firm.

Understanding the Hermosa Beach Community: As a vibrant city in the South Bay region, the City of Hermosa Beach has a stellar reputation for being a great place to live and visit. This reputation has come as a result of both staff and your consultants understanding the community they are serving, as well as a commitment to going above and beyond. The Psomas Team understands the City's goals for delivering projects on time and within budget, and Psomas is the right firm to deliver innovative, timely and cost effective professional engineering solutions to enhance the community and quality of life of your residents. Our Team is committed to delivering the highest quality services based on our experience serving the communities of Redondo Beach, Manhattan Beach, Newport Beach, Laguna Beach, Dana Point, and other Southern California beach cities.

As a Vice President of Psomas, a California corporation, I am authorized to bind the firm and will serve as the point of contact during the proposal process. Psomas has not received any addenda to the City's RFP for this project. This proposal is valid for a period of 90 days from the date of submittal.

As a Southern California based firm, Psomas is in the position to respond to the City's needs quickly and with staff that are qualified and firm, but fair. We are excited about the opportunity to provide the City of Hermosa Beach with Professional Engineering Design Services and we look forward to your favorable review of our statement of qualifications.

Sincerely,

PSOMAS



Joseph Boyle, PE
Vice President/Principal



Section 2

FIRM PROFILE

Psomas

Dedicated to balancing the natural and built environment, Psomas provides sustainably engineered solutions to public and private clients worldwide. As a full-service consulting firm, we help our clients create value and deliver complex projects.

Markets served include transportation, water, site development, and energy with the following services offered:

- ▶ Civil engineering
- ▶ Land surveying and geospatial services including use of drones, 3D laser scanning and subsurface utility locating
- ▶ Site development engineering
- ▶ Transportation and traffic engineering
- ▶ Structural engineering
- ▶ Water and wastewater engineering
- ▶ Environmental planning and resource management
- ▶ Land planning and urban design
- ▶ Land use entitlements
- ▶ Construction management
- ▶ GIS consulting

Sustainable practices are incorporated into all of our services. From designing Institute for Sustainable Infrastructure (ISI) certified projects such as removing pollutants from urban stormwater runoff to site design for LEED™-certified projects, Psomas is in the forefront of the sustainable design movement. We currently have over 100 staff who are ENV SPs (Envision Sustainability Professionals through ISI) and/or LEED APs.

Official Name/Address

Psomas

555 South Flower Street, Suite 4300, Los Angeles, CA 90071

Primary Point of Contact

Joseph Boyle, PE

555 South Flower Street, Suite 4300, Los Angeles, CA 90071
joeboyle@psomas.com | 714.481.8060

Type of Business Entity

Psomas is a California Corporation.

Federal Employer ID No.

95-2863554

Years of experience providing required, equivalent, or related services

More than 70 years.

Any failures or refusals to complete a contract

None.

California

Los Angeles | 555 South Flower Street
Suite 4300, Los Angeles, CA 90071
Phone: 213.223.1400 | Fax: 213.223.1444

Santa Ana | 5 Hutton Centre Drive
Suite 300, Santa Ana, CA 92707
Phone: 714.751.7373 | Fax: 714.545.8883

Culver City | 100 Corporate Pointe
Suite 265, Culver City, CA 90230
Phone: 310.703.1371 | Fax: 310.703.1388

Pasadena | 225 South Lake Avenue
Suite 1000, Pasadena, CA 91101
Phone: 626.351.2000 | Fax: 626.351.2030

Auburn | 11661 Blocker Drive
Suite 200 Auburn, CA 95603
Phone: 530.885.7072 | Fax: N/A

Bakersfield | 1430 Truxtun Avenue
5th Floor, Bakersfield, CA 93301
Phone: 661.437.4398 | Fax: 661.437.4399

Riverside | 1500 Iowa Avenue
Suite 210, Riverside, CA 92507
Phone: 951.787.8421 | Fax: 951.682.3379

Roseville | 1075 Creekside Ridge Drive
Suite 200, Roseville, CA 95678
Phone: 916.788.8122 | Fax: 916.788.0600

Sacramento | 3550 Watt Avenue
Suite 140, Sacramento, CA 95821
Phone: 916.979.7640 | Fax: N/A

San Diego | 401 B Street, Suite 1600
Wells Fargo Plaza, San Diego, CA 92101
Phone: 619.961.2800 | Fax: 619.961.2392

Valencia | 27220 Turnberry Lane
Suite 190, Valencia, CA 91355
Phone: 661.219.6000 | Fax: 661.775.2718

Walnut Creek | 1660 Olympic Boulevard
Suite 300, Walnut Creek, CA 94596
Phone: 925.933.2300 | Fax: N/A

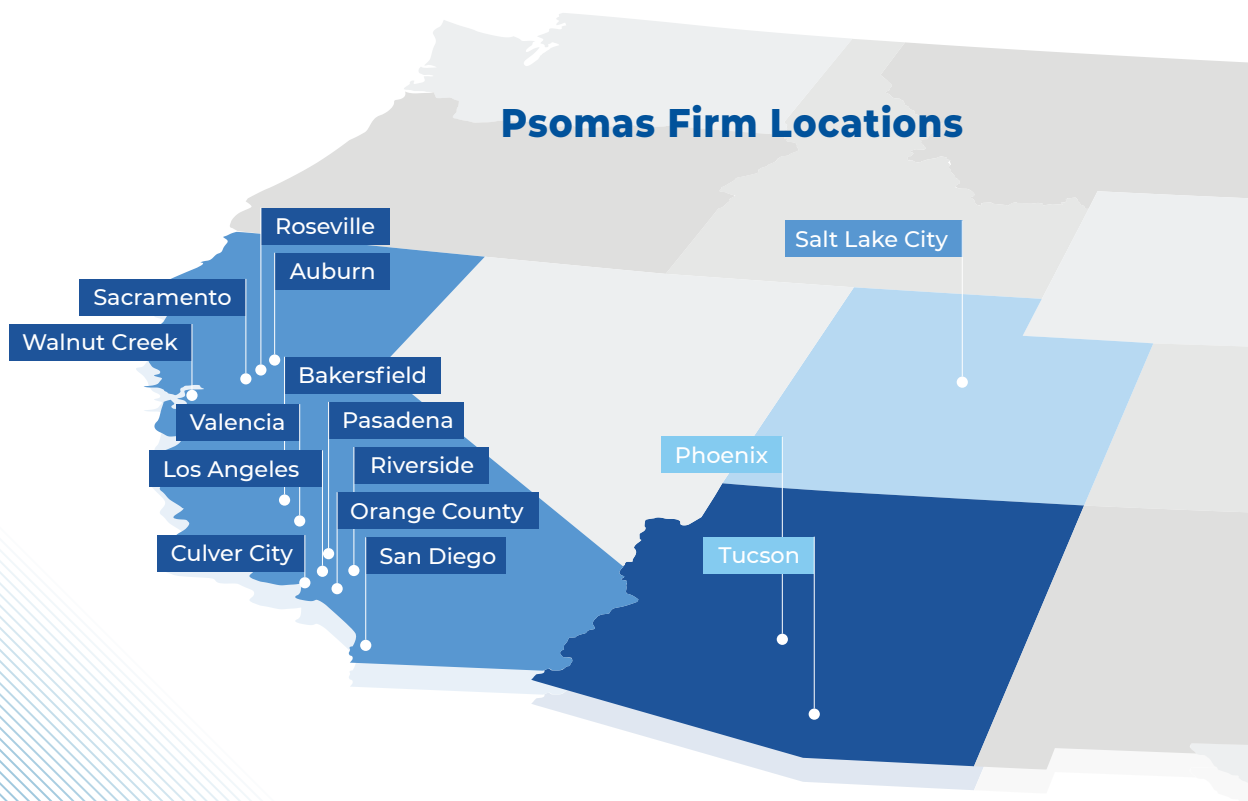
Arizona

Tucson | 333 E. Wetmore Road
Suite 450, Tucson, AZ 85705
Phone: 520.292.2300 | Fax: 520.292.1290

Phoenix | 4600 E Washington Street
Suite 300, Phoenix, AZ 85034
Phone: 602.222.8260 Fax: N/A

Utah

Salt Lake City | 4179 Riverboat Road
Suite 200, Salt Lake City, UT 84123
Phone: 801.270.5777 | Fax: 801.270.5782





Section 3

PROJECT UNDERSTANDING AND APPROACH

Project Understanding

Psomas' multi-disciplinary teams of experts thrive on providing practical, creative, and cost-effective solutions. In so doing, our approach and considerations have always been geared and focused on our clients' short- and long-term needs. Relative to upcoming sewer and storm drain improvement projects, they entail:

Our approach and considerations have always been geared and focused on our clients' short- and long-term needs

- ▶ Sewer Preliminary Design Technical Memorandum considers all feasible alignment, diversion and sizing alternatives and meets build-out capacity requirements
- ▶ Sewer design identifies all potential utility conflicts and includes extensive potholing to eliminate construction surprises – consider utility relocation or construction of storm drain “squash boxes” as solution to sewer alignment
- ▶ Recommended sewer project is the optimum alternative based on all aspects including cost, construction, permitting, impacts on the community, and operational considerations
- ▶ Careful analysis of existing drainage patterns for mitigation opportunities
- ▶ Verification of existing hydrology/hydraulic studies, as applicable, and accurate implementation of hydrology studies based on land use conditions and the City's zoning criteria
- ▶ Storm drain alignment that considers impacts to residential, commercial/retail, and institutional (i.e., schools) neighborhoods, both quantitative and qualitative
- ▶ Design that considers existing utility crossings and the respective allowable ground cover, slopes, and potential conflicts
- ▶ Design that considers optimum cost of construction, which implies a conservative alternative analysis and value engineering during the Project Design Study
- ▶ Design must allow for future storm drain connections and Low Impact Development (LID) alternatives in accordance with the Master Plan
- ▶ Construction cost estimate that reflects most recent bid results and up-to-date information on construction items

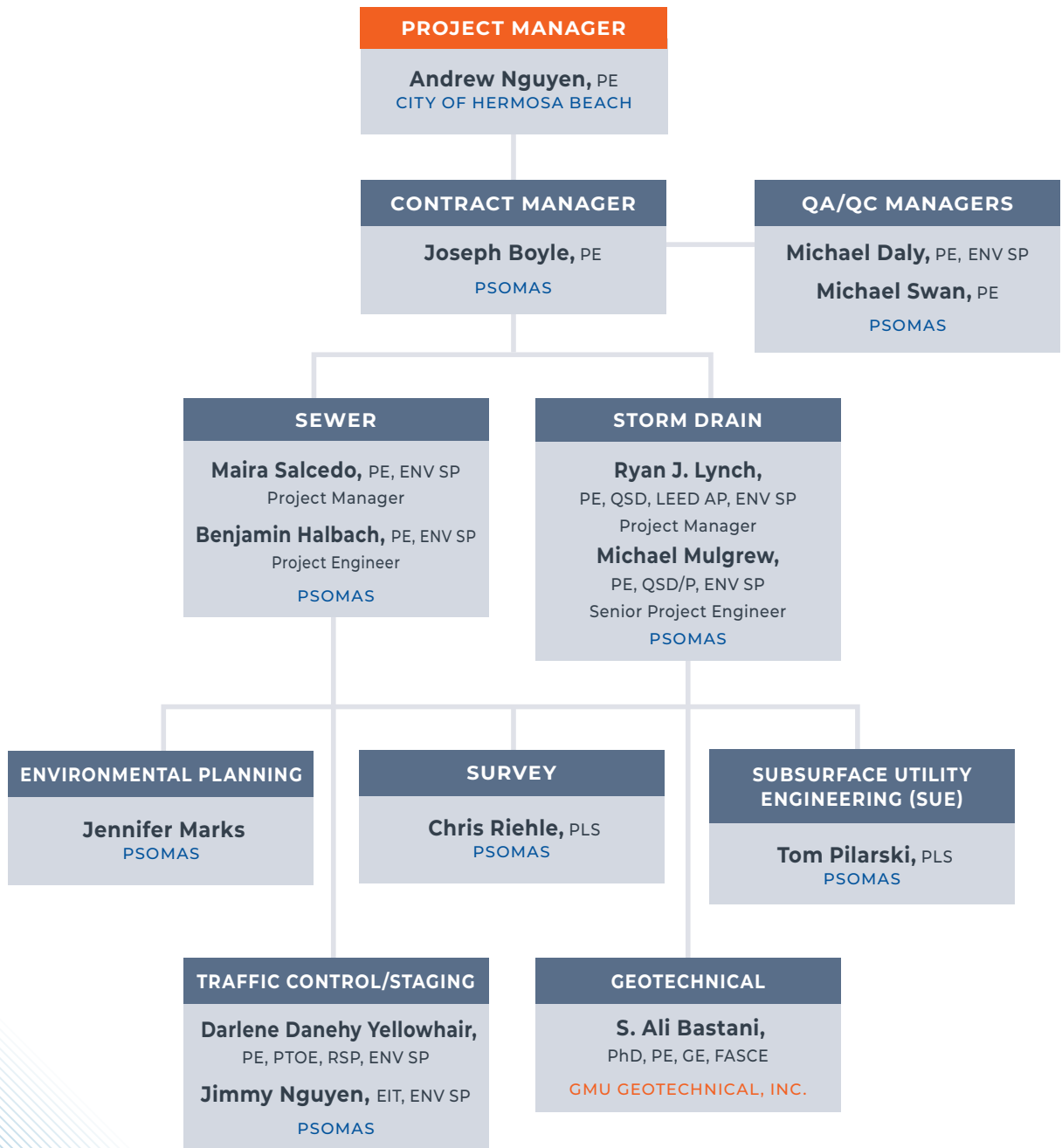
Key Reference Documents

In performing Scope of Services associated with Sewer and Storm Drain improvement projects, Psomas team members will review and utilize the following guiding documents, among others:

- ▶ PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program, adopted August 2017
- ▶ PLAN Hermosa Environmental Impact Report, certified August 2017
- ▶ Hermosa Beach 2019/20 Capital Improvement Program, adopted June 2018

- ▶ City's Master Plan of Sanitary Sewers
- ▶ Water Quality Management Templates and Guidelines
- ▶ City's Storm Drainage Master Plan Program
- ▶ City Public Works Department Standard Plans and Details
- ▶ Los Angeles County Hydrology Manual
- ▶ Los Angeles County's SUSMP Guideline
- ▶ Standard Plans for Public Works Construction (SPPWC, latest edition)
- ▶ Standard Specifications for Public Works Construction (SSPWC, latest edition and its supplements)
- ▶ Caltrans Standard Plans and Specifications, latest edition, as applicable to drainage/sewer infrastructure

Organization Chart



Approach to Work Program

Psomas proposes to complete the City's Sewer and Storm Drain Improvement projects based on the following workflow:

1. Preliminary engineering work, which usually culminates in a Preliminary Design, Technical Memorandum, Study or Report;
2. Final engineering work, which will result in a complete Plans, Specifications, and Estimates package; and,
3. Bidding and Construction Phase services, where Psomas can assist the City as requested during construction of proposed improvement projects.

At the beginning of each project, the Psomas Team will initiate a project meeting with the City, review the proposed scope of work, and integrate the requirements and objectives of the identified project. The kick-off meeting will include Psomas team members, City staff, and other affected parties and agencies, and will provide the forum to identify clear lines of communication and review the final scope, schedule, milestones and other pertinent project details.

The kick-off meeting is often followed by a field visit to the project site to review existing conditions and determine all of the issues that may be affected by the proposed improvements.

Task 1: Research and Data Collection

In addition to the field review, any preliminary plans, studies, and reports that may exist regarding the project or project area will be researched and obtained from the City, County and pertinent local utility providers. Available site infrastructure will be collected. Such data may include right-of-way maps, as-built plans, preliminary planning or studies, hydrology/hydraulic calculations in the case of drainage improvements, utility plans, and other data. Additionally, Psomas will review relevant design considerations for existing conditions, and assess deficiencies and the need for corrective action.

Task 2: Topographic Survey and Base Map

Psomas will perform survey of the project site under the direction of a professional land surveyor or civil engineer properly registered in the State of California. This survey will consist of a field topographic survey and cross-sectional survey. The survey information will produce a Topographic Base Map at appropriate scale with all elevations tied to City/County benchmark(s).



At the completion of the project, all survey notes will be turned over to the City in their original format for permanent recordkeeping. A typical Topographic Survey/Base Map includes the following:

- ▶ Survey Control
- ▶ Researched City/County records with centerline ties and benchmarks near and within the project
- ▶ Locate sufficient number of monuments to plot the centerline and right-of-way
- ▶ Topographic survey of project area/limits
- ▶ Perform detailed survey with cross sections at a specified interval

- ▶ Dip existing storm drain catch basins, sewer and storm drain manholes, as required
- ▶ Reduce, adjust, and process the field collected survey data
- ▶ Plot points into CADD drawing, draw breakline, and generate digital terrain model
- ▶ Research, calculate and plot the centerline and right-of-way in the project area
- ▶ Provide ASCII file, CADD drawing and field notes
- ▶ Upon completion of field work, the survey data will be reduced, imported and plotted into an AutoCAD drawing with field edits to ensure the accuracy and completeness of the drawing

Task 3: Geotechnical Investigation

Working with our subconsultant, GMU Geotechnical, Psomas will perform soil testing which may include bearing, trench/backfill constraints, groundwater presence, and other types of testing to gather information and characterize subsurface soil for purposes of trench excavations, bedding, backfill materials, and slopes and embankment construction.

Task 4: Environmental

With the support of our in-house Environmental Services Team, Psomas will prepare pertinent environmental documentation to meet the requirements of CEQA and NEPA. The team will submit environmental findings to Caltrans' Environmental section, subject to the approval of City Council. Technical studies to the project will be prepared.

For qualified projects, Psomas staff typically provides a project description and graphic, as well as fills out the City's Environmental/Project Information Form and a Notice of Exemption for City staff to process. Public meetings and workshops may be part of the environmental process and documentation.

Task 5: Utility Notification/Research/Mapping

Psomas will perform a detailed utility investigation of the project site. This will include a request through Dig Alert and an investigation of available records for data needed to avoid design conflicts. Available plans from the City's Public Works Department will also be obtained. Notices will be sent out to utility companies known to be present within the project limits requesting utility locations, atlas maps and plans. A project log of all utilities will be generated showing the status of each information request. The log will be updated during the life of the project.

Psomas' Subsurface Utility Engineering (SUE) team will pothole and locate utilities that are deemed to be critical and may be impacted by the proposed underground construction. Considering the gravity nature of either a storm drain or sewer pipeline, the importance of utility conflict detection and resolution cannot be overstated.

A topographic base map will be used to prepare a utility base map that will show estimated alignment of underground utilities combined with the above ground utilities located in the topographic base map. The utility base map will be an AutoCAD drawing at appropriate scale and will be used to determine if any

utility relocations, either horizontal or vertical, may be needed for the proposed improvements.

Upon completion and approval of Preliminary Engineering work (prior to Draft submittal), a second utility notice with preliminary plans will be sent, requesting verification of facilities and required coordination of anticipated relocation or protection of existing facilities. Final improvement plans will be transmitted to all utility companies whose facilities are within the project site, informing them of the anticipated bidding period, anticipated construction schedule, and proposed timeframe of any relocation required of them.

Task 6: Preliminary Engineering

On sewer and storm drain projects, Preliminary Engineering work will typically include considerations and analysis of multiple alternative pipe alignments and the evaluation of right-of-way constraints, environmental, utility impacts, and stakeholders' interests.



Sewer Manhole - CIP 17-416 Project

Based on the aforementioned, a preliminary horizontal and vertical layout will be produced, along with details, sections and renderings, as necessary.

On sewer improvement projects, we will utilize the load values and capacities noted in the City's current Sewer Master Plan to verify proposed improvement sizes. If requested, we will prepare a Preliminary Design Technical Memorandum evaluating replacement in kind or alternative alignments. Once the proposed improvement is determined, we will prepare plans, specifications and a cost estimate as noted in the RFP.

For sewer rehabilitation projects, Psomas' NASSCO-certified PACP and MACP engineers will review videos of the sewers and manholes to determine the appropriate means of rehabilitation including lining, spot repairs, or replacement. Capacity calculations will be prepared to verify any lining will not compromise the design capacity of the particular pipeline segment. The recommendations will be documented in a Preliminary Design Report for review and approval by City staff.

For storm drain improvement projects, in order to produce cost-effective storm drain design that improves the overall drainage area, Psomas recommends preparation of a Preliminary Drainage Study (PDS) where consensus on key design elements is typically reached. The PDS will typically consist of geometric approval drawings, a review of utility constraints and possible relocations, alternative pipe materials/construction methods (pre-cast versus cast-in-place), and costs for various alternatives.

Alternatives will also drive the need to verify or conduct hydrology and hydraulic studies to ensure that future downstream and upstream improvements are compatible with the design. Hydraulic calculations using the Water Surface Pressure Gradient Program (WSPG) will be prepared to verify that applicable 10-, 25-, and 100-year flood protection level hydraulic grade lines (HGL) are within acceptable limits, based upon the City's design manual and parameters.

Task 7: Construction Document Preparation Phase

Final design will commence upon approval of Preliminary Engineering work by the City. Changes or additions required as a result of the preliminary design review will be incorporated into the final design as deemed necessary. Final calculations and studies will also be performed and completed, and 'preferred' alternative alignments, structures, materials will be developed.

As part of the Construction Document PS&E package, final construction plans and details will be prepared which will show all of the proposed improvements to successfully complete projects. The plans will be concise and constructible showing the disposition of all existing facilities within the project area and limits of all proposed improvements so the project can be bid and constructed with a minimal number of questions/requests for information. Base plans of the project site will be prepared at the appropriate scale and final plans can be provided to the City digitally. Base plans will display existing topographic features and accumulated data, including pipe stationing, rights-of-way, surface features, pertinent street or other reference alignment stationing, and existing utilities.

Based on the approved Preliminary Engineering work, utility research, base mapping, and the topographic survey prepared during the preliminary engineering phase, Psomas will prepare plans, profiles and details for a proposed improvement project, and any utility line relocations. PS&E packages will be prepared for submittal to the City at Draft, Final Draft, and Final (100%) completion levels. Depending on project improvements at hand, the PS&E package may include the following:

- ▶ Title Sheet including Index Map
- ▶ Typical Section and/or Details
- ▶ Sewer Plan and Profile
- ▶ Storm Drain Plan and Profile
- ▶ Details Sheets
- ▶ Construction Staging and Traffic Control Plans
- ▶ Water Quality Management Plan, as applicable

At Psomas, we pride ourselves on producing biddable, constructible plans for our clients. We have over 70 years of experience in producing plan sets that include every detail needed to do just that.

Special Provisions: Psomas will also prepare special provisions to be incorporated into the boilerplate project specifications provided by the City, which are assumed to provide the notice inviting bids, instructions to bidders, bidder's information, agreement, bond and insurance forms, general conditions, and other applicable information. Final specifications, including special provisions and references to supplement the Standard Specifications for Public Works Construction (Green Book) and/or the Caltrans Standard Specifications, will be prepared and will include Federal provisions as required.

Technical specifications may include dewatering requirements. Standard specifications including those of Los Angeles County's Gray Book and others will be included, as needed. Standard plans, special permitting requirements, potholing and geotechnical reports, and a sample contract will be provided in the Appendix.

A final construction quantity estimate and bid schedule will be incorporated into the contract documents and an Estimate of Probable Construction Costs will be submitted. The final design package will then be submitted to the City and appropriate agencies for review and approval.

Calculation Backups: As required, Psomas will submit calculation backups pertinent to a PS&E submittal that may include hydrology, and drainage and sewer hydraulic calculations.

Task 8: Project Meetings and Coordination

Depending on the size and complexity of the project, Psomas strives to meet with project stakeholders on a regular basis to provide project status reports, updated schedules, and a list of outstanding issues and coordination required. The project status reports will identify the status of tasks, possible issues, and proposed solutions.

Task 9: Bidding and Construction Phase Services

Assistance will be provided to City staff during construction bidding, including review and recommendation for approval of addenda and clarification to the plans and specifications. Our proposed project manager will typically attend the pre-bid meetings, respond to RFIs and Addenda, and assist in bid evaluation.

Psomas can also attend pre-construction meetings with the construction contractor and will be available to answer any questions that may arise. Our project team will review shop drawings and material submittals and make comments and recommendations as required. Informal field investigations, including the marking of removal areas, will be performed. Our project team will be available on short notice for on-site reviews of construction.

Based upon red-lined as-builts furnished by the City/Contractor, Psomas will revise the original construction drawings to reflect "Record Drawing" conditions and furnish final drawings in the format requested by the City.



Roles and Responsibilities for City Staff

We have carefully reviewed the City's proposed scope of services and have provided a team of Psomas professionals, as well as subconsultants, to address these needs. We anticipate City staff will only have to provide comments on deliverables provided by Psomas.





Section 4

PROJECT MANAGEMENT PLAN

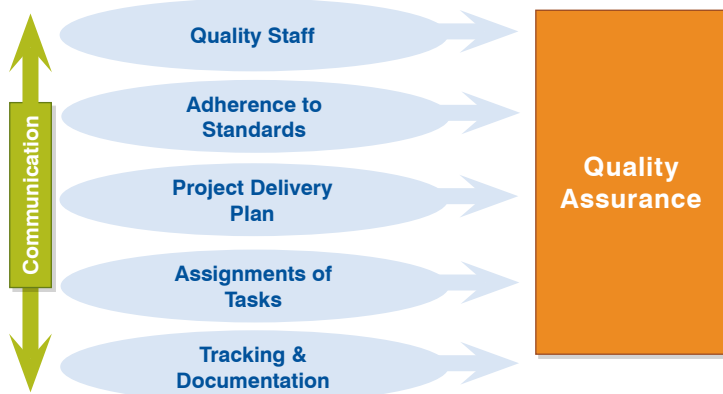
Communications Approach

Our approach to effective project communications will be similar to Psomas' approach as provided on projects under our current on-call contract with the City. We expect to have daily email communication between Psomas and City Project Managers. Meetings will be scheduled on a weekly basis by phone to keep the City apprised of project status and milestones.

Quality Assurance/Quality Control

The individuals responsible for our Quality Control Program (QCP) are the Project Manager and the Quality Assurance/Quality Control (QA/QC) Manager. Our QCP will be implemented for the duration of the projects under this contract, and is not merely a series of individual events/plan checks at a few points on the schedule. There are three major stages in our QCP: quality assurance (are we doing the right things?), quality control (are we doing things right?), and post-completion quality evaluation (what can we do better?).

In the quality planning stage, we will use the kickoff meeting to determine your QCP expectations. Our QA/QC Manager will then develop a work plan with the Project Manager based upon the client's input, the schedule, and the budget. The work plan identifies specific work products and establishes a set of relevant measures and standards of quality for each of those products. Once the work plan is completed, it is reviewed and approved by the Principal-in-Charge.



Once work on the project begins, we move on to the quality control stage. In this stage we track the execution of the work plan, review our designs and work products, and communicate with the client and team members. We provide project information through our intranet, allowing all team members to monitor the progress of our work plan. Also in this stage, the Quality Control Manager facilitates detailed technical reviews of our design and those of all team members to ensure they meet the quality standards defined in the quality planning stage. This review is continuous throughout the life of the project and ensures a smooth and “constructible” approach.

We have enhanced this stage by taking advantage of new technologies and now save a master plan set in a cloud environment to reduce the number of coordination errors.

By having all team members reviewing and commenting on only one document, we can track the comments and the coordination effort.

Finally, during the post-completion quality evaluation stage, we solicit verbal and written feedback from our client and subconsultants to assess our overall performance and identify improvement opportunities. All of these elements contribute to the success of our design review process.

Our QA/QC Manager will be responsible for independent peer review of each submittal. The following provides a summary of our Quality Assurance and Quality Control Plan:

Quality Assurance — The Process — A Management Oversight Activity

Quality Assurance refers to the process used to meet the Project Objectives and create the deliverables. Our QA/QC Manager will develop a project specific QA Manual with process checklists and project reviews, as well as monitor that the project deliverables are responsive based on the process used to create them.

The Psomas Quality Assurance Program ensures that processes and systems are developed and adhered to in such a way that the deliverables are of good quality. The process is meant to produce deliverables that meet the standard of care the first time with minimal rework.

Quality Assurance processes will be outlined concurrent with starting your project and will include process documentation, establishing standards, developing checklists, conducting project plan checks, and training.

Quality Control — Quality of Deliverables — A Technical Review of the Deliverables

Quality Control refers to quality related activities associated with the creation of the project deliverables. Quality Control is used to verify that deliverables are of acceptable quality and that they are complete and correct. Psomas, Quality Control activities include deliverable peer reviews and the plan check process.

Quality Control is the “check” or the “end-of-the-immediate-task-at-hand” record or analysis that determines the acceptability of the project deliverables. Tasks related to Quality Control will include documented reviews of reports, drawings, specifications and opinions of cost, independent review of calculations, etc. Quality Control reviews will occur with each submittal.

The Psomas Quality Control Program also compares the project deliverables against the original scope of work, project objectives and client expectations, which were developed before the project started.

Psomas Quality Control is a work product-based approach. We check whether the deliverables satisfy the quality requirements as well as the scope of work of the client. Depending upon the results, suitable corrective action is taken by the design team. Quality Control begins once the project design commences.

Based on City of Hermosa Beach requirements and standards developed during the Quality Assurance process, the Quality Control team checks whether the work products (reports, plans, specifications, cost estimates, etc.) meet all those requirements with each submittal.

Section 5

EXPERIENCE AND QUALIFICATIONS



Relevant Projects and References

Relevant project descriptions highlighting Psomas' experience providing services similar to the RFQ's Scope of Work are provided below and on the following pages. Each project description includes contact information for client references whom we are eager for the City to contact.

2018 Sewer Rehabilitation

Rossmoor and Los Alamitos, CA | **Rossmoor/Los Alamitos Area Sewer District**

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Point Repairs
- ▶ CCTV Evaluation

KEY PERSONNEL

Joesph Boyle, PE
Michael Swan, PE
Maira Salcedo, PE, ENV SP
Benjamin Halbach, PE ENV SP

CONTRACT VALUE

\$262,000

REFERENCE

Rossmoor/Los Alamitos Area Sewer District

3243 Katella Avenue
Los Alamitos, CA 90720

Susan Bell

General Manager
(562) 431-2223
losalsewerdistrict@gmail.com



Psomas has served as District Engineer for the Rossmoor/Los Alamitos Area Sewer District (RLAASD) since January 2014. The RLAASD owns and maintains approximately 300,000 feet of VCP sewer ranging in size from 8 inches to 18 inches in diameter in the City of Los Alamitos, the unincorporated Rossmoor area of Orange County, and portions of the City of Seal Beach. District Engineer, Maira Salcedo, is responsible for overseeing all engineering-related matters, including review and approval of developer's plans, maintenance of the District's GIS sewer system files, coordination of annual CCTV coverage with the District's sewer cleaning and maintenance operator, and attendance at District Board of Director meetings on an as-needed basis.

As the District Engineer, Psomas staff is also responsible for reviewing approximately 20,000 to 40,000 LF of sewer system CCTV inspections annually and

2018 Sewer Rehabilitation (Continued)

making appropriate recommendations. Based on the 2016 and 2017 CCTV review (60,000 LF), Psomas made appropriate recommendations for repairs and provided design and construction services for the sewer segment rehabilitation in various locations within the District. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8- through 18-inch pipe at 14 different locations.

Bidding phase services were provided for this project, which included project advertisement coordination, meetings, addenda preparation, and evaluation of the four bids received, and recommended project award. Construction of the project was completed in December 2019. Construction phase services included construction inspection, RFI review, Shop Drawing review, review of pre-construction and post-construction CCTV, progress payment coordination, daily inspection reports, and record drawing preparation.

Psomas reviewed CCTV files and generated cost-effective rehabilitation recommendations including CIPP lining, trenchless point repairs, and replacement only where absolutely necessary. Using a combination of various rehabilitation methods and mechanical cleaning equipment to mitigate calcium deposits at various locations, Psomas' design was able to maximize the amount of lineal footage rehabilitated to enhance the pipeline life cycle.



2015 Sewer Repair

Rossmoor/Los Alamitos, CA | Rossmoor/Los Alamitos Area Sewer District

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Point Repairs
- ▶ CCTV Evaluation

KEY PERSONNEL

Joseph Boyle, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

CONTRACT VALUE

\$130,000

REFERENCE

Rossmoor/Los Alamitos Area Sewer District

3243 Katella Avenue
Los Alamitos, CA 90720

Susan Bell

General Manager
(562) 431-2223
losalsewerdistrict@gmail.com



Psomas has served as District Engineer for the Rossmoor/Los Alamitos Area Sewer District (RLAASD) since January 2014. The District serves a population of approximately 24,000 people residing in the City of Los Alamitos, the unincorporated Rossmoor area of Orange County, and portions of the City of Seal Beach. RLAASD owns and operates approximately 300,000 feet of VCP sewer ranging in size from 8 to 18 inches in diameter. District Engineer, Maira Salcedo, is responsible for overseeing all engineering-related matters, including review and approval of developer's plans, maintenance of the District's GIS sewer system files, coordination of annual CCTV coverage with the District's sewer cleaning and maintenance operator, and attending District Board of Directors meetings on an as-needed basis.

In 2014, Psomas also updated the District's 15-year-old hydraulic sewer model to determine the system's current ability to serve its customer base. As District Engineer, Psomas staff is also responsible for reviewing approximately 20,000 to 40,000 LF of sewer system CCTV tapes annually and making appropriate recommendations for repairs where needed. Based on the 2014 CCTV review, Psomas recommended a combination of CIPP lining of approximately 2,300 feet of 8-inch-diameter sewer in seven separate locations, UV-Cured Point Repairs (trenchless) at eight locations, removal and replacement of approximately 1,800 LF of 8- and 12-inch-diameter pipe in seven areas (including 980 LF of pipe bursting), and point repairs to 8- and 10-inch pipe at 16 different locations.

As part of the project design, Psomas was responsible for obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange. Psomas staff coordinated project advertising, evaluated the seven bids received, and recommended project award. A construction contract was awarded by the District's Board of Directors in September 2015. Psomas handled shop drawing review, and provided daily construction inspection services. Construction of the project was completed in June 2016.

Additionally, Psomas provided Construction Management services to the District and was responsible for inspection of construction methods, materials, techniques, and sequences to evaluate the contractor's compliance with the construction documents, provide observation of material testing, and review all construction prior to burial. Other responsibilities included assisting with monthly progress payment recommendations, measurements of bid items, and assisting with contractor meetings to resolve any differences.

On-Call Design Services for CIP 17-416 Sewer Improvements

Hermosa Beach, CA | City of Hermosa Beach

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Pipeline Replacement
- ▶ CCTV Evaluation
- ▶ Point Repair

KEY PERSONNEL

Joseph Boyle, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

Jimmy Nguyen, EIT, ENV SP

CONTRACT VALUE

\$205,000

REFERENCE

City of Hermosa Beach

1315 Valley Drive
Hermosa Beach, CA
90254

Andrew Nguyen, PE

Assistant Engineer
(310) 318-0212
anguyen@hermosabeach.
gov



Under an On-Call contract with the City of Hermosa Beach, Psomas was retained to prepare construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas, including:

- ▶ **Area 1:** Highland
- ▶ **Area 2:** Harper Avenue
- ▶ **Area 3:** Hermosa Avenue
- ▶ **Area 4:** 24th Street

These areas were derived from the 2017 Sewer Master Plan (SMP) and depicted in four separate exhibits. In March 2018, the City hired Psomas to evaluate the existing conditions of these selected sewer segments and confirm the SMP's recommendations or provide supplemental recommendations, if appropriate. Our NASSCO certified engineers evaluated the CCTV reports and videos and categorized each of the segments into one of the following:

1. **Remove and Replace:** Removal and replacement of the entire pipe segment from manhole to manhole
2. **Point Repair:** Removal and replacement of localized portions of a pipe typically 3–15 LF)
3. **Line Pipe:** Cured-in-place (CIPP) liner from manhole to manhole
4. **Deposit/Root Removal:** No structural deficiencies, but has heavy deposits or roots that may result in blockage of flow or future structural damage
5. **No Repair**

Psomas found that, although the City's sewer system is reaching the end of its design life, the majority of the concrete pipe is in good condition overall and not structurally compromised. As a result, we were able to reduce the amount of remove and replace from 9,200 LF to 1,850 LF and increase the amount of lining from 2,700 LF to 7,900 LF, resulting in significant construction cost savings.

In addition, we performed a field evaluation of approximately 90 sewer manholes within the project area to determine if the SMP recommendations for improvement are confirmed or need supplemental modifications. The final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

On-Call Design Services for CIP 19-421 Sewer Improvements

Hermosa Beach, CA | City of Hermosa Beach

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Pipeline Replacement
- ▶ CCTV Evaluation
- ▶ Point Repair

KEY PERSONNEL

Joesph Boyle, PE

Michael Swan, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

Tom Pilarski, PLS

Christopher Riehle, PLS

CONTRACT VALUE

\$201,000

REFERENCE

City of Hermosa Beach

1315 Valley Drive
Hermosa Beach, CA
90254

Andrew Nguyen, PE

Assistant Engineer
(310) 318-0212
anguyen@
hermosabeach.gov



Soon after construction completion of the CIP 17-416 Sewer Improvement project design by Psomas, under an On-Call contract with the City of Hermosa Beach in 2019, Psomas was asked to prepare construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas, including:

- ▶ **Area 1:** Prospect Avenue
- ▶ **Area 2:** Aviation Boulevard
- ▶ **Area 3:** Hermosa Avenue
- ▶ **Area 4:** 25th Street
- ▶ **Area 5:** Beach Drive
- ▶ **Area 6:** Bayview Drive

These areas were derived from the 2017 Sewer Master Plan (SMP) and depicted in six separate exhibits. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, as appropriate. Our NASSCO certified engineers evaluated the CCTV reports and videos and categorized each of the segments into one of the following:

1. **Remove and Replace:** Removal and replacement of the entire pipe segment from manhole to manhole
2. **Point Repair:** Removal and replacement of localized portions of a pipe (typically 4–35 LF)
3. **Line Pipe:** Cured-in-place (CIPP) liner from manhole to manhole
4. **Deposit/Root Removal:** No structural deficiencies, but has heavy deposits or roots that may result in blockage of flow or future structural damage
5. **No Repair**

On-Call Design Services for CIP 19-421 Sewer Improvements (Continued)

Psomas found that, although the City's sewer system is reaching the end of its design life, the majority of the pipe is overall in good condition and not structurally compromised.

As a result, we were able to reduce the amount of remove and replace from 10,900 LF to 4,500 LF and increase the amount of lining from 1,700 LF to 7,900 LF, resulting in engineering cost savings and significant construction cost savings, so much so that additional segments were added to the original scoped segments within the engineering design contract. Over 60% (2,800 LF) of the removed and replaced segments are being relocated from public concrete sidewalks into the street's travel lanes.

In addition, Psomas performed a field evaluation of 116 sewer manholes within the project area to determine if the SMP recommendations for improvement are confirmed or need supplemental modifications. The final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; 20 LF of deposit and root removal; and 57 rehabilitated manholes.



Pelican Hill Golf Club Sewer Pipeline Rehabilitation

Newport Coast, CA | Irvine Ranch Water District

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Point Repairs
- ▶ CCTV Evaluation

KEY PERSONNEL

Joesph Boyle, PE

Michael Swan, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

Jimmy Nguyen, EIT, ENV SP

CONTRACT VALUE

\$109,000

REFERENCE

Irvine Ranch Water District

15600 Sand Canyon
Avenue
Irvine, CA 92618

Christian Kessler

Engineer
(949) 453-5441
kessler@irwd.com



Irvine Ranch Water District (IRWD) owns and maintains four sewer pipelines that convey flows through the Pelican Hill Golf Club (PHGC) and Pelican Hill Community Association. The four sewer pipelines were constructed in the early 1990s with a mix of polyvinyl chloride (PVC) and epoxy-lined ductile iron pipe (DIP) ranging from 8- through 12-inch-diameter. As part of IRWD's routine CCTV inspection, portions of these areas were found to be experiencing material pitting, and deformation and/or liner failure at various locations.

In May 2019, IRWD hired Psomas to evaluate the existing conditions of 6,027 LF of sewer pipe and provide professional design services for the four sewer pipelines. Our NASSCO certified engineers evaluated the CCTV reports and videos. We found the majority of the pipelines were in good overall condition. As part of the design services provided, Psomas assisted in coordination with the PHGC to minimize disruption to its operations, and preparation of conceptual construction area layouts and conceptual construction access to manholes within the PHGC. The final design plans completed in November 2019 resulted in 2,420 LF of lining, 5 LF of root removal, and 35 LF of calcium deposit removal.

Construction phase services included RFI review, Shop Drawing review, review of pre-construction, pre-lining, and post-construction CCTV, and record drawing preparation. IRWD decided to complete the record drawings due to the minor contractor as-built markups. Construction of the project was completed in April 2020.

University of California, Los Angeles, Veteran Avenue Sewer Improvements

Los Angeles, CA/University of California, Los Angeles

RELEVANCE TO THIS PROJECT

- ▶ Utility Research
- ▶ Preliminary and Final Design
- ▶ Agency Coordination

KEY PERSONNEL

Ryan Lynch, PE, QSD, LEED AP, ENV SP

Michael Swan, PE

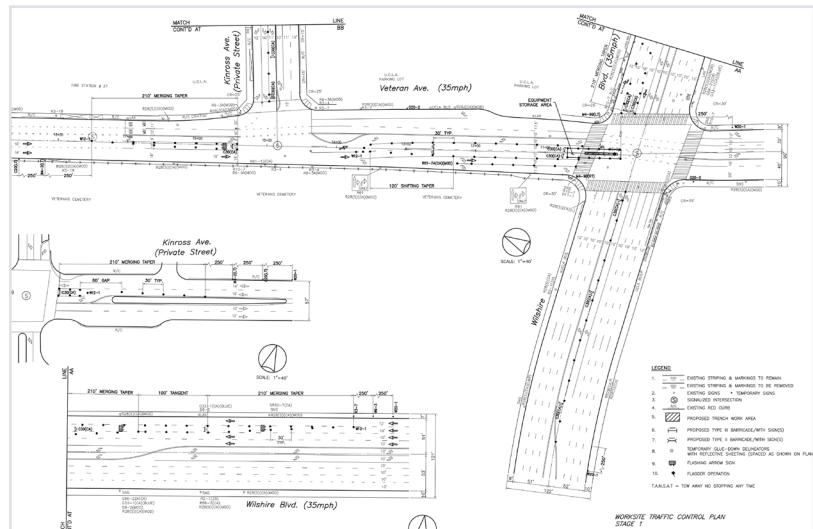
CONTRACT VALUE

\$88,000

REFERENCE

University of California, Los Angeles
405 Hilgard Avenue, 3rd Floor
Los Angeles, CA 90095

Ara Aroyan, PE
Project Director, Design and Construction
(310) 206-0348
aaroyan@caponet.ucla.edu



This project included upgrades to 1,600 LF of the existing City of Los Angeles sanitary sewer main, located under Veteran Avenue between Wilshire and Sunset Boulevards, to accommodate future University projects. Psomas, as the Engineer of Record, managed and coordinated all design and construction document preparation tasks and construction administration responsibilities. The scope of work included review of future project requirements and recommending upgrades to the existing underground sewer line. Psomas also developed traffic control plans, the challenging aspects involved restrictive work hours, required maintenance of identified access routes, specified construction equipment, project schedule, and coordination with the City of Los Angeles, UCLA, and the local fire department.

Milton Street Park

Los Angeles, CA/SWA Group

RELEVANCE TO THIS PROJECT

- ▶ Stormwater Management Improvements
- ▶ Preliminary and Final Design
- ▶ Construction Phase Services

KEY PERSONNEL

Ryan Lynch, PE, QSD, LEED AP, ENV SP

Michael Mulgrew, PE, QSD/P, ENV SP

CONTRACT VALUE

\$103,000

REFERENCE

Mountains Recreation and Conservation Authority

5750 Ramirez Canyon Road
Malibu, CA 90265

Ana Straabe

Deputy Chief of Urban Projects and Watershed Planning Division
(323) 221-9944 x107
ana.straabe@mrca.ca.gov



Psomas provided civil engineering services for the Milton Street Park, a new 1.2-acre urban park along the Ballona Creek Bike Trail. Approximately 1,000 feet in length and 45 feet wide, the park includes bike trail enhancements, seating and picnic areas, naturally vegetated open space, native plantings, bird watching platforms, as well as the creation of an interpretative ecological habitat. The park incorporated Low Impact Development (LID) measures, a regional stormwater capture and treatment facility, and utilized the City of Los Angeles Green Street Standards for project elements such as vegetated stormwater curb extensions (VSCEs) and interlocking pavers in parking areas.

Psomas' civil engineering services included pre-design, design phase, and construction document phase services, Storm Water Pollution Prevention Plan (SWPPP), Standard Urban Stormwater Mitigation Plan (SUSMP), bidding and construction support, meetings, and coordination with the City of Los Angeles Department of Building and Safety, Department of Public Work Bureau of Engineering (DPW-BOE,) and Department of Transportation Processing. Psomas also provided revocable permit processing, design, bid, and construction administration services. In addition, public improvements "B" Permit documents were prepared during the construction document phase that were submitted to the Bureau of Engineering and the Department of Transportation for review and approval.



City of Beverly Hills, North Santa Monica Boulevard (NSMB) Reconstruction

Beverly Hills, CA/City of Beverly Hills

RELEVANCE TO THIS PROJECT

- ▶ Stormwater Management Improvements
- ▶ Traffic Control Plans
- ▶ Permitting Assistance

KEY PERSONNEL

Ryan Lynch, PE, QSD, LEED AP, ENV SP

Michael Mulgrew, PE, QSD/P, ENV SP

Jimmy Nguyen, EIT, ENV SP

CONTRACT VALUE

\$1.3 million

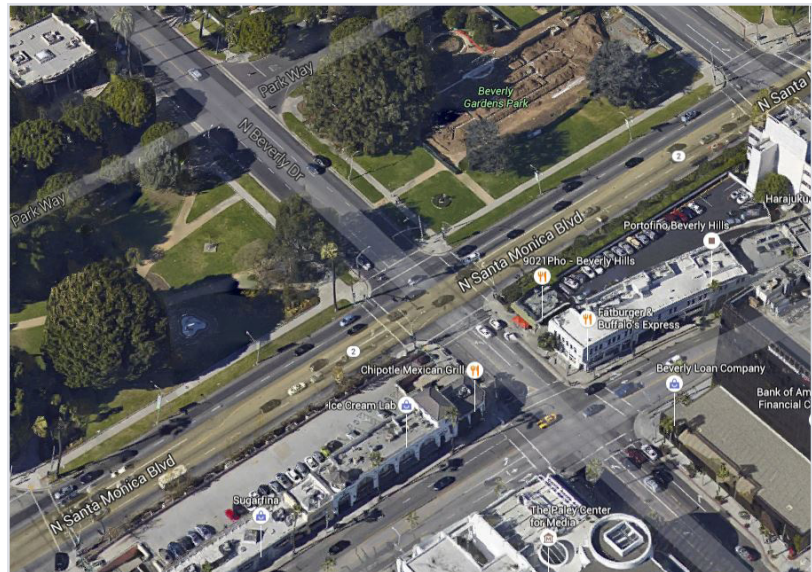
REFERENCE

City of Beverly Hills

405 Hilgard Avenue, 3rd Floor
Los Angeles, CA 90095

Samer Elayyan, PE

Project Manager
(310) 285-2524
selayyan@beverlyhills.org



The City of Beverly Hills reconstructed North Santa Monica Boulevard (NSMB) from the eastern city limit with West Hollywood to the western city limit with Los Angeles. As one of the major east-west arterials in the City, fronted by many city landmarks including the Beverly Gardens Park, this was a significant undertaking and was closely monitored by the public. Since roadway and stormwater management improvements were required due to the deteriorated conditions, this reconstruction project provided the City with a once-in-a-lifetime opportunity to improve the design of the corridor by the implementation of sustainable practices and urban design enhancements including pedestrian and bicycle mobility.

While preserving the local character and enhancing public spaces, Psomas provided a sustainable approach to design services for the complete reconstruction of NSMB that included extensive public outreach, paving and surface drainage improvements, traffic signal design, stormwater management, raised crosswalks, and urban design improvements.

Psomas also provided civil engineering design services included the design of the corridor, implementation of sustainable practices, urban design enhancements, and pedestrian improvements. Phase I services included project management and outreach plan, and Pre-Design Report. Phase II services included Plans, Specifications, and Estimates (PS&E); permitting and agency coordination; bid and award support;



Experience and Qualifications of Key Personnel

Joseph Boyle, PE

Contract Manager



REGISTRATION

1989/CA/Professional
Engineer/Civil/44497

EDUCATION

1984/BS/Civil Engineering/
California Polytechnic State
University, San Luis Obispo

PROFESSIONAL AFFILIATIONS

American Water Works
Association

California Water
Environment Association

Orange County Water
Association

Association of California
Water Agencies

American Society of Civil
Engineers, Orange County
Branch

EXPERIENCE

With Psomas for 24 years;
with other firms for 12 years

Joe Boyle has 36 years of experience in the planning and design of wastewater facilities, water transmission, distribution, and storage facilities. He has prepared plans and specifications for water and sewer main, storm drain, and roadway design, as well as provided construction phase services. Mr. Boyle also has extensive experience in the planning and design of public works projects, including site development, grading and storm drain design, and streets and highways.

Experience

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA:

Team Leader for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA:

Team Leader for the design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8-inch through 18-inch pipe at 14 different locations. Duties included obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange, coordination for project advertising, evaluation of the bids received, and recommendation of project award.

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport Coast, CA:

Team Leader for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club and Pelican Hill Community Association for Irvine Ranch Water District. Also provided construction phase services that included, but were not limited to, active participation in construction meetings, review and response to shop drawings and contractor Request for Information, site visits, and record drawing preparation.



Michael Daly, PE, ENV SP

QA/QC Manager

Mike has 28 years of experience in the field of water resource design. He currently manages our utility design and water resources team, which completes a variety of project types including watershed and floodplain studies, flood control mitigation studies and design, sanitary sewer and storm drain planning and design, potable water system planning and design, and utility coordination modifications.

Mike has managed numerous water resources and flood control related projects under on-call contracts for numerous clients in both Arizona and California. Locally, these clients include Pima County, Santa Cruz County, City of Tucson, City of Benson, Town of Sahuarita, and Town of Oro Valley. He understands the often unique challenges of these projects with regards to aggressive schedule and budget limitations and strives to provide value by fully understanding the goals of the project.

REGISTRATION

1999/AZ/Professional
Engineer/Civil/33984

2002/CA/Professional
Engineer/Civil/63340

EDUCATION

1992/BS/Hydrology and
Water Resources/College
of Engineering and Mines,
University of Arizona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

EXPERIENCE

With Psomas for 21 years;
with other firms for 7 years

Experience

City of Los Angeles, North Spring Street Bridge over the Los Angeles River, Los Angeles, CA:

Drainage Engineer for the widening of the North Spring Street Bridge over the Los Angeles River. This high-profile, \$36 million project addressed seismic and geometric deficiencies, improved pedestrian and cyclist safety, and will preserve the historic integrity of the bridge. The new design consisted of widening the south side of the bridge and the approaches, adding a new signalized intersection, rehabilitating existing street lights and fabricating new street lights, street improvements, and new park improvements.

65th Street Transit Center Relocation, Sacramento, CA:

Drainage Engineer responsible for the management and oversight of the preliminary engineering, design, and preparation of PS&E for the relocation of the existing 65th Street Bus Transfer Facility. The purpose of the project was to vacate the existing RT-owned parcel between 65th Street and 67th Street to make way for a proposed development of this block. The project involved significant coordination with Sacramento Housing and Redevelopment Agency (SHRA), the developer, City of Sacramento, and RT. The design also included consideration of elements of the proposed "ultimate" station design for the 65th Street Station. The project included traffic analysis, roadway and drainage design, traffic signal and lighting design, landscaping and irrigation, utility coordination, right-of-way engineering, and extensive stage construction and traffic handling to maintain bus operations during construction.

Centennial, EIR Studies Reports, Tejon Ranch, CA:

Drainage Engineer for a new development to be built on 6,000 acres of an 11,700-acre site. Plans include 23,000 homes, a business district, schools, libraries, retail, entertainment, recreation centers and medical facilities to be built over 20 years. 5,500 acres will be devoted to open space. Created a detailed XPSWMM MODRAT hydrology model covering offsite and onsite watersheds for both existing and preliminary proposed conditions. Prepared and submitted a Masterplan Hydrology report for review by Los Angeles County.



Michael Swan, PE

QA/QC Manager

Mike has 45 years of experience in project engineering and management of diverse public works and public finance projects throughout Southern California. He has extensive experience in water resources master planning and design, as well as the development and implementation of financing for these and other public works projects.

Experience

REGISTRATION

1975/CA/Professional
Engineer/Civil/25737

EDUCATION

1970/BS/Civil Engineering/
University of California,
Davis

PROFESSIONAL AFFILIATIONS

Association of California
Water Agencies

Orange County Water
Association

EXPERIENCE

With Psomas for 18 years;
with other firms for 27
years

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA:

QA/QC Manager for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA:

QA/QC Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA:

QA/QC Manager for design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8- through 18-inch pipe at 14 different locations.

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport Coast, CA:

QA/QC Manager for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club and Pelican Hill Community Association for Irvine Ranch Water District. Assisted in the coordination with the PHGC to minimize disruption to its operations and preparation of conceptual construction area layouts and conceptual construction access to manholes within the PHGC.



Maira Salcedo, PE, ENV SP

Project Manager/Sewer

Maira has over 15 years of experience in design of sewer systems, water systems, and report preparation on public works projects throughout Southern California. Her computer experience includes AutoCAD (including Civil3D), ArcView, MS Project, and various spreadsheet and word processing software packages.

Experience

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA:

Project Manager for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, as appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal.

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA:

Project Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport Coast, CA:

Project Manager for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club (PHGC) and Pelican Hill Community Association for Irvine Ranch Water District. Also assisted in coordination with the PHGC to minimize disruption to its operations and preparation of conceptual construction area layouts and conceptual construction access to manholes with the PHGC.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA:

Project Manager for the design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8-inch through 18-inch pipe at 14 different locations. Duties included obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange, coordination for project advertising, evaluation of the bids received, and recommendation of project award.

REGISTRATION

2011/CA/Professional
Engineer/Civil/77370

EDUCATION

2006/BS/Civil Engineering/
California State University,
Fullerton

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Pipeline Assessment
Certification
Program/#U-508-700/
NASSCO

Manhole Assessment
Certification
Program/#U-508-7002/
NASSCO

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers, Orange County
Branch

Orange County Water
Association

EXPERIENCE

With Psomas for 15 years;
with other firms for 1 year



Benjamin Halbach, PE, ENV SP

Project Engineer/Sewer

Benjamin Halbach has over six years of experience in design of water and sewer systems and facilities, including design of new pipelines, pipeline and manhole assessment and rehabilitation, transmission valve replacements, pump stations, and groundwater production wells. His experience includes involvement in all phases of client deliverable creation, including comprehensive plan development in AutoCAD Civil 3D, specification writing, and detailed cost estimates. Ben's design experience also includes site layout plans and rough grading. Benjamin has worked on projects for a variety of clients throughout southern California, including Liberty Utilities, UC Irvine, Irvine Ranch Water District, Elsinore Valley Municipal Water District, Long Beach Water Department, and the cities of Anaheim, Hermosa Beach, and Newport Beach.

REGISTRATION

2017/CA/Professional
Engineer/Civil/87555

EDUCATION

2014/BS/Civil Engineering/
University of California,
Irvine

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Pipeline Assessment
Certification Program/
#U-1115-07002009/NASSCO

Manhole Assessment
Certification Program/
#U-1115-07002009/NASSCO

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers

Theta Tau Professional
Engineering

EXPERIENCE

With Psomas for 6 years

Experience

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA: Project Engineer for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA: Project Engineer for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA: Project Engineer for design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8-inch through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8-inch through 18-inch pipe at 14 different locations. Duties included obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange, coordination for project advertising, evaluation of the bids received, and recommendation of project award.



REGISTRATION

2007/CA/Professional
Engineer/Civil/71441

EDUCATION

2003/BS/Civil Engineering/
University of Southern
California

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

LEED Accredited
Professional/U.S. Green
Building Council

EXPERIENCE

With Psomas for 5 years;
with other firms for 12 years

Ryan J. Lynch, PE, QSD, LEED AP, ENV SP

Project Manager/Storm Drain

Ryan Lynch has 17 years of civil engineering experience focused on clients, project management, and communication. He has successfully managed projects that involved complex grading, drainage, and utilities solutions for municipal and state projects. Ryan is a strong, tactful, straight-forward communicator with a dedication to his client's best interests.

Experience

North Santa Monica Boulevard Reconstruction, City of Beverly Hills, CA:

As Project Manager, provided civil engineering design services to reconstruct North Santa Monica Boulevard (NSMB). Improvements include the design of the corridor, implementation of sustainable practices, addition of bicycle lanes, urban design enhancements, and pedestrian improvements. Phase I services include project management and outreach plan, and Pre-Design Report. Phase II services include plans, specifications and estimate (PS&E), permitting and agency coordination, bid and award support, construction administration and project close-out support.

Parcel B Mixed-Use Development, Culver City, CA: Project Manager for civil engineering design services for a mixed-use project. Elements of the project include a retail and office building, two levels of underground parking, and a community town plaza which is developed in collaboration with the City. Also providing construction of a storm drain in the right-of-way that will be owned by the City of Culver City.

California State Polytechnic University, Pomona, Student Housing Replacement, Pomona, CA:

Assistant Project Manager providing civil engineering services for design and construction support for this 300,000 GSF/800- to 1,000-bed student housing project with an expanded mechanical central plant and a stand-alone 35,000 GSF single story dining commons to support the housing and student, faculty, and staff campus dining needs. Psomas' scope of services includes: 1) realignment of Kellogg Drive; 2) onsite rough grading; demolition of existing Kellogg Drive; preparation of building pads; relocation of on-site CPP water, sewer and storm drain utilities; and design of proposed water, sewer and storm drain backbone utilities to serve the new housing buildings; 3) onsite precise grading, hardscape, paving, water, fire water, sewer and drainage infrastructure of the housing, central plant and dining commons.

City of Beverly Hills, Beverly Gardens Park, Beverly Hills, CA: Project Manager provided civil engineering design services and construction support for the reconstruction of the existing historic park. The scope of services focused on grading and Americans with Disabilities Act (ADA) compliance. Historic pergolas were analyzed for the structural condition and repairs were recommended. In addition, Traffic Calming Measures were incorporated into the improvements on North Santa Monica Blvd. Psomas designed 10 Portland Cement Concrete (PCC) raised crosswalks on various east/west side streets to slow vehicles down as they approach Beverly Gardens Park. Two new catch basins were designed at each raised crosswalk location to address stormwater flow. The City chose to install catch basins instead of pipes through the raised crosswalks to avoid ponding, debris collection, and frequent maintenance.

University of California, Los Angeles, Veteran Avenue Sewer Improvements, Los Angeles, CA:

Project Manager for providing professional services to upgrade existing City of Los Angeles sanitary sewer pipes to accommodate future University projects and comply with City requirements. Psomas, as the engineer-of-record, managed and coordinated all design and construction document preparation tasks and construction administration responsibilities.



Michael Mulgrew, PE, QSD/P, ENV SP

Senior Project Engineer/Storm Drain

Michael Mulgrew has 21 years of practical engineering experience in the areas of street and highway design, site development, utilities, storm drain hydrology and hydraulics, and various construction methods. He has a proven track record of managing and delivering complex projects on time and within budget. He has practical knowledge of Caltrans standards and procedures and is proficient in AutoCAD and Microstation design software. As a Certified QSP/D, Michael prepares, oversees, and implements many Storm Water Pollution Prevention Plans (SWPPPs) for our education clients.

REGISTRATION

2003/CA/Professional
Engineer/Civil/64232

EDUCATION

1999/BS/Civil Engineering/
California State Polytechnic
University, Pomona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Qualified SWPPP
Developer/California
Stormwater Quality
Association

Qualified SWPPP
Practitioner/California
Stormwater Quality
Association

EXPERIENCE

With Psomas for 7 years;
with other firms for 14 years

Experience

Mt. San Antonio College, Farm Precinct Plan, Walnut, CA: Project Engineer performing analysis of Plan-Phase I Existing Site Conditions that involved the evaluation, documentation, and reporting of existing site conditions; this collected data will inform Phase II Precinct Plan Preparation. Civil engineering services included aerial topographic survey, site data collection, existing conditions hydrology study, storm drain system needs assessment, stormwater quality regulatory compliance evaluation, existing conditions report, meetings and coordination, and optional survey and subsurface utility investigation.

Milton Street Park, Los Angeles, CA: Project Engineer for civil engineering design for a new 1.2-acre urban park alongside the Ballona Creek Bike Trail. The park includes native plantings, bird watching platforms, bike trail enhancements, seating areas, outdoor picnic areas, and an onsite stormwater capture and treatment system. Public improvements included “green street” measures within the Milton Street right-of-way abutting the park site, including new landscape, hardscape, and stormwater management facilities.

City of Beverly Hills, North Santa Monica Boulevard (NSMB)

Reconstruction, Beverly Hills, CA: Project Engineer providing civil engineering design services to reconstruct North Santa Monica Boulevard (NSMB). Improvements include the implementation of storm drain reconstruction and upgrades, design of the corridor, implementation of sustainable practices, addition of bicycle lanes, urban design enhancements, and pedestrian improvements. Responsible for the eastern city limit with West Hollywood to the western city limit with Los Angeles. Improvements include the implementation of storm drain reconstruction and upgrades, the design of the corridor, implement sustainable practices, bicycle lanes, urban design enhancements and pedestrian improvements. Phase I services include project management and outreach plan, and Pre-Design Report. Phase II services include plans, specifications and estimate (PS&E), permitting and agency coordination, bid and award support, construction administration and project close-out support.

Mt. San Antonio College, Athletic Complex Stormwater

Improvements, Walnut, CA: As Project Engineer, provided civil engineering design services for a new stormwater treatment facility at the Athletic Complex East (ACE) project site to treat stormwater runoff from the ACE site and future Gym, Parking Structure ‘R’ and Parking Structure ‘S’ project sites; the stormwater treatment system was integrated in to the design of these projects. The stormwater treatment system was designed to comply with the County of Los Angeles Low Impact Design (LID) guidelines.



Jennifer Marks

Environmental Planning

Jennifer Marks is a Senior Project Manager with over 22 years of experience in environmental documentation and analysis consistent with CEQA and NEPA. Jennifer's career has focused on a wide variety of projects, including mixed-use, residential, office, and resort developments; specific plan and general plan analyses; transportation infrastructure; and various utility infrastructure projects. She has managed multiple water and wastewater infrastructure projects, including projects for the Santa Margarita Water District; Irvine Ranch Water District; City of Anaheim Public Utilities Department for water projects and Public Works Department for sewer projects; and the Water Replenishment District of Southern California. She has also prepared environmental documentation and supplemental information to meet specific agency requirements, including those for the following agencies: Caltrans; State Water Resources Control Board; U.S. Bureau of Reclamation; U.S. Environmental Protection Agency; USACE; USFWS; CDFW; various local planning and development departments; and private developers. Through her project work, Jennifer has developed strong working relationships with agency personnel, County and City staff, private developers, and a variety of specialty consultants.

EDUCATION

1999/BS/Natural Resources, Planning and Interpretation/Humboldt State University

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Environmental and Water Resources Institute

EXPERIENCE

With Psomas for 21 years; with other firms for 1 year

Experience

Irvine Ranch Water District Irvine Lake Pipeline Conversion Project Initial Study/Mitigated Negative Declaration, Orange County, CA:

Project Manager for preparation of environmental documentation for conversion of the northern segment of the Irvine Lake Pipeline from an untreated water pipeline to a recycled water pipeline. The project involves construction of a new recycled water storage tank, installation of recycled water pipelines, and conversion of existing domestic water facilities to accommodate the recycled water supply. Psomas prepared a mitigated negative declaration for this project and completed additional technical studies to comply with CEQA-Plus guidelines pursuant to the Clean Water State Revolving Fund requirements. This project represents the first task order associated with Psomas' On-Call CEQA and NEPA Consultation Services agreement with IRWD.

Eastern Municipal Water District, Murrieta Road Transmission Pipeline Project IS/MND, Menifee, CA:

Project Manager, Archaeologist for the IS/MND to construct and operate a 36- to 42-inch-diameter water transmission line from the Perris II Desalter Complex (Desalter) in the City of Menifee approximately 1.33 miles south, mostly in the Murrieta Road right-of-way, to La Piedra Road, where the proposed pipeline will connect to an existing 36-inch-diameter water main in La Piedra Road about 250 feet east of its intersection with Murrieta Road. The proposed project will provide capacity to transmit potable water from the Desalter to the existing main in La Piedra Road.

Intersection Improvements on Hyperion Avenue and Glendale Boulevard (TOS 004E), Los Angeles, CA:

Environmental Project Manager for the intersection improvements funded by LA Metro's Call for Projects. Scope of services involve traffic queuing analysis, on-street parking considerations, design of exclusive turn lanes to alleviate queuing and traffic congestion, Class II Bike lanes, a new crosswalk to facilitate safe pedestrian passage across Glendale Boulevard, traffic signal improvements, and improving the drainage system and infiltration basins. Jennifer oversaw preparation of a Categorical Exemption Memorandum with a full Initial Study Checklist for the project and managing development of environmental technical studies.



Christopher Riehle, PLS

Survey

Chris Riehle has 19 years of experience in a wide array of survey and mapping disciplines, including ALTA/NSPS Land Title Surveys, boundary analysis, topographic mapping, preparation and review of parcel maps, final maps and Records of Survey, lot line adjustments, legal description preparation, analysis and mapping of rights-of-way and easements, and extensive GPS post-processing and geodetic control network establishment throughout California and Nevada.

REGISTRATION

2018/CA/Professional Land Surveyor/9453

EDUCATION

2002/BS/Geography, GIS
Minor/California State
Polytechnic University,
Pomona

PROFESSIONAL AFFILIATIONS

California Land Surveyors
Association

American Council of
Engineering Companies

Women's Transportation
Seminar, Orange County
Chapter

EXPERIENCE

With Psomas for 3 years;
with other firms for 16 years

Experience

On-Call Design Services for CIP 19-421 Sewer Improvements, Task Order #2, Hermosa Beach, CA:

Survey Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at about 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

Arbor Street and Locust Avenue Sewer Improvement (SC-0373) - Long Beach, CA:

Survey Manager for preparation of a sewer study for an area with approximately 15,000 LF of sewer mains with much of the system constructed in the 1930s and 1940s. Sewers in the study area present many challenging issues including portions with capacity constraints, sags, a siphon under a storm channel, a crossing under a railroad, and sewers running under backyards and a mobile home park. A hydraulic model was prepared in InfoSewer using the City's sewer GIS and available as-builts. Flow monitoring was conducted, and the model was calibrated to both dry and wet weather flow conditions. The calibrated model was used to develop potential improvements that would upsize, divert, and/or realign facilities to alleviate capacity issues identified for peak dry and wet weather flow. Utility research and sewer manhole surveys were conducted to determine feasible alternatives and recommendations for capital improvements. A preliminary design report documented the entire study with recommended capital improvements.

Sewer System Evaluation Study - Hydraulic Analysis Component - Maywood, CA:

Project Surveyor for preparation of a hydraulic model of the City's entire sewer collection system consisting of approximately 21.5 miles of 8- to 15-inch sewer lines. The City was under a mandate by the State Water Board to complete this sewer model in order to check sewer line capacity due to sewer spills that had occurred within their system. A model in InfoSewer was quickly prepared using the City's existing GIS. The GIS had invert inconsistencies and missing invert information on many manholes, so assumptions were made regarding slopes based on research of limited available plans and/or assuming an equal slope between manholes where it appeared there was good invert data.



Tom Pilarski, PLS

Subsurface Utility Engineering

Tom Pilarski has 26 years of experience in surveying and mapping. He oversees our ASCE Standard 38-02 Utility Detection and Mapping team. Since Psomas expanded its suite of services into the subsurface utility locating and mapping business line, Tom has overseen projects that involved utility location where little or no as-built data existed. He also provides a second opinion when Psomas utility detection crews followed the 811 Dig alert locator to verify the utilities detected. He is responsible for development of Records of Survey, right-of-way mapping, tract and parcel maps, condominium plans, ALTA surveys and easement legal descriptions.

REGISTRATION

2010/CA/Professional Land Surveyor/8732

EDUCATION

2008/Diploma/M.Div./
Religious Studies/The
Master's University/Santa
Clarita

1990/BA/Political Science/
University of California, Los
Angeles

CERTIFICATIONS

PROFESSIONAL AFFILIATIONS

California Land Surveyors
Association

American Society of Civil
Engineers

American Council of
Engineering Companies

Utility Engineering and
Surveying Institute

EXPERIENCE

With Psomas for 13 years;
with other firms for 13 years

Experience

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA:

Utilities Detection Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized.

Disney Prospect Studios, Subsurface Utility Detection, Burbank, CA:

Utilities Detection Manager for paving and utility improvements including complete grading and utility submittal to the City of Los Angeles. The project also involved the use of multiple utility detection equipment to detect and mark multiple utilities that were known and unknown to the studio maintenance staff. Tom performed subsurface utility detection services for the design of a new water line.

Sempra Pipeline Safety Enhancement Plan (PSEP), Los Angeles, Ventura, and Orange Counties, CA:

Utilities Detection Manager for providing surveying and mapping and subsurface utility detection services in support of hydrotest, replacement projects, and valve upgrades across Southern California. Psomas provided full-time staff augmentation to develop project standards to be used for the surveying and mapping components. Supervising subsurface utility detection services for various PSEP projects. These projects involve utility detection at the beginning of the project to detect and mark various utilities to aid in the pipeline design and prior to construction to verify that the 811 Dig Alert marks were accurate and complete.

EJ Gallo Fermentation and Glass Facilities, Subsurface Utility Detection, Modesto, CA:

Utilities Detection Manager for performing subsurface utility detection services for the design of additional facilities being built. This project involved the use of multiple utility detection equipment to detect and mark multiple utilities that were known and unknown to the facilities staff.

SL38-101 Replace Section 1 & 2, Bakersfield, CA: Utilities Detection Manager as a subconsultant to Snelson to provide second opinion utility detection services prior to excavating and constructing two gas pipeline replacement projects.



Darlene Danehy Yellowhair, PE, PTOE, RSP, ENV SP

Traffic Control/Staging

Darlene Danehy has extensive experience with a variety of traffic engineering projects, including traffic impact studies, traffic reports, safety studies, signal warrant studies, corridor studies, signal timing and coordination, signing and striping design, and traffic signal design. She also has experience with design and studies for alternate modes of travel, Road Safety Assessments, transportation planning, and roadway design. Darlene is well-versed in Synchro, SimTraffic, HCS, SIDRA, and GIS, and has experience with AutoCAD, MicroStation, and InRoads.

REGISTRATION

2009/AZ/Professional
Engineer/Civil/50215

2017/CA/Traffic
Engineer/2827

EDUCATION

2006/MS/Civil Engineering/
Cornell University

2004/BS/Civil Engineering/
University of Arizona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Professional Traffic
Operations Engineer/
Transportation Professional
Certification Board Inc.

LEED Accredited
Professional/U.S. Green
Building Council

PROFESSIONAL AFFILIATIONS

Institute of Transportation
Engineers

American Society of Civil
Engineers

EXPERIENCE

With Psomas for 14 years

Experience

Coronado Cays Entrance Improvements and Bayshore Bikeway Traffic Study, Coronado, CA: Traffic Engineer for developing alternatives and conceptual plans to resolve safety concerns associated with vehicular/bike conflicts at the entrance to the Coronado Cays. The entrance to the Cays crosses the Bayshore Bikeway and has been the site of numerous crashes and near-misses. A public workshop was held to gather information prior to developing conceptual plans, which demonstrated multiple potential improvements for the intersection. Project also included extensive coordination with the City of Coronado and the public. Darlene was responsible for analyzing existing data, developing the alternatives, and coordinating with the City and the public.

Dana Point Town Center at Pacific Coast Highway and Del Prado, Dana Point, CA: Traffic Engineer for the Dana Point downtown revitalization project that converted the roadway at Pacific Coast Highway (PCH) and Del Prado from one-way to two-way. Psomas designed signal modifications for nine intersections in the Dana Point Town Center and conducted a planning-level analysis to provide all direct property access via alleys in the Town Center. The design enhanced the pedestrian experience by widening sidewalks while retaining on-street parking; reflects the unique coastal environment; and created stronger linkages to the natural features along the bluff and other destinations such as the Marina. The project required right-of-way improvements to return PCH to two-way operations, traffic signalization, striping and signing modifications, new bus stops, several landscaped medians, a new storm drain system, and road widening. Darlene was involved with preparing the alley capacity analysis discussion, which evaluated the ability of the existing alleys to serve as the exclusive access points to businesses in the town center.

Earvin Magic Johnson CEQA Addendum and Traffic Study, Los Angeles County, CA: Lead Traffic Engineer for this project, which consists of environmental permitting and planning for the development of an existing County park and the redevelopment of adjacent sites, covering a total area of over 100 acres in the County of Los Angeles. In addition to the traditional park amenities, the site will include a major cultural complex which will include an art museum, music center, and nature lab. Darlene was responsible for the traffic evaluation memorandum for this project, which was developed as an addendum to a previously prepared traffic impact analysis report. The traffic memorandum included an evaluation of trip generation and distribution for the updated project master plan, a comparison to project traffic volumes in the previous study, and operational analyses for several County and City of Los Angeles intersections in the project area. The project also required significant coordination with multiple County departments as well as the City, and the evaluation of multiple project alternatives throughout the process.



Jimmy Nguyen, EIT, ENV SP

Traffic Control/Staging

Jimmy Nguyen has been responsible for various design and drafting assignments focusing on public works and transportation projects situated throughout Southern California. Having successfully developed many traffic engineering construction documents, he is well-versed in the guidelines and standards that govern the making of geometric/signing, striping, traffic control, signal modification, and street improvement plans. Jimmy also possesses strong MicroStation, AutoCAD, and Civil 3D skillsets.

EDUCATION

2015/BS/Civil Engineering/
California State Polytechnic
University, Pomona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

EXPERIENCE

With Psomas for 6 years;

Experience

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport

Coast, CA: Project Designer for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club (PHGC) and Pelican Hill Community Association for Irvine Ranch Water District. Also assisted in coordination with the PHGC to minimize disruption to its operations and preparation of conceptual construction area layouts and conceptual construction access to manholes with the PHGC.

Marine Avenue and Liberty Village Improvement Projects, Manhattan

Beach, CA: Project Designer for the design of pavement rehabilitation and ADA accessibility improvements on Marine Avenue between Sepulveda Boulevard and Aviation Boulevard, and in Liberty Village. Psomas is designing the final construction plans, specifications, and estimates (PS&E) as well as critical pedestrian accessibility improvements by upgrading curb ramps to meet current ADA requirements, refreshing striping, and restoring impacted traffic signal loops at necessary intersections. Jimmy is responsible for the development and completion of signing/striping plans for the project.

City of Los Angeles, North Spring Street Bridge over the Los Angeles

River, Los Angeles, CA: Project Designer for the widening of the North Spring Street Bridge over the Los Angeles River. This high-profile, \$36 million project addressed seismic and geometric deficiencies, improved pedestrian and cyclist safety, and will preserve the historic integrity of the bridge. The new design consisted of widening the south side of the bridge and the approaches, adding a new signalized intersection, rehabilitating existing street lights and fabricating new street lights, street improvements, and new park improvements.

Pavement Design for Pearblossom Highway Reconstruction, City

of Palmdale, CA: Signing/Striping/Traffic Handling for pavement design and developing PS&E to reconstruct Pearblossom Highway from 55th to 25th Street East for the City of Palmdale. This is a multi-segment roadway reconstruction project extending 3.3 miles along one of the busiest truck corridors within the City. Scope of services covers traffic index computation, utility coordination, surveying, geotechnical investigation, and multi-phase PS&E.

Pacific Trade Center in Northwest El Monte, CA:

Responsibilities included analyzing the traffic impacts associated with the proposed Pacific Trade Center project and designing the parking layout for new buildings at the project site.



Ali Bastani, PhD, PE, GE, FASCE

Geotechnical

Dr. Bastani has more than 25 years of diversified experience in geotechnical, earthquake, and environmental engineering. His experience covers all aspects of the consulting engineer's profession including a comprehensive knowledge and applied use of conceptual, physical, and numerical modeling for geotechnical and environmental engineering solutions.

Dr. Bastani's professional experience entails performance, management and providing practical solutions for variety of projects including: Geotechnical investigation and monitoring for foundation design of bridges, water reservoirs, pipelines, power plants, commercial and industrial facilities, and landfills; Seismic ground motion studies, site response analysis, liquefaction analysis, determination of seismic induced deformations, and seismic retrofit evaluations; Deep-seated and shallow landslide investigation, analysis, and mitigation; Design of shoring and stabilization systems including tie back and soil nail retaining structures Groundwater flow and contaminant transport evaluation and modeling; and Seismic hazard evaluation, probabilistic and deterministic, for various seismic zones around the United States and abroad.

REGISTRATIONS

1995/Professional Engineer/
Civil/CA/#53924

1999/Geotechnical
Engineer/CA/#2458

EDUCATION

PhD/Civil and
Environmental
Engineering/University of
California, Davis

M.S/Civil and Environmental
Engineering/University of
California, Davis

BS/Civil Engineering/
Polytechnic of Tehran

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers

Earthquake Engineering
Research Institute

Consortium of
Organizations for Strong-
Motion Observation
Systems

Network for Earthquake
Engineering Simulation

Seismological Society of
America

Orange County Water
Association

EXPERIENCE

25+ years;

Experience

Los Patrones Parkway, Rancho Mission Viejo, CA: Project Geotechnical Engineer of Record for Los Patrones parkway extending from Oso Parkway to Cow Camp Road, approximately 5 miles. The road included maximum fill depth of 120 feet, cut depth of 110 feet, 140 feet high cut slope, and 150 feet high fill slope.

Alton Parkway, Lake Forest, CA: Project Manager in charge of the geotechnical design and construction quality assurance of Alton Parkway Gap Closure project. This project included approximately one mile of six-lane roadway through natural hillsides of Orange County. The design efforts included slope stability analyses, evaluation of unsuitable hydro-collapsible alluvium depth, and roadway pavement structural section. Dr. Bastani also managed the geotechnical observation, testing, and material inspection of this APWA and ASCE award-winning project.

Cow Camp Road, Planning Area 2 & 3, County of Orange, CA
Performed geotechnical investigation, pavement design, and construction testing/inspection for a new 6-lane arterial roadway east of Antonio Parkway. Two major bridges are proposed to span approximately 1,400 feet over Chiquita Canyons. Geologic conditions are characterized by up to 80 feet of saturated alluvial soils with high liquefaction potential. Geotechnical analysis for slope stability and roadway and bridge foundation design addressed liquefaction issues such as seismic settlement, lateral spreading, flow failures, downdrag on piles, decreased lateral and vertical capacity, and potential ground improvement/liquefaction remediation.

Assignment of Key Personnel

Our proposed Project Managers and Project Engineers as shown on the organization chart are committed to providing on-call engineering services to the City of Hermosa Beach for any project that may arise. We have demonstrated this commitment under our current on-call services contract with the City.

Psomas understands the City's restrictions to changes in key personnel. However, in the event there are proposed changes in key personnel, including subconsultants, during the term of the agreement that are outside of Psomas' control, or if the City requests such changes, Psomas will implement the following proven steps that can be represented by the acronym "**NOTICE**". Each letter represents a step by which Psomas will undertake, as follows:

Notify..... Psomas' Contract or Project Manager will let the City know of the impending change, preferably at least two to four weeks in advance of the anticipated occurrence.

Offer..... Psomas will offer the City a replacement candidate/subconsultant by way of resume or qualification submittal and/or briefing.

Transition.... Psomas will bring candidates/subconsultants proposed as substitutes to a coordination meeting with the City and/or participate in a conference call to discuss outstanding or ongoing project items to be undertaken.

Integrate..... At the point where the City is comfortable enough with the replacement that Psomas will begin to include said substitutes into the team in the accounting and project communication protocols.

Certify..... This is the point where applicable billing rate and/or agreement is either amended or supplemented, with written concurrence by the City.

Execute..... This is the point where proposed substitutes officially become the latest Psomas team members serving the City towards meeting and exceeding the goals and objectives that have been set for a project resulting from the On-Call contract.





Section 6

REQUIRED FORMS

Required forms are provided on the following pages.

- ▶ Certification of Proposal
- ▶ Non-Collusion Affidavit
- ▶ Compliance with Insurance Requirements
- ▶ Acknowledgement of Professional Services Agreement



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

Joseph Boyle, PE, Vice President

6.3.2 Non-Collusion AffidavitRFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Joe Boyle", written over a horizontal line.

Printed Name and Title:

Joseph Boyle, PE, Vice President



6.3.3 Compliance with Insurance Requirements

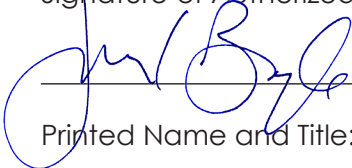
RFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:



Printed Name and Title:

Joseph Boyle, PE, Vice President

6.3.4 Acknowledgement of Professional Services AgreementRFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

None

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Joe Boyle", written over a horizontal line.

Printed Name and Title:

Joseph Boyle, PE, Vice President



555 South Flower Street
Suite 4300
Los Angeles, CA 90071

213.223.1400 Phone
213.223.1444 Fax

www.Psomas.com



**Qualifications for
City of Hermosa Beach
On-Call Engineering Design Services
For Utilities (Sewer, Storm Drain)
RFQ No. 20-02**



September 21, 2020

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



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Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

1171 Homestead Rd., Ste. 255
Santa Clara, CA 945050
408-246-4848
Fax 408-246-5624

1: Cover Letter

September 21, 2020

Attn: Mr. Andrew Nguyen
City Clerk Office,
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach CA, 90254

Subject: On-Call Engineering Design Services for Utilities (Sewer, Storm Drain) (RFQ 20-02)

Dear Mr. Nguyen:

Schaaf & Wheeler is pleased to submit qualifications to provide on-call engineering design services for utilities (sewer, storm drain) to the City of Hermosa Beach.

Schaaf & Wheeler is a civil engineering firm with focus on water resource projects. Founded in 1985, we specialize in wastewater, potable water, stormwater, recycled water, hydrology & hydraulics, drainage and flood management projects. Schaaf & Wheeler is a registered small business enterprise (SBE) within the State of California. For more than 35 years our engineers have been providing on-call engineering services to various California municipalities, agencies, local water districts, and flood control agencies including the Cities of South San Francisco, Half Moon Bay, San Mateo, Santa Clara, Sunnyvale, San Jose, Alameda, Livermore and Belmont; Counties of Monterey, San Mateo, Napa and Marin and San Jose Water Company, Valley Water and San Lorenzo Valley Water District to name a few.

[Schaaf & Wheeler completed the City's Storm Drain Master Plan and thereby understands the City's systems, standards, and requirements.](#)

For this RFQ, we understand that the City of Hermosa Beach intends to select consultant(s) for a two year contract with up to three one year extensions to provide as-needed engineering design services for utilities – sewer and storm drain. Our Statement of Qualifications presents a general approach to provide engineering services for these utilities. Schaaf & Wheeler will work with the City to develop a detailed scope of services that is appropriate for each specific project to match the project requirements, complexity, and the goals of the City.

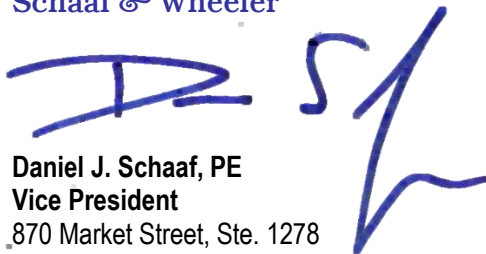
Our lead engineers bring extensive experience in sewer, and stormwater systems including pipelines, pump stations, trash capture devices, green infrastructure and hydrologic and hydraulic modeling. Our engineers are proficient at assessing existing conditions, identifying deficiencies, modeling, developing alternatives, prioritizing projects, and designing improvements. They have in-depth knowledge of the regulatory requirements that help expedite project processes.

With 14 years of experience in design and construction support, Glen M. Anderson, PE will serve as the project manager and main point of contact. I will be the Principal-in-Charge and bring veteran knowledge of the City's storm drain system. Our firm is currently managing similar on-call contracts with other clients throughout California. I am authorized to bind the firm for any contracting negotiations. Subconsultants will be added as and when needed for each specific project, based on its needs.

We understand that no addendum was posted/issued on the City's website for this RFQ. My team and I are available and look forward to extending services to the City of Hermosa Beach. Should you need any further information or have any questions, please contact Glen Anderson at Cell Ph: 408.966.5341; email: ganderson@swsv.com.

Sincerely,

Schaaf & Wheeler

A handwritten signature in blue ink, appearing to read 'DS' followed by a stylized flourish.

Daniel J. Schaaf, PE
Vice President

870 Market Street, Ste. 1278
San Francisco, CA, 94102
Ph: 415.433.4848
dschaaf@swsv.com

A handwritten signature in blue ink, appearing to read 'Glen Anderson' in a cursive style.

Glen M. Anderson, PE
Senior Project Manager

1171 Homestead Road, Ste. 255
Santa Clara, CA 95051
Ph: 408.246.4848
ganderson@swsv.com



2. Firm Profile

About Schaaf & Wheeler

Firm Name	Schaaf & Wheeler CONSULTING CIVIL ENGINEERS
Primary Point of Contact	Glen M. Anderson, PE - Project Manager 1171 Homestead Rd., Ste. 255, Santa Clara, CA 95050 Phone: (408) 246-4848; Cell: (408) 966-5341; Email: ganderson@swws.com
Type of Organization	Corporation, Incorporated in California
Federal Employer I.D. Number	77-0061375 (Tax Identification Number)
S&W Offices	HQ - 1171 Homestead Rd., Ste. 255, Santa Clara, CA 95050 3 Quail Run Drive, Ste. 101, Salinas, CA 93907 870 Market Street, Ste. 1278, San Francisco, CA, 94102 2200 Range Ave., Ste. 201, Santa Rosa, CA 95403 Schaaf & Wheeler is not owned by any other organization or individual.
Company Certifications	State of California Certified Small Business Enterprise (SBE) Certification No. 40527
Years in Business and of experience	35 Years in Civil Engineering Design, since 1985 There are no failures or refusals to complete a contract.

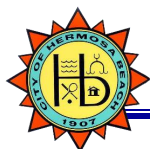
Schaaf & Wheeler is a civil engineering firm focused in water resources. With over thirty years of commitment to solving flood control, stormwater, wastewater, potable water, and recycled water problems; Schaaf & Wheeler is recognized by public and private sector clients for its value-adding engineering. Certified as a small business enterprise by the State of California, Schaaf & Wheeler engineers operate from four locations: Santa Clara, San Francisco, Santa Rosa and Salinas.

Our Areas of Focus: Schaaf & Wheeler has ten areas of focus:

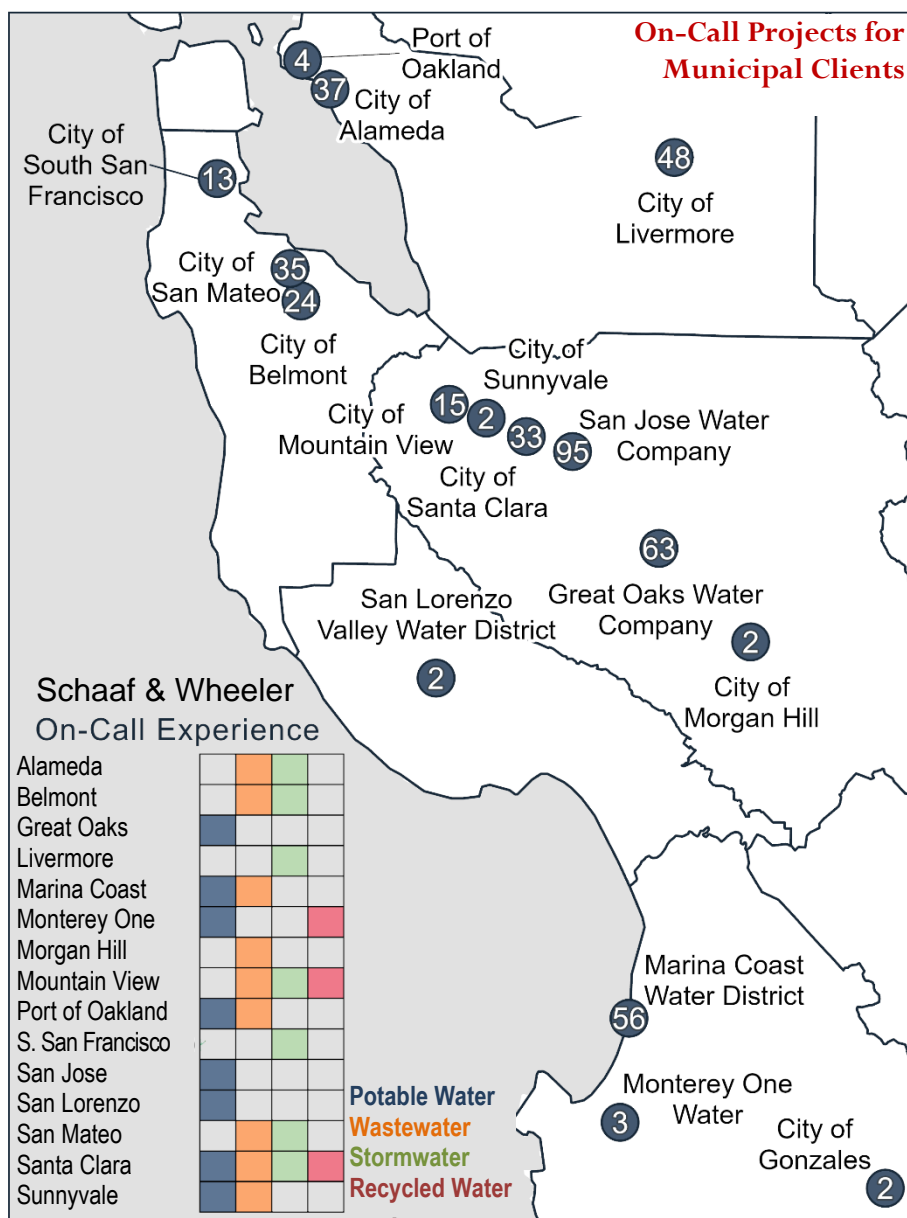
- **Waste water** system master planning, engineering, and design of conveyance systems, including lift stations and pump stations;
- **Stormwater** management and drainage services, including master planning, engineering, and design of urban storm drain systems and pump stations;
- **Potable water** system master planning, modeling, engineering; and design of supply, storage, distribution systems, including tanks and booster stations;
- **Recycled water** systems planning, engineering, and design; including reclamation feasibility studies and customer retrofits;
- **Hydrology and hydraulics** analyses, including site evaluations and modeling;
- **Flood control analyses**, including floodplain studies and channel design, filing of letters of map revision, and FEMA coordination;
- **Watershed assessments**, erosion and sediment control, and bioengineered channel stabilization;
- **Water quality**, including design or review of best management practices (BMPs) for storm water treatment and hydromodification flow control facilities;
- **Construction management**, construction site observation, construction inspection services, value engineering, construction cost analysis, and constructability reviews;
- **Program management**, including management of subconsultants, containment of schedule and cost, and communications with client and stakeholders.



- ✓ *Currently Completing City-wide Sewer and Storm Drain Design Projects for:*
 - City of Belmont
 - City of San Mateo
 - Town of Corte Madera
 - City of Milly Valley
 - City of Morgan Hill
- ✓ *Assessed and Designed more than 200 pump stations*
- ✓ *Proficient in CIP Design, Bid and Construction Support*



Schaaf & Wheeler has been providing as-needed and CIP project focused stormwater, wastewater and potable water planning, design and construction support services to California municipalities for last 35 years since 1985.



Schaaf & Wheeler's Relevant Experience:

▪ Pump stations assessment & design	>300	▪ Trash capture design and feasibility	20, 25+
▪ Storm drain design and CS	~55,000+LF	▪ SWMP Reviews & Inspections	500+
▪ Sewer design and CS	>150,000+LF	▪ Stormwater BMPs	20+
▪ Storm Drain Master Plans	>55	▪ Urban drainage analyses & modeling	100's of miles
▪ LOMRs/CLOMRs/FIS	1000+	▪ Sea Level Rise studies	50+



3. Project Understanding and Approach to Scope of Work

Project Understanding

The City of Hermosa Beach intends to select consultant(s) for a two years contract with up to three one-year extensions to provide as-needed engineering design services for utilities – sewer and storm drain. These services may require:

- Coordination with various utility companies and jurisdictions as needed
- Attending meetings and preparing meeting minutes
- Field visits and site inspections
- Preparation of permit applications from various jurisdictions as needed
- Topographic surveys
- Soil Reports
- Environmental documentation
- Preparation of all plans, specifications, estimates and reports/studies for projects (using open cut, trenchless methods such as pipe reaming, pipe bursting, cured-in-placed pipe (CIPP) and others)
- Preparation of bid packages, bid and construction support including RFI responses and submittal reviews.

Key Elements for Completing the Project Successfully

- Efficient Project Management
- Familiarity with City's Sewer System
- Close Communication with City Staff
- Timely Stakeholder Engagement
- Streamlining the Preliminary Design Phase
- Meeting project schedule to complete construction before the rainy weather
- Minimizing Change Orders

This Statement of Qualifications presents a general approach to provide engineering services for these utilities.

We anticipate the preparation of individual scope and fees for each of the projects awarded through this RFQ. Though the technical details of these various projects differ from each other, the general project scopes will generally include:

1. Front-End Work – This task description covers the various items of work that are necessary to get a project going. The services that may be necessary vary from project to project and may include preliminary studies, alternative analysis, surveying, geotechnical analysis, CEQA analysis, permitting, agency coordination, utility research, and any number of additional services that may be required.
2. Design Documents – This task description covers the various iterations of design plans, specifications, and cost estimates that will be prepared for each of the Capital Improvement projects being implemented. Based on the RFQ, Schaaf & Wheeler anticipates preparation of plans, specifications at the 60%, 100% and Bid levels. We anticipate City review and comments for the 60% and 100% plans, specifications, and estimates.
3. Bid and Construction Services – This task description includes items after the design is completed. During the bid period, we anticipate involvement in the prebid meeting(s) and preparation of addenda as necessary. We would also anticipate review of submitted bids and recommending whether to accept a given bid. Once the construction contract is awarded, Schaaf & Wheeler would anticipate providing construction support services such as submittal review, RFI response, participation in construction meetings, and preparation of record drawings once construction is completed.

We will include subconsultants for specialized services based on the scope of each project. Our proposed subconsultants for survey, structural engineering and geotechnical engineering are included in this SOQ.



Organization Chart

We have put together a dedicated team for the City of Hermosa Beach. The team will be led by Glen M. Anderson, PE and Daniel J. Schaaf, PE of Schaaf & Wheeler, who have successfully led multidisciplinary teams for sewer and stormwater design projects. Figure below shows our team's organization.

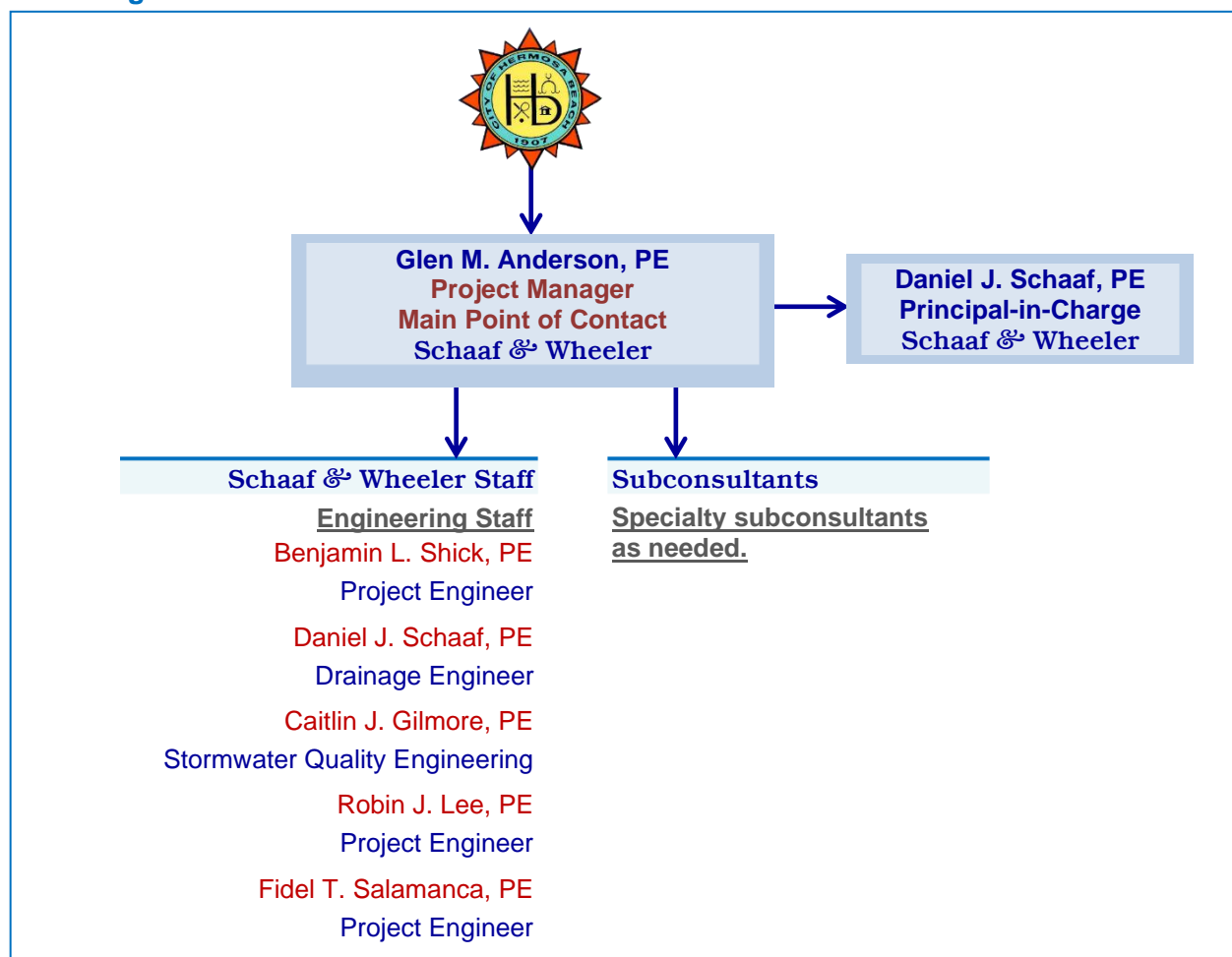
Schaaf & Wheeler brings extensive experience in assessment, design and construction support of:

- Sanitary Sewer/Storm Drain Rehabilitation Assessment, Design and Construction Support
- Sanitary Sewer/Storm Drain Pump Station Assessment, Design and Construction Support
- Trash Capture Feasibility and Large/Small Trash Capture Design
- Hydraulic modeling and evaluation

Understanding the needs of each project, Schaaf & Wheeler will draw expertise from subconsultants for specialized services including:

- Structural Engineering
- Survey and Mapping
- Other as needed

Team Organization Chart





Approach to Work Program (Required and Optional Tasks)

Schaaf & Wheeler's approach to several key elements of the project is narrated in the sections below.

Schaaf & Wheeler has successfully completed numerous water, sewer, and storm drain rehabilitation and repair projects in California. Schaaf & Wheeler's approach will provide the City with cost-effective and constructible solutions that will efficiently address the defects and deficiencies within the sewer and storm system. This section is intended to highlight key elements of Schaaf & Wheeler's approach that have been effective in similar projects and will be implemented in this project.

Project Management Approach:

1. Develop a team of qualified engineers with extensive experience working on similar projects:
 - a. Schaaf & Wheeler's **Project Manager, Glen M. Anderson, P.E.**, has successfully managed multiple sanitary sewer and storm drain rehabilitation projects.
 - b. **Daniel J. Schaaf, PE – Principal in-Charge** will ensure the completion of contractual and procedural obligations.
 - c. Schaaf & Wheeler's proposed team has successfully completed the Storm Drain Master Plan for the City.
 - d. Schaaf & Wheeler has engineering staff that are **NASSCO PACP and MACP** certified.
2. Outline project scope, data needs, project timeline, and associated costs.
3. Pull in expertise and workforce as needed (in-house and subconsultants)
4. Data gathering, site review and meeting with City staff to get a thorough understanding of the issues and goals of the project.
5. Schedule and perform necessary field work and assessments.
6. Proceed with analysis, reports, and design.
7. Develop detailed and robust construction documents that accurately reflect existing site conditions.
8. Maintain close coordination with City during bid and construction support.



Schaaf & Wheeler's recently completed Shoreway Drive Sewer Rehabilitation Project

- Two sewer mains were replaced with one larger and deeper sewer main
- This project was a part of the City of Belmont's Annual Repairs Program
- Project was successfully designed and constructed within budget and schedule
- The project resulted in significant long-term savings
- Awarded as the Project of the Year by APWA in 2019



Relocation of 96-inch RCP

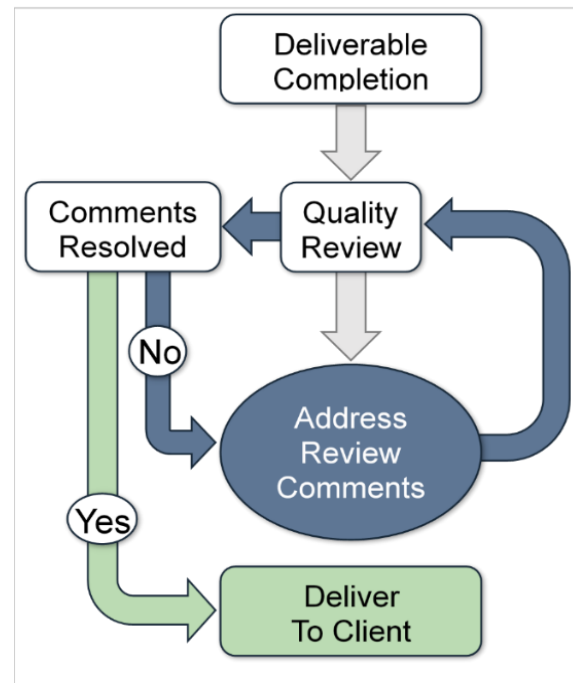


Kickoff Meeting – Schaaf & Wheeler will facilitate a project kickoff meeting with the City to discuss the project goals, scope, budget, and schedule. Schaaf & Wheeler firmly believes that engaging all stakeholders including management, engineering, and operations & maintenance early in the process is a great way to ensure all parties are informed and everyone is working towards the same goal. The following Key elements will be covered in the Project Kick-off Meeting:

- Project Goals: Engineering Requirements, O&M Requirements, City standards;
- Project Constraints: Budget, schedule, physical site constraints, utility constraints and conflicts, traffic coordination;
- Project Expectations: Construction contract type, deliverables, project management/staffing, schedule.

QA/QC Process and Constructability Review – Schaaf & Wheeler will perform an internal QA/QC review of each progress submittal prior to submission to the City. QA/QC staff will review all design documents and work with the project design team to identify and correct potential issues and conflicts. The constructability of the proposed repairs will be assessed by both the project design team and QA/QC Manager as described below:

- The design team will assess the constructability of each pipe segment and manhole by performing detailed utility investigations in locations where excavations are proposed, developing preliminary plan and profiles, and walking each site to identify constraints and potential issues with the proposed repairs. Adjustments to the design will be made as necessary to mitigate potential issues.
- Following the design team assessment, the **QA/QC Manager (Ben Shick)** will perform an independent constructability review of the proposed improvements. The constructability review will be focused on identifying potential conflicts and issues with the proposed construction methods and materials at each location. Following the review, the QA/QC Manager will meet with the design team to discuss and review the proposed improvements. All QA/QC comments will be backchecked by the QA/QC Manager to ensure they have been properly addressed.



**Schaaf & Wheeler's
Typical QAQC Process to
Ensure Quality Deliverables**

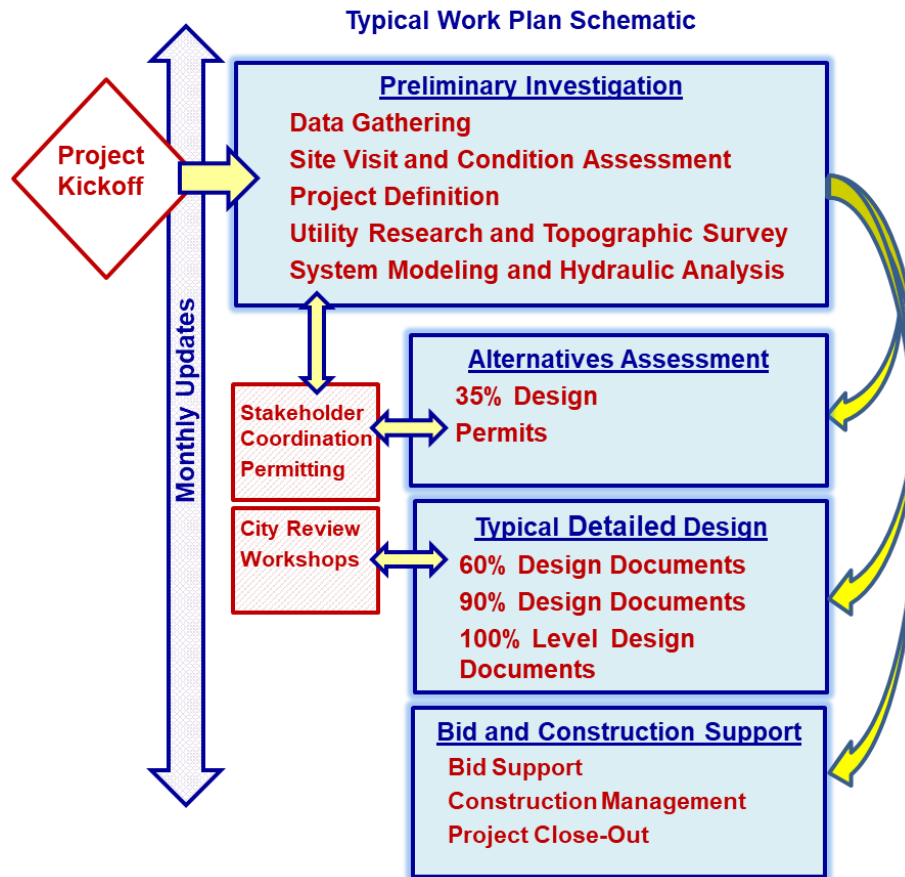
Technical Approach:

All available existing data will be gathered and reviewed which may include CCTV data, record drawings, asset management databases, flow data (sewer/storm drain master plan), system map and other utility maps, etc. The pipe segments will be tabulated with noted issues, dimensions, condition, and flow rates.

Each site will then be visited by the engineering staff to identify site constraints such as proximity to adjacent utilities, infrastructure obstructions, potential conflicts, and construction impacts to residents and traffic. Each pipe segment will be evaluated separately; however, the rehabilitation requirements on the adjacent pipe segments will be taken into account when developing the comprehensive recommendations.



Site conditions will be utilized in conjunction with cost estimates to develop recommended methods for rehabilitating or replacing each pipe segment. A summary table will be prepared along with a memorandum identifying the evaluation methodology, recommendations, and cost estimates.



Manuals/Standards

Though the RFQ doesn't identify specific projects that will be included within this contract, it is our understanding that a variety of water resources projects may be included with a goal of developing bid documents and seeing the various projects through construction. To that end, we have included staff members specializing in each of the various anticipated projects who are well versed with the various standards and agencies discussed below. We anticipate that for any given project, coordination and compliance with any number of the following standards, permits, and regulatory agencies may be required as listed here.

Anticipated Permits

- California Building Code
- City of Hermosa Beach Standard Plans and Specifications
- City of Hermosa Beach Storm Drain Masterplan
- Regional Water Quality Control Board Permit Requirements
- Regional Water Quality Control Board Reliability Requirements (sewer)
- American Water Works Association (AWWA) standards
- NASSCO PACP rating systems
- Caltrans Standard Plans and Specifications
- APWA "Greenbook" Specifications
- LA County Hydrology Manual
- Beach Cities Watershed Management Group EWMP
- Regional Water Quality Control Board Permit Stormwater Trash Reduction requirements



Approaches and techniques to engagement of community and stakeholders in the process of developing projects.

Properly notifying residents/businesses impacted by rehabilitation/repair work can be especially important for repair work in private right-of-way within City easements. For these locations, the locations of easements will be shown on the construction drawings. Work restrictions and notification procedures will be stated in the construction documents.

In case of projects that may require access to private properties to perform the field survey, public outreach becomes critical to project success. For such a project, Schaaf & Wheeler would propose to work with the City to develop door hangers to be provided to properties directly impacted by the project. Schaaf & Wheeler would recommend outreach and perhaps a townhall style meeting with the potentially affected properties to keep the impacted informed and responsive.

One of the most difficult aspects of large design projects that involve multiple agencies is coordinating the stakeholders and obtaining permits from relevant/governing agencies. To make the design process move more smoothly, it is Schaaf & Wheeler's approach to identify and contact stakeholders as early as possible in the design process to establish lines of communication and begin the coordination process for potential utility conflicts or obtaining encroachment permits. Schaaf & Wheeler generally includes coordination time with utility companies as well as permitting agencies as part of project plan to help move the design process along more smoothly.

Roles and Responsibilities for City Staff

Our goal is to limit the City's responsibility for these projects to the greatest extent possible. To that end, we only expect the City to:

- Identify City-imposed project constraints (schedule, budget, etc.)
- Facilitate access to restricted areas
- Provide review and input during the design process
- Negotiate for property rights
- Participate in public outreach efforts
- Perform actions that the City is the only authorized agent for (Signing permit applications, Adopting CEQA documents, etc.)

26 Woodland Place, San Rafael, CA

PUBLIC UTILITY ACCESS NOTICE

PROJECT SPONSOR: San Rafael Sanitation District

PROJECT NAME: WOODLAND AVENUE SEWER IMPROVEMENT PROJECT

Tuesday August 25, 2020

WHAT: Schaaf & Wheeler, Consulting Civil Engineers has been hired by the San Rafael Sanitation District to develop improvements to the sewer main. As part of this work locations of active sewer lateral connections need to be determined. This process requires access to your property and you may be requested to run certain household plumbing fixtures.

WHEN: On Tuesday August 25, 2020, we will need access to your yard to locate and any cleanouts and you may be requested to run certain household plumbing fixtures.

WHO TO CONTACT:

Ben Shick	Doris Toy, San Rafael Sanitation District
Schaaf & Wheeler	111 Morphew Street
707-528-4848	San Rafael, CA 94901
	(415) 485-3484

We ask that on the date listed you make alternate arrangements for pets normally kept in your yard.

Thank you in advance for your patience and cooperation.

Typical Informational Notice About a Project and Activities Associated for Private Property Access



4. Project Management Plan

Managing Task Order Projects under an As-Needed Contract

We have crafted our team specifically to meet the challenges of managing multiple service orders that may require different sets of expertise. Our dedicated team will provide ample opportunity for a robust quality assurance / quality control program including peer reviews before we submit Work products to the City for their review.

To meet the schedules and negotiated budget for multiple and possibly simultaneous service orders, the Project Manager – Glen Anderson and individual discipline engineers will develop Project Management Plans (PMPs) tailored to each service order.

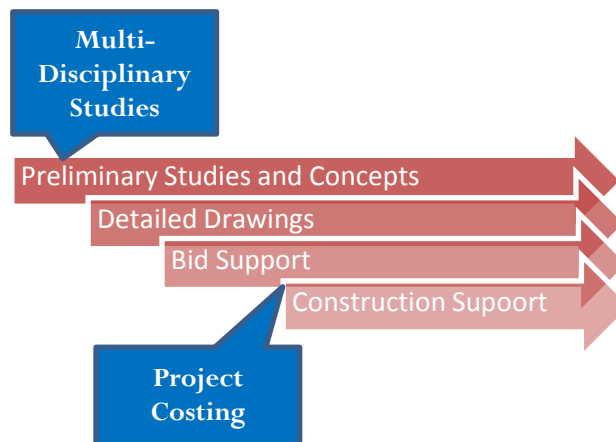
Professional teams will be formed to meet the specific challenges of work being performed under each service order. As has been our experience with similar projects, the teams are often multidisciplinary and comprised of individuals from more than a single firm. We have crafted our team specifically to meet the challenges of managing multiple service orders that may require different sets of expertise.

The PMPs will be shared with both the internal team and the City's project leadership team, providing living documents to guide and track project performance. The PMPs will outline each project's desired outcome, schedule, budget, and communication structure. As Work progresses, the PMPs will become monthly reports so that we all know where each project stands at-a-glance.

We have put together an experienced and competitive team led by Glen Anderson, PE, who has successfully completed wastewater and stormwater conveyance and pumping infrastructure projects for municipalities. Our team has the desired experience and availability to work on the projects. This proposed team will work cohesively together to complete tasks within budget and schedule.

MONTHLY REPORTING

- Tasks Completed
- Action Item Log
- Decision Tracking Log
- Change Management Log
- Budget & Schedule





Communications Approach

We firmly believe that keeping the City involved in the projects as they progress makes certain that corrections can be made before milestone submittals if the City's expectations aren't being met. Furthermore, it serves to keep City staff actively involved in the project so that they can be assured the end result meets their expectations. To that end, we would propose to hold bi-weekly conference calls for each project. In addition to bi-weekly progress calls, our monthly invoices will be accompanied by project summaries that detail the work performed for each invoice period.

Deriving effective management techniques from our prior project experience, we will be able to deliver services within cost, schedule, and resources. We will ensure projects are completed on time and on budget while giving constructible alternatives and designs to the City. The Project Manager will define and manage the scope of each project, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process. These will be achieved by following three key factors.

- i) **Communication** – Effective management begins with communication which needs to occur in many areas including:
 - o **between design team and the City Project Manager.** This can be accomplished through regular scheduled meetings such as monthly meetings, progress meetings at critical design phases such as preliminary design workshops and submittal review, and written progress reports with invoicing.
 - o **between consultant project manager, staff and subconsultants.** This can be accomplished through weekly, project workforce scheduling and milestone progress reports. We have a very close working relationship with all of our proposed subconsultants which is a key to a successful project with multiple disciplines.
- ii) Project Development and Progress Monitoring - Establishment and Tracking of Submittal Milestones – Significant part of management

includes the establishment of milestones for deliverables to the client and subconsultant deliverables to the consultant. Milestones should also include dates of City tasks that need to be accomplished for the project including record information, submittal reviews and City supplied specification sections.

- iii) **Resource Allocation - Workforce Scheduling and Monitoring** - Weekly workforce schedule goes hand in hand with milestone target success. Schaaf & Wheeler has companywide weekly workforce meetings in which staff allocations are set in order to meet project requirements and deadlines. Workforce usage is monitored and reviewed in monthly billing cycles.

This team is readily available to respond to the needs of the City for this contract, including virtual community meetings, time-sensitive design changes, or to meet with the City for progress or needed meetings.

Virtual Engagement

The challenges and demands of a remote business during periods of uncertainty does not have to mean cancellations or delays of planned stakeholder consultation activities. Shifting how we communicate and consult through virtual public engagement alternatives keeps project schedules on track and helps maintain your important stakeholder relationships. Well-tailored virtual engagement solutions are needed now more than ever.





Quality Assurance / Quality Control (QA/QC)

A specific Quality Assurance (QA) methods and Quality Control (QC) processes and procedures plan for the project will be attached to each PMP. This provides an important tool for ensuring on-time and on-budget delivery include tracking action items and decisions; and early notification of potential contract changes to scope, schedule or budget and then discussing the implications of such changes and seeking your approval before implementing any changes.

Quality assurance is integral to project progress. The time for course correction is early; not after submittals are made and problems discovered. Our QA methods involve actions at the project and management levels that directly improve the chances that QC processes and procedures will result in a product or service that meets or exceeds your expectations and contract requirements. More formal QA/QC processes and documentation occur at milestones such as Basis of Design, 60% Submittal, 90% Submittal and Final Document phases to ensure the quality of work and proper resource allocation moving to the next phase of project delivery.

Customized QA/QC Plans

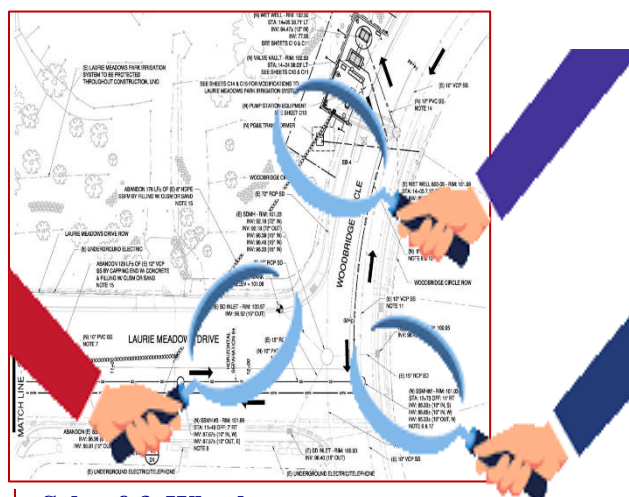
The customized QA/QC Plan will utilize a series of discipline and peer review checklists to perform specific Quality Control checks at each stage of the design or project deliverable.

Intra-discipline Reviews: Each discipline involved in project delivery will perform a Quality Control peer review of all deliverables by a senior level person who was not directly involved in the production of the Work product, prior to submittal using the formal checking and back-checking procedure and a pre-developed set of design review checklists.

Inter-discipline Reviews: Each discipline will perform a QC review of the plans, specifications, and other relevant project documents prepared by other disciplines to confirm that interfaces are compatible using the formal checking procedure.

Constructability Reviews: A senior-level engineer or appropriate professional experienced in design and construction relevant to the project at hand will perform constructability reviews to confirm that the project is constructible, and that all information required to construct the project is included in the contract documents. The level of this review will be appropriate to the submittal being made.

Quality Assurance Certifications: Prior to each submittal, the QA Team reviews the documentation prepared for each of the Quality Control reviews to ensure that the review followed our quality control processes, our Service Order Scope, and our contract terms and conditions. The Quality Assurance Manager will then certify that each document is ready for submittal.



Schaaf & Wheeler QA/QC Procedure

- Level I: Identifying Serious Issues
- Level II: Technical Comment – Addressed through Design
- Level III: Editorial or Preferential
 - Constructability Review
 - Independent Peer review
 - City Review
 - Project Management Review
 - Calculation, Plan, Specification, and Estimate Review
 - Plan review
 - Checking for fatal flaws and/or construction and staging issues,
 - System maintenance concerns, and
 - Verification of the plans to ensure concurrence with the City's standards and policies.



5. Experience and Qualifications

Summary of Relevant Projects

Port of Oakland On-Call Engineering Services, 2016 - Ongoing

Sanitary Sewer CCTV Inspection and Data Review, 2020.

This project includes the cleaning and CCTV inspection of approximately 50,000 linear feet of sanitary sewer piping within the Port of Oakland's Seaport Facility including the TraPac, 7th Street, Middle Harbor Road, Middle Harbor Shoreline Park, Joint Intermodal Terminal, Matson Terminal, and other areas as requested by the Port. CCTV inspection reports are generated in conformance to NASSCO PACP and LACP standards. The findings of these inspections are summarized in a technical memorandum that ranks the pipeline segments in order of severity and provides recommended improvements for pipelines receiving a level 4 or level 5 rating through the ranking process. Manholes with observed deficiencies are noted and assessed in conformance NASSCO MACP standards. The inspected pipeline that shows breakage, Inflow and infiltration, blockage are identified and made known to the Port in real-time.

Key Elements:

- ✓ 50,000 LF of sanitary sewer inspection, 6" to 36"
- ✓ CCTV data review and evaluation for all sewer infrastructure within and connected to the Port
- ✓ Manhole inspections and assessment
- ✓ Evaluation of condition related deficiencies
- ✓ Rehabilitation strategies

Tasks included:

- Pre-Inspection Investigations and Field Reconnaissance
- Hydro-jetting and CCTV inspections of Port and City of Oakland Sewers
- Technical memorandum including maps, tables, and figures
- Ranking and grouping for rehabilitation prioritization
- Suggest rehabilitation strategies

Oil/Water Separator Condition Assessment, 2019. Schaaf & Wheeler (S&W) completed condition assessment and improvement recommendations for four existing oil/water separators operating within the port. Field investigation were conducted to examine the operating condition of the four oil/water separators currently in operation. A memorandum summarizing the existing conditions and the recommended improvements for each of the oil/water separators was submitted. Schaaf & Wheeler assessed issues with the existing oil/water separators and associated equipment. The existing oil/water separator structures are generally in good structural condition; however the current maintenance may not be sufficient to maintain the designed level of service at the sites. Varying levels of oil were

Client and Contact:

Liem Nguyen
Port of Oakland
Engineering Division
530 Water St
Oakland, CA 94607
Ph: 510. 627.1636
Inguyen@portoakland.com

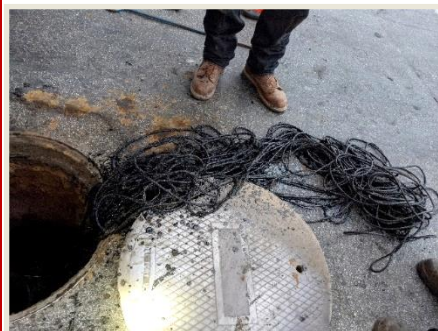
Services Provided:

- ✓ Sewer Inspections
Review and
Analyses
- ✓ Pump Station Design
- ✓ Outfall investigations and
recommendations

Contract Value: ~\$900,000

Team Members:

Glen M. Anderson, PE
Erin Slezak, PE
Benjamin L. Shick, PE
Glen M. Anderson, PE
Fidel T. Salamanca, PE





observed in each of the oil/water separators, with some even having oil in the discharge pipe. Some oil/water separators also had solids within the system. Because the rate of inflow into each device could not be determined, it is recommended that Port staff monitor the upstream chambers of the oil/water separators on a weekly basis to determine a necessary maintenance/cleaning interval for each device. Once an interval is established, monitoring can be reduced. Two of the four sites do not have installed actuators, and of the existing two sites with actuated valves, neither are operational. Only one of the two rain gauges is in an operable condition but it is in a non-ideal location.

7th Street Outfall Investigation, 2018. Schaaf & Wheeler conducted the field investigation and condition assessment of the existing 7th Street outfall based on port observations of significant debris within the outfall pipe. A memorandum summarizing the existing field condition and the options for repairing the system was submitted. The existing 7th Street outfall is an 18-inch reinforced concrete pipe and is embedded in the existing rip-rap covered shoreline. There is an existing hydro-dynamic separator trash capture unit directly upstream of the outfall. The outfall had been noted as having significant sedimentation and debris; upon an initial site visit, it was believed that the pipe had been broken due to the high levels of observed sediment. Schaaf & Wheeler recommends the full pipe replacement to address the underlying cause of the joint separation. The existing joint separation was likely caused by the loose backfill that supports the pipe and the CIPP liner would only be a temporary solution until the pipe shifts again causing a new failure. The full replacement is a long term solution that would address the cause of the joint separation and is anticipated to provide a much longer run of uninterrupted service.





South San Francisco On-Call Engineering Services, 2014 - Ongoing

On-Call Services

Green Stormwater Infrastructure Plan (C.3.j Compliance), 2017 – 2019 - Schaaf & Wheeler assisted the City develop their workplan and presented it to City Council in 2017. Schaaf & Wheeler is currently assisting the City with development of the Green Infrastructure Plan. This Green Infrastructure Plan is intended to describe how the City will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. **Contract Value: \$100,000**

Orange Memorial Park (OMP) 90% Submittal Peer Review, 2019-2020 - Schaaf & Wheeler reviewed the plans and design for the regional green infrastructure project at Orange Memorial Park. Schaaf & Wheeler prepared a list of questions and comments for the City to send to design team. Comments focused primarily in missing information, unit costs, and constructability of the project **Contract Value: \$18,460**

Inlet Filter Trash Capture Design, 2017 – Schaaf & Wheeler assisted the City in identifying locations to install around 250 inlet screens in catch basins in order to meet the 70% trash capture requirement in 2017. Schaaf & Wheeler identified sufficient locations so that the City exceeded the 70% requirement and is currently meeting the 80% requirement that is not due until 2019. **Contract Value: \$32,616**

Trash Capture Feasibility Study, 2016 – Provides a multi-year plan to reduce trash entering creeks and the San Francisco Bay from the City of South San Francisco municipal separate stormwater system (MS4), with the goal of meeting the July 1, 2017 70% and July 1, 2022 100% trash reduction requirements as outlined in the Regional Water Quality Control Board (RWQCB, 2015) NPDES Municipal Permit section C.10. **Contract Value: \$40,000**

FEMA San Francisco Bay Coastal Hazard Peer Review, 2014 - Peer review of FEMA's San Francisco Bay Coastal Study and potential changes in the mapping of regulatory flood hazards in South San Francisco. Schaaf & Wheeler engineers reviewed the San Francisco Bay Area Coastal Study draft maps for San Mateo to provide a list of comments and questions for the City to submit using the San Mateo County Flood Risk Review/Comment Tool. This summary report also compares FEMA's study results to other recent coastal analysis undertaken in South San Francisco, San Mateo/Foster City, and San Francisco International Airport and comments on significant differences and the potential reasons for such differences. **Contract Value: \$9,500.**

Flood Plain Analyses and Hydrology Studies:

Francisco Terrace Hydrology Study, 2015 - Schaaf & Wheeler researched historical data from Colma Creek and San Francisquito USGS stream gages and the FEMA Flood Insurance Study (FIS) to identify large historical events that have occurred in San Mateo County

Client and Contact:

Matthew Ruble, PE
Senior Civil Engineer
City of South San Francisco
315 Maple Avenue
South San Francisco, CA 94080
Ph: 650.829.6668
Matthew.Ruble@ssf.net

Eric Evans
Associate Civil Engineer
Department of Public Works
315 Maple Avenue
South San Francisco, CA 94080
Ph: 650.829.6664
Eric.evans@ssf.net

Services Provided:

- ✓ Green Infrastructure Planning
- ✓ Trash Capture Planning and Design
- ✓ NPDES compliance studies
- ✓ Pump Station Design and Construction Support
- ✓ Hydrology and hydraulic studies
- ✓ FEMA submittals
- ✓ Floodplain mapping

Contract Value: ~\$1.4 million

Team Members:

Caitlin J. Gilmore, PE
Robin J. Lee, PE
Charles D. Anderson, PE
Leif M. Coponen, PE
Fidel T. Salamanca, PE



since the development of the Francisco Terrace neighborhood in 1948. Schaaf & Wheeler provided the City Attorney's Office with an understanding of the capacity of the local storm drain system. This information may be used by the City to research any maintenance or flooding issues reported by the residents. Schaaf & Wheeler identified properties that are likely impacted during a 10-year storm runoff event based on the modeled water surface elevation in the Francisco Terrace neighborhood. **Contract Value: \$35,100.**

Colma Creek Floodplain Analysis, 2016 - The hydraulic analyses define 100-year flood depths associated with Colma Creek overflows in the area bound by the El Camino Real to the west, South Spruce Ave to the south, and Mission Road to the north. Schaaf & Wheeler found the re-analyzed floodplain at the intersection to be consistent with the effective FEMA FIRM. **Contract Value: \$15,000.**



Valverde Storm Drain Issues and Development of Conceptual CIPs, 2017 - The City's Storm Drain Master Plan (SDMP - Michael Baker International, 2016) included a Focus Study on Valverde Drive to evaluate the system in more detail. Valverde Storm Drain Issue Investigation & Conceptual Design Memo provides a more detailed analysis on the system in the SDMP and provides an additional conceptual design alternative to the proposed project in the SDMP to alleviate flooding issue. Schaaf & Wheeler conducted a site visit to inspect the drainage system which identified a local drainage system and is not included in the City's GIS data. Schaaf & Wheeler studied an alternative to the proposed solution in the SDMP. Improvements to the drainage system to prevent water leaving the system and flooding the property were identified and planning level cost estimates were included. **Contract Value: \$13,000.**

South San Francisco Rehabilitation of Eight Wastewater Pump Stations, 2004 – 2009, 2017 -2018

Schaaf & Wheeler prepared contract documents to rehabilitate eight of the City's nine sewage pumping stations (with individual station capacities ranging up to 13 MGD) as part of a multi-phase, multi-year project to rehabilitate major trunk lines, interceptors, force mains and sewage pump stations serving commercial and industrial tributaries.

Work includes pumping capacity upgrades, wet well rehabilitation, electrical and mechanical reliability, seismic retrofit and code compliance.

A variety of pump station configurations are involved -- from small, simple, duplex submersible stations to three-level structures with full ventilation systems. Schaaf & Wheeler worked with the City to install a uniform SCADA system at each rehabilitated station.



Pump Station No. 3 was rehabilitated and placed back into service in 2006. Pump Station No. 4 (the largest City pumping facility east of Highway 101) was rehabilitated and placed back into service in 2009. The design for Pump Station No. 8 rehabilitation was completed in 2009 and has been in service since 2011.

Schaaf & Wheeler prepared a basis of design for the rehabilitation of Pump Station No. 2 and recently provided design engineering services. The pump station was designed to City standards with input from their operations and maintenance staff. Services also include assistance with the design of the discharge force main servicing Pump Station No. 2 by providing hydraulic design input necessary to replace the force main for operating efficiency.

Recent work for Industrial Sewage Pump Station No. 1 includes basis of design for the pump station relocation. Pump Station No. 1 will be an entirely new facility. Sanitary sewer service cannot be interrupted, so the existing pumping facility should remain operable throughout construction to avoid temporary pumping. As part of the construction plans, the old Pump Station No. 1 will be demolished and/or abandoned. **Contract Value: PS 8: \$48,300; PS 1: 431,902; PS2: \$357,219; PS3,4,6,7,10: \$539,556**



Hermosa Beach Storm Drain Master Plan, 2016 - 2017

The stormwater study conducted in 1996 is outdated and is of unknown quality, therefore the City lacked a firm understanding of their stormwater system. Requirements of the Regional NPDES permit have greatly changed the way cities build and operate their storm drainage systems currently.

Schaaf & Wheeler assisted the City of Hermosa Beach with the development of a Storm Drain Master Plan (SDMP). This SDMP provides Hermosa Beach with a comprehensive summary of the existing drainage network and a plan to meet conveyance and water quality goals. Schaaf & Wheeler incorporated innovative technologies and forward-thinking solutions to help Hermosa Beach provide stormwater services to its residents, businesses and visitors.

Data Collection. Schaaf & Wheeler reviewed and utilized readily available land use, topographic, geological, geographical, and storm drain system data within the Hermosa Beach Storm Drain Master Plan Area (study area). System attributes were examined, and irregularities were identified in the modeled system data (e.g. potentially incorrect pipe diameters). City and County record drawings were reviewed to verify data and fill data gaps. Where record drawings were not sufficient, field measurements of pipe sizes, layout, and invert depth have been taken. A survey of the storm drain network was conducted by the subconsultant - Kier & Wright to measure manhole and catch basin rim elevations. Field information including node depth, pipe diameter, and network layout was collected by Schaaf & Wheeler. Corrections were entered into the storm drain network GIS files with data sources noted. Interpolation was used to determine missing information not available from GIS data, survey, or record drawings.

Modeling. Schaaf & Wheeler initially applied the Los Angeles County (County) modified rational method using the HydroCalc Calculator as detailed in the 2006 County Hydrology Manual. After analysis, it was determined that this method did not accurately model watershed properties. A modified method was applied to the watershed to address these inaccuracies. This method was used alongside MIKE URBAN by DHI and the US EPA SWMM5 engine storm drain modeling software to evaluate system performance, identify deficiencies and recommend necessary improvements. Physical parameters used in the model are based on the City and County GIS data and other information.

Capital Improvements Plan. Improvement projects that are required to alleviate or minimize flooding based on the 10-year performance standards are identified and prioritized in the Capital Improvements Plan (CIP). The proposed CIP is broken into four priority levels for the purpose of funding and implementation. The summarized costs include for design, administration, construction management, and contingency of each improvement.

Client and Contact:

Lucho Rodriguez
Deputy City engineer
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254
Ph: 310- 318-0210
lrodriguez@hermosabch.org

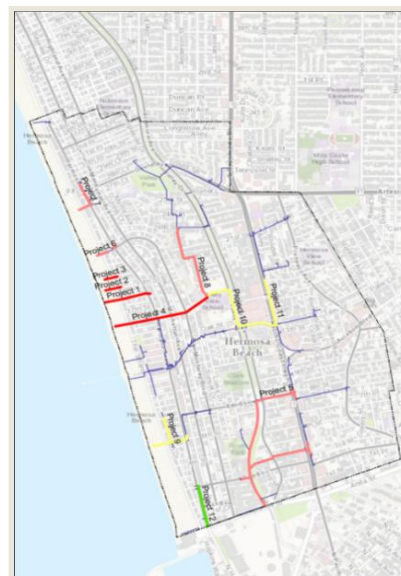
Services Provided:

- ✓ Coastal condition analysis,
- ✓ CIP development,
- ✓ Field investigations,
- ✓ Updated GIS data
- ✓ Cost estimates
- ✓ Cost effective designs and constructability.

Contract Value: \$189,950

Team Members:

Daniel J. Schaaf, PE
Emily D. Straley, PE
Fidel T. Salamanca, PE





City of Livermore On-Call Services (2005 – Ongoing)

Schaaf & Wheeler has assisted the City of Livermore on several major drainage studies and designs over the past fifteen years. Starting with the City's Storm Drain Master Plan in 2004 our team has modeled and designed improvements across Livermore. Schaaf & Wheeler works closely with the City and functions as an extension of its staff. The following is a list of significant projects within Livermore:

Design and Planning Project Completed:

- Flood Damage Repairs
- Flood Control Design
- Trash Capture Feasibility and Design
- Livermore Airport Levee/Floodwall Plan
- City Storm Drain Master Plan
- City Creek Master Plan
- El Charro Specific Plan H&H Study
- El Charro CLOMR/LOMR
- Arroyo Las Positas Desilting
- Livermore Trash Capture Master Plan
- Livermore Airport Stormwater Master Plan (NPDES)
- Bear Creek Oil Separator Design
- Development Review
- Brisa Storm Drain Box Culvert Design
- El Charro HMP Basin Design

The adjacent map shows the stormwater and wastewater projects our engineers have worked on in and for the City of Livermore.

Storm Drain Master Plan Update, 2020. Schaaf & Wheeler is updating the 2006 citywide storm drain master plan utilized improved data and modeling capabilities. The updated model will incorporate the City's vast network of open channels, pipes and detention basins. Trash capture and green infrastructure improvements will be incorporated into the updated CIP. **Contract Value: \$377,540**

Storm Drain Master Plan, 2003 – 2004. Schaaf & Wheeler prepared a storm drain master plan update for the City of Livermore. Project engineers evaluated the City's storm drain system for 10- and 100-year storm events using DHI MIKE-URBAN modeling software that combines the use of GIS and SCS unit hydrograph urban hydrology methods to model flow through pipe networks, open channels, and city streets. Project engineers modeled existing land uses along with future development conditions to determine potential storm drain impacts and improvements. The team worked closely with the City to categorize these projects by cost and urgency. Schaaf & Wheeler helped the City to form a nexus to update their storm drainage development fees.

Livermore's storm drain system is greatly affected by the water levels in flood control channels and streams; Schaaf & Wheeler subsequently developed a creek master plan that added detailed channel and culvert

Client and Contact:

Joel Waxdeck
Senior Engineer
City of Livermore, City Hall
1052 S. Livermore Ave.
Livermore, CA 94550
Ph: 925-960-8129
jhwaxdeck@ci.livermore.ca.us

Services Provided:

- ✓ Storm drain master planning
- ✓ Trash Capture Planning & Design
- ✓ Hydraulic and scour analyses
- ✓ Storm drain assessment and rehabilitation design
- ✓ Hydrologic analysis and calculations
- ✓ Creek rehabilitation and stabilization
- ✓ Environmental permitting assistance
- ✓ Flood Plain Mapping and Protection
- ✓ Construction support services

Contract Value: ~1.2 million

Team Members:

Daniel J. Schaaf, PE
Emily D. Straley, PE
Benjamin L. Shick, PE
Caitlin J. Gilmore, PE
Robin J. Lee, PE
Fidel T. Salamanca, PE



data to the city's models. These combined models are an important planning tool for the City. **Contract Value: \$225,292**

City of Livermore Stormwater Trash Reduction Plan and Design, 2014 - 2019. Schaaf and Wheeler provided the City of Livermore with a multi-year plan to reduce trash entering channels within the City from the municipal separate stormwater system (MS4), with the goal of meeting trash reduction requirements as outlined in the Regional Water Quality Control Board (RWQCB) NPDES Municipal Permit section C.10.

The proposed Stormwater Trash Reduction Plan (Plan) guided the City to comply with both the 2017 and 2022 trash reduction deadlines. It includes a schedule for implementation, a description of proposed control measures and proposed best management practices (BMPs). The Plan supplements the Long-Term Trash Reduction Plan and Progress Assessment Strategy developed by the City to meet the NPDES of 2014. **Contract Value: \$76,840**

Design of large-scale trash capture device for Southfront Road that would intercept flows leaving two 66" diameter storm pipes that feed into two 12' by 8' box culverts. A 45-inch high weir that will be constructed to facilitate two 30-inch diameter stainless steel pipe extensions. Debris leaving the two 66-inch pipes will be intercepted and stored in nets attached to the pipe extensions meeting the NPDES Section C.10 permit requirements. The Trash Nets are currently in operation. 150 locations where CPS devices are feasible to provide a factor of safety in meeting the City's trash collection goals are also identified. **Contract Cost: ~\$106,780.**

Livermore Flood Damage Repairs, 2017- 2020. Winter of 2017 storms produced several high flow events throughout the City of Livermore. These flows caused significant damage to the City owned or maintained flood conveyance infrastructure. Schaaf & Wheeler was contracted by the City to design improvements for nine damaged locations to be constructed before the 2018 rainy season. The Schaaf & Wheeler team designed emergency channel repairs for portions of the Arroyo Mocho, Collier Canyon Creek and Arroyo las Positas. With channel construction banned between October 15th and April 15th, the construction documents for these repairs were required to be finalized at the beginning of June for construction to start at the beginning of July. Work under this extremely tight schedule design included:

- Detailed topographic surveys of the damaged sites;
- Hydraulic and scour analyses;
- Advanced soils sampling, including dioxins, as required by the City's Stream Maintenance Permit;
- Repair designs including rock riprap,
- Sediment and debris removal,
- Pavement and gravel path repair, and the clearing of damaged pavement from the channel; and
- Technical specifications; cost estimating; and mitigation planning.





Several additional sites throughout the City of Livermore are also being designed under this contract to maintain channel conveyance as permitted. The Schaaf & Wheeler team worked closely with City staff, the Alameda County Resource Conservation District, the Livermore Area Parks and Recreation District and the Regional Water Quality Control Board to get these projects designed in a timely and cost-effective manner.

Schaaf & Wheeler is also planning and designing additional City storm drainage repairs and improvements to correct interior flooding issues. These problem spots throughout the City are related to maintenance and piping system conveyance constraints. A planning document highlighting potential improvements to the City's drainage system was also developed. **Contract Value: \$800,000**

Grant Writing Support. Collier Canyon Sediment Basin Project and Las Positas Golf Course Flood Protection Project. Schaaf & Wheeler provided preliminary design, cost estimates, construction schedules and grant application support for these two projects. Schaaf & Wheeler coordinated with City of Livermore, Zone 7, FEMA and other involved agencies and consultants. Annual watershed sediment yield was analyzed using available data and regional regression calculations. Existing hydrologic and hydraulic models of the Collier Creek watershed were modified to optimize sizing and outlet configurations for the proposed basin. The volume of detention and peak flow reduction for various frequency events was documented. The preferred basin sizing was presented to the City. Estimates were made for the volume of sediment and invasive debris to be removed along the Las Positas channel through the golf course. Existing hydraulic models (HEC-RAS) of the channel were modified to develop modified floodplains. Schaaf & Wheeler also designed numerous berms and drainage systems throughout the golf course to reduce flood inundation and minimize damages during large storms. **Contract Value: \$25,000**

References

Port of Oakland On-Call Engineering Services, 2016 - Ongoing

Client and Contact:

Liem Nguyen
Port of Oakland, Engineering Division
530 Water St, Oakland, CA 94607
Ph: 510. 627.1636
Inguyen@portoakland.com

Services Provided:

Sewer Inspections Review
and Analyses
Pump Station Design
Outfall investigations and
recommendations

On-Call Engineering Services, City of South San Francisco, 2014 - Ongoing

Client and Contact:

Matthew Ruble, PE - Senior Civil Engineer
City of South San Francisco
315 Maple Avenue, South San Francisco, CA 94080
Ph: 650.829.6668
Mathew.Ruble@ssf.net

Services Provided:

GI Planning,
Hydrology and Hydraulic studies,
Trash Capture Planning and Design,
FEMA Submittals,
Floodplain Reviews

On-Call Engineering Services, City of Livermore, 2005 - Ongoing

Client and Contact:

Joel Waxdeck, PE - Assistant City Engineer
City of Livermore, City Hall
1052 S. Livermore Ave., Livermore, CA 94550
Ph: 925.960.8129
jhwaxdeck@ci.livermore.ca.us

Services Provided:

Storm Drain Master Planning
Storm Drain Assessment & Design
Hydraulic and Scour Analyses
Hydrologic Analysis & Calculations
Creek Rehabilitation & Stabilization
Permitting Assistance
Flood Plain Mapping and Protection



Experience and Qualifications of Key Personnel

Team and its Management - Our Project Manager

Has Necessary Experience - Our results-oriented team for the City of Hermosa Beach As-Needed Civil Engineering Services for Sanitary Sewer Storm Drain projects is under the strong leadership of **Glen M. Anderson, PE**. **Glen has 14 years of experience** in infrastructure planning, assessment; and design of waste water conveyance systems, stormwater systems and water supply and distribution systems. Most of these projects have required multidisciplinary subconsultant coordination including structural engineering, RWQCB compliance, electrical engineering, survey and mapping, utility relocation, environmental permitting and stakeholder involvement.

Is an Accomplished Project Manager – Glen M. Anderson, PE is an owner and Senior Project Manager at Schaaf & Wheeler. He will be the Project Manager and provide his expertise in assessment, design and construction support of sewer pipes repairs. **Glen has completed design of more than 15,000 LF of Sewer pipes**. Additionally, he has worked on numerous pump station rehabilitation/replacement design projects throughout the Bay Area. **Glen Anderson has performed condition assessments for more than 150 pump stations and designed about 100 of them**.

Glen has served as project manager and project engineer of gravity sewers, force mains, sewage lift stations, storm drain pipes, stormwater pumping stations, water booster stations and storm drains for public agencies throughout and feasibility studies to construction document preparation and construction support – help complete the projects within schedule and budget.

Some of his relevant projects are:

- PSQ Reserve Flow and URD Project, East Bay Municipal Utility District
- Rehabilitation of 96" CMP, Town of Moraga
- O'Connor Pump Station Trash Capture Retrofit, City of East Palo Alto
- City-wide Sewer Repairs, City of Morgan Hill
- Assessment and Engineering for Sanitary Sewer Main Rehabilitation, City of San Mateo
- Crestmoor and Lomita Pump Stations and Forcemain, City of San Bruno
- Force Main Appurtenance Projects ESDC, Ross Valley Sanitary District
- Cabrillo Avenue Sewer Main Abandonment and Replacement, City of Santa Clara
- South Trunk Sewer Relief Line, City of San Mateo
- Morgan Hill Trunk Sewer No. 2, City of Morgan Hill

Project Role: *Glen will be responsible for day-to-day project management for the entire length of the project. He will focus and maintain the project schedule and budget as well as undertake ultimate responsibility for the quality of all work products. Glen will hold regular team meetings to make sure issues are resolved effectively and to allocate resources to critical tasks. He will work closely with the City staff to make sure contractual and procedural issues are exposed and resolved.*



Education

BSCE, Civil and Environmental Engineering, University of California, Davis

Licenses

Registered Civil Engineer
California C 76720

Certifications

NASSCO PACP, MACP and
LACP Certified, Cert. No.
U-714-06021855

Hydraulic Institute, Pump System
Assessment Certified

Years of Experience: 14

Years with S&W: 14

District's Day-to-Day Contact:

1171 Homestead Rd., Ste. 255,
Santa Clara, CA 95050
Ph: 408.246.4848

Email: ganderson@swws.com

Qualification Highlights:

- ✓ Completed design and CS of a \$7.5 million gravity main and force main project for EBMUD in City of Berkeley
- ✓ Knowledge and Experience in Open Cut and Trenchless Technologies: CIPP, Pipe Bursting, Pipe Reaming
- ✓ Project Design Manager for Sewer Rehabilitation Projects for:
 - City of San Mateo
 - City of Santa Clara
 - City of Morgan Hill



Other Key Personnel

Daniel J. Schaaf, PE – Principal-in-Charge – Vice President and an owner of Schaaf & Wheeler. Dan has more than twenty years of experience in storm drain master planning, flood control and drainage, hydrology and hydraulics, and physical and numerical modeling.

Dan recently led Schaaf & Wheeler teams that produced storm drain master plans for the cities of Hermosa Beach, Cupertino, Larkspur, Palo Alto, and Mountain View. Many of these storm drain master plans included evaluation of the impacts of sea-level-rise (SLR) and climate change on storm drainage and flood protection systems. Models were used to analyze both the 2050 and 2100 scenarios.

Dan Schaaf has also performed several FEMA flood insurance studies throughout California. He has extensive experience with several one- and two-dimensional numerical modeling software programs and, more importantly, understands the capabilities and limitations of these tools. He utilizes this valuable experience to efficiently expedite project processes and complete projects within schedule.

Dan is currently working on the Storm Drain Master Plan for City of Carmel by-the-Sea and County of Santa Cruz Zone 5. He has a thorough understanding of technical methods for watershed hydrology, open channel and pipe-network hydraulics, coastal and estuary processes, one-dimensional and two-dimensional (2D) modeling and floodplain mapping.

Project Role: *Dan will be responsible for contractual negotiations with the City. He is the authorized signatory for this On-Call contract. Dan will evaluate and model storm drain improvements and modifications, where necessary.*

Dan brings the veteran knowledge of the City's drainage and stormdrain infrastructure and its associated issues and needs from assisting the Drainage Study Master Plan that Schaaf & Wheeler Completed back in 2016-2017.

Benjamin L. Shick, P.E. – QA/QC – Ben Shick is a vice president and owner at Schaaf & Wheeler. Ben has more than **18 years of experience** in infrastructure planning and design of wastewater, stormwater and potable water systems. He provides expertise in alternative analyses, trenchless technologies, design and construction support sewer main rehabilitation. He has served as project manager and project engineer for design of large diameter pipes, sewage lift stations, stormwater pumping stations and gravity sewers.

Ben's sewer rehabilitation/replacement projects generally include flow monitoring, CCTV inspections, pipe rehabilitation and replacement, manhole rehabilitation and replacement, pipe placed on structural supports, etc. Ben is proficient in water resources modeling tools: AutoCAD, WaterCAD, HEC-RAS, HEC-HMS, GeoRAS, MOUSE, and ArcGIS 9.0.

Years of Experience: 25+

Qualifications Highlights:

- ✓ Completed Stormdrain Master Plan for the City of Hermosa Beach
- ✓ Completed 20 Storm Drain Master Plans.
- ✓ Proficient at modeling and developing prioritized CIPs
- ✓ Highly familiar with FEMA process
- ✓ Worked on over Hundred FEMA LOMR/CLOMR Submittals
- ✓ Completed several Dam Inundation Studies
- ✓ Council Presentations for Project Execution
- ✓ Evaluated impacts of SLR on storm drainage and flood protection systems.

Years of Experience: 18

Qualification Highlights:

- ✓ Design & CS of ~150,00 LF of sanitary sewer pipes
- ✓ Knowledge and Experience in Open Cut and Trenchless Technologies: CIPP, Pipe Bursting, Pipe Reaming
- ✓ 10 Years of QA/QC experience
- ✓ Resource optimization and cost control
- ✓ Stakeholder coordination
- ✓ Award-Winning Projects



Ben is currently providing On-Call engineering services to the City of San Mateo, City of Belmont, and the City of Alameda. Some of his relevant sewer projects are:

- Sanitary Sewer and Storm Drain Rehabilitation and Replacement Projects, City of Belmont
- Harbor Drive Sewer Rehabilitation Project, Town of Corte Madera
- Woodland Avenue Sewer Improvement Project, San Rafael Sanitation District
- Sanitary Sewer Repair Project, City of Mill Valley
- El Camino Real Sanitary Sewer Rehabilitation, City of San Mateo
- Sanitary Sewer Rehabilitation Projects, City of San Mateo
- El Camino Real Sanitary Sewer/Water Improvement Project and Cabrillo Avenue Sewer Main Abandonment and Replacement, City of Santa Clara
- Kingridge Sanitary Sewer and Storm Drain Improvement Project, City of San Mateo
- Sanitary Sewer Pump Station Evaluation and Design, Town of Hillsborough
- Rehabilitation and Replacement of 32 Sanitary Sewer Pump Station, City of Alameda
- Rehabilitation and Replacement of 28 Sanitary Sewer Pump Stations, City of Oakland

Project Role: Ben will ensure quality control and quality assurance for all deliverables of the project. He will perform quality control several times throughout the project to minimize the need to fix problems further along in the project. Ben will work with Glen Anderson at Schaaf & Wheeler to provide critical reviews of alternatives and design methods. He will also scrutinize improvements for constructability and cost.

Caitlin J. Gilmore, P.E., QSD, CPSWQ – Stormwater Treatment and Trash Capture - Caitlin is a Senior Project Manager at Schaaf & Wheeler and brings forth in-depth understanding of urban drainage systems. Caitlin is certified by the state of California as Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer and Practitioner, is a Certified Professional in Storm Water Quality and brings in more than 12 years of experience in stormwater systems, hydrology and hydraulics, open channel design, bridge scour analysis, pump stations and water distribution. She is accomplished in full trash capture planning and design, NPDES permit compliance and storm sewer system design.

Caitlin augments her skills regularly through training and she has provided numerous third-party reviews of stormwater management and pollution prevention plans. Recently, she conducted a presentation on trash capture hydraulics at the APWA North conference.

Caitlin is leading the teams conducting feasibility studies for location of the trash capture devices. For some of these cities, Schaaf & Wheeler is also designing the trash capture devices that were proposed as a part of the feasibility studies.

Project Role: Caitlin will be the lead on all projects related to stormwater treatment and trash capture.

- *Water/ Sewer Main Replacement Project Completed for Mid-Peninsula Water District/ City of Belmont, APWA Honor Award for 2019*
- *Shoreway Sewer Replacement Project Completed for City of Belmont, Project of the Year Award for 2019*

Years of Experience: 12+

Qualifications Highlights:

- ✓ *Caitlin is assisted several California municipalities to comply with the Regional Municipal Permit Section C.10 to achieve their trash capture reduction goals, including:*
 - *San Jose,*
 - *South San Francisco,*
 - *San Bruno,*
 - *Mountain View,*
 - *San Mateo,*
 - *Hermosa Beach,*
 - *Palo Alto,*
 - *Livermore.*
- ✓ *Some of these projects are award winning*
 - *The San Jose Project received a 2019 APWA Silicon Valley Chapter Honor Award and a Commendation Award at the 2019 ACEC Engineering Excellence Awards.*
 - *Mountain View Citywide Trash Capture Phase I Project received the APWA 2019 Environment Award.*



Robin J. Lee, PE –Stormwater Green Infrastructure - Robin is a senior project engineer at Schaaf & Wheeler with over 13 years of experience and has been working with the City of South San Francisco for the past three years to comply with the Regional Municipal Permit Section C.3.j. to achieve their PCBs and mercury reduction goals. Robin authored trash capture feasibility reports for both the cities of San Bruno and South San Francisco. She also assisted both jurisdictions install small scale CPS units to meet the 80% trash capture targets. Robin conducted the San Mateo Countywide Water Pollution Prevention Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program new development workshop training sessions regarding stormwater treatment measure reviews and inspections.

Robin is currently managing a green infrastructure project for the City of Menlo Park and routinely reviews stormwater management plans to ensure low impact development (LID) is designed to meet the permit requirements and engineered to function as a drainage system.

Robin has worked on numerous successful storm drainage and flood control projects throughout the Bay Area. Her experience with master planning hydraulic systems is extensive and she has the natural ability to explain complex engineering concepts to the general public as well as government officials. Robin is proficient in PCSWMM, SWMM, HEC-RAS, HEC-HMS, HY-8, BAHM, and ArcMap.

Project Role: Robin will be the lead on all projects related to stormwater green infrastructure.

Fidel T. Salamanca, P.E. - Project Engineer – Fidel Salamanca is a senior engineer at Schaaf & Wheeler with more than 7 years of experience in designing water mains, pump stations for sanitary sewer and stormwater systems, open channels, culverts, and stormwater networks. He is currently managing the design and construction support for five (5) water mains for Contra Costa Water District. He has completed the campus-wide Water System Pipe Replacement preliminary design for seven (7) water mains for Sandia National Laboratories. He has valuable experience in storm drain master planning, modeling, analyzing and planning urban stormwater systems. He has completed Storm Drain Master Plans for the Cities of Alameda, El Cerrito, East Palo Alto, Palo Alto, Orinda, Mountain View, North San Jose, the Town of Moraga and County of Santa Cruz, Zone 5 & 6. Fidel has been involved in water quality related projects and has assisted trash capture feasibility studies for Bay Area cities. He assisted with the design of the trash capture devices for the City of Mountain View and San Jose. Fidel is also proficient in modeling software including ArcGIS, AutoCAD, EPA SWMM5, HY8, MIKE URBAN, MIKE 21, BAHM, HAMMER, Microstation, HEC-RAS, geo-RAS, HEC-HMS, geo-HMS, and HEC-1.

Project Role: Fidel will be the project engineer and assist with the alternatives, design and construction support.

Years of Experience: 13+

Qualifications Highlights:

- ✓ Stormwater GI Planning and Design;
Currently assisting:
- City of Pacifica
- City of South San Francisco
- City of Menlo Park
- City of Palo Alto
- ✓ NPDES Compliance and Trash Capture
- ✓ C.3 Reviews and Inspections
- ✓ Water Quality and Hydrology Studies
- ✓ Permitting Assistance
- ✓ Training and Stakeholder Workshops
- ✓ Proficiency in Storm Drain Master Planning
- ✓ SLR Study on Storm Drainage and Flood Protection Systems
- ✓ Hydrology and Hydraulics

Years of Experience: 7+

Qualifications Highlights:

- ✓ Project Engineer for the Hermosa Beach Storm Drain Master Plan
- ✓ Assessed and designed wastewater and stormwater pump stations
- ✓ Assisted with:
- Sewer Rehabilitation Projects
- Storm Drain Design
- Trash Capture Design
- ✓ Water Mains Design for Sandia National Laboratories and CCWD
- ✓ NPDES Compliance
- ✓ C3 Reviews
- ✓ Hydraulic Modeling



Table: Key Personnel Qualifications, Experience and Role

Name & Firm	Years of Experience	Role and Responsibility	License, Certifications and Education
Glen M. Anderson, PE, PACP	14	Project Manager	Registered Civil Engineer, California C76720 BSCE, Civil and Environmental Engineering, University of California, Davis NASSCO PACP Cert. U-714-06021855 Hydraulic Institute, Pump System Assessment Certified
Daniel J. Schaaf, PE	25+	Principal-in-Charge and Project Engineer Modeling	Registered Civil Engineer, California C57617 BSCE, San Jose State University MSCE (Water Resources Engineering), San Jose State University
Benjamin L. Shick, PE	18	Quality Control and Quality Assurance	Registered Civil Engineer, California C68813 MSCE, Montana State University-Bozeman BSCE, Montana State University-Bozeman
Caitlin J. Gilmore, PE, QSD/QSP, CPSWQ, LEED AP	12	Project Engineer Stormwater Treatment & Trash Capture Design	Registered Civil Engineer, California C76810 BSCE, Civil and Environmental Engineering, California Polytechnic University, SLO MS, Environmental Engineering, University of Southern California
Robin J. Lee, PE - Senior Project Engineer	13	Project Engineer Green Infrastructure NPDES Compliance	Registered Civil Engineer, California C70040; Washington 43587 MS, Civil and Environmental Engineering, UC Berkeley BS, Civil and Environmental Engineering, UC LA
Fidel T. Salamanca, PE	7	Project Engineer	Registered Civil Engineer, California C84851 BSCE, Civil Engineering, California Polytechnic State University, San Luis Obispo

Detailed resumes of the entire team are attached as Appendix.



6. Required Forms

RFQ 20-02

City of Hermosa Beach



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: No. 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: None

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:



Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President



RFQ 20-02

City of Hermosa Beach



6.3.2 Non-Collusion Affidavit

RFQ #: No. 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President



RFQ 20-02

City of Hermosa Beach



6.3.3 Compliance with Insurance Requirements

RFQ #: No. 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President



RFQ 20-02

City of Hermosa Beach



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: No. 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

RECITALS

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.

12. INDEMNIFICATION.

CONSULTANT shall indemnify, defend with counsel approved by CITY, ~~with said approval not unreasonably withheld~~ and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) ~~of every nature to the extent arising out of or in connection with~~ CONSULTANT's negligent 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.

Signature of Authorized Representative:

Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President

17. INSURANCE REQUIREMENTS.

C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against ~~Contractor~~ 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.

21. NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services preformed 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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year. CITY shall provide reasonable notice to CONSULTANT so that work does not proceed beyond such fiscal year.



Appendix: Resumes

Glen M. Anderson, P.E. Project Manager

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Glen M. Anderson, P.E. has more than 14 years of experience in stormwater and wastewater pumping and conveyance, sanitary sewer systems, potable water assessment and design as well as the associated construction support and management for those projects. Glen has worked on storm and sanitary sewer pump station rehabilitation projects throughout the Bay Area. He leads multidisciplinary teams to provide assessment, feasibility studies, complete design of pump stations rehabilitation and replacement projects. His management skills in every phase of the project help complete the projects within schedule and budget. Glen has successfully completed work on several sanitary sewer main and trunk rehabilitation projects. Glen's potable water experience projects include the assessment and rehabilitation of booster pump stations, design of water tanks and

planning and design for potable water wells and pipelines. In addition to design, Glen has provided design, construction support and management services for a variety of projects, including pump stations, wells, pipelines, storage tanks and generator installations.

Glen has performed condition assessments for more than 150 stormwater and sewer pump stations and designed several of them that are currently operational.

Education

BSCE, Civil and Environmental Engineering,
University of California, Davis

Licenses

Registered Civil Engineer California C76720

Certifications: NASSCO PACP, MACP and LACP
Certified, Cert. No. U-714-06021855

Hydraulic Institute, Pump System Assessment Certified

Affiliations: Peninsula Water Works Association –
Board Member; Pipe Users Group - NorCal;

Relevant Projects

Sanitary Sewer CCTV Inspection and Data Review, Port of Oakland (2020 – 2022), Contract Value: \$429,094. As Project Manager, Glen Anderson is leading the cleaning and CCTV inspection of approximately 50,000 linear feet of sanitary sewer piping within the Port of Oakland's Seaport Facility including the TraPac, 7th Street, Middle Harbor Road, Middle Harbor Shoreline Park, Joint Intermodal Terminal, Matson Terminal, and other areas as requested by the Port. CCTV inspection reports are generated in conformance to NASSCO PACP and LACP standards. The findings of these inspections are summarized in a technical memorandum that ranks the pipeline segments in order of severity and provides recommended improvements for pipelines receiving a level 4 or level 5 rating through the ranking process. Manholes with observed deficiencies are noted and assessed in conformance NASSCO MACP standards. The inspected pipeline that shows breakage, Inflow and infiltration, blockage are identified and made known to the Port in real-time.

Corporation Way System Upgrades and Pump Station, West Bayshore Road Pump Station and West Bayshore Road Trunkline Improvements Project, City of Palo Alto (2020-2021), Contract Value: \$798,578. The areas along East Bayshore Road and West Bayshore Road are not capable of draining

when the water levels are high in Adobe Creek. The existing piping at these locations is undersized for the anticipated flows. Therefore, these areas often experience localized flooding during storm events. To mitigate the flooding at these sites, as Project Manager, Glen Anderson is leading a multidisciplinary team to provide design and construction support services to install small storm drain pump stations at each site.

Basin 2 and 3 Collection System Improvements Project: Sanitary Sewer Pump Stations Rehabilitation, City of San Mateo (2016–2019). Schaaf & Wheeler completed the preliminary evaluation, alternatives analysis, and design for the rehabilitation of the 38th Ave., 41st Ave., and Dale Ave. pump stations. Tasks included alternatives analyses for capacity augmentation, upgrade of the standard equipment including flygt rail-mounted submersible pumps; modern electrical panels, pump starters, and automatic transfer switch; Hydrotang 200 pump controller; Motorola ACE6300 RTU; and Cummins standby diesel engine generator. Dale Avenue pump station upgrades include replacement of existing pumps and motors; replacement of control panels; installation of new VFDs; replacement of engine generator; improved SCADA and controls system; and wetwell improvements.

Pump Station Q Reverse Flow Project, East Bay Municipal Utility District (2016-2019). Schaaf & Wheeler designed two



36-inch valves, approximately 1,800 linear feet of 36-inch gravity line, and two weir vaults that allow the existing Pump Station Q forcemain to be used in reverse as a gravity pipeline. In the event that a large rain event requires the use of Pump Station Q, the valves close and the forcemain is back to service as a forcemain. This project was mandated in the EPA consent decree to the District and significantly reduces the use of the District's wet weather sewer facilities

Rehabilitation of Failed 96" Stormwater Corrugated Metal Pipe, Town of Moraga, 2016 – 2017. The sinkhole (approximately 15-feet wide by 20-feet long by 15-feet deep) developed over an existing 96-inch diameter corrugated metal pipe (CMP). The Town immediately declared a State of Emergency. Following the emergency protocol, As Project Manager, Glen Anderson assisted with the detailed investigation into the sinkhole cause including inspection of the existing CMP. Glen completed the design of approximately 120 linear feet of replacement pipe. The CMP was replaced with reinforced concrete pipe.

Sanitary Sewer Rehabilitation Projects, City of San Mateo, (2014 – 2016), Contract Value: \$190,913. As Project Engineer, Glen Anderson led and completed site investigations, inspections, researched existing data, and developed recommended alternatives for various sewer rehabilitation projects within the City. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); replacement of sewer lines in back yard easements with tight access; replacement of sewer lines through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, topographical surveying, environmental permitting, and Caltrans Encroachment Permit.

AP12 and 15 Pump Stations Rehabilitation – Port of Oakland (2018 – 2020). Contract Value: \$113,697. As Project Manager, Glen Anderson prepared rehabilitation/replacement plans for the two lift stations. This project rehabilitates the pump stations and eliminates failures associated with the existing ejector pumps. Necessary and desired improvements for each pump station were identified. Improvements include pump station capacities, available power sources, station limitations, and other constraints that influence pump station design. The pump station improvement recommendations are based on deficiencies observed during visits and desired operational improvements. The noted deficiencies as well as the recommended improvements for each of the stations are outlined in the Basis of Design Report.

Sewer Lift Stations J&K and D, F & W Improvements, City of Morgan Hill (2015 – 2017), Contract Value: \$247,325. J&K Lift Stations included complete design, plans, specifications, estimates and bidding and construction support. Existing station is rebuilt by replacing the MCC, cabinets and their supports; rebuilding electric meter assemblies and piping with

check valves and gate valves outside the wet wells; preparing surface and recoating the wet wells; replacing the wet well cover with H20 traffic lid; concrete site work; removing bollards and repaving; providing short retaining structures. The rehabilitation of 3 sewage pump stations D, F & W included new wet well lids and hatches, grading modifications, new electrical panels and possibly new pumps. Station F includes evaluation of a new access driveway to the station.

Sanitary Sewer Rehabilitation Projects, City of San Mateo, (2014 – 2016), Contract Value: \$190,913. As Project Engineer, Glen Anderson led and completed site investigations, inspections, researched existing data, and developed recommended alternatives for various sewer rehabilitation projects within the City. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); in back yard easements with tight access; through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, topographical surveying, environmental permitting, and Caltrans Encroachment Permit.

Cabrillo Avenue Sewer Main Abandonment and Replacement, City of Santa Clara (2013 – 2014), Contract Value: \$101,650. As Project Manager, Glen Anderson provided design and construction support services for the replacement of sewer pipe located within Cabrillo Avenue, running parallel to the existing sewer line. Design included plan and profile of a new 12-inch PVC sewer main, associated manholes, and lateral connections. An inverted siphon was required to cross under an existing 24-inch storm drain line. The siphon consists of two 8-inch barrels, inlet structures, outlet structures, and an air jumper. In addition, replacement of several smaller sewer and storm drain lines necessary to facilitate the installation of the new sewer mainline were also designed.

El Camino Real Sanitary Sewer Rehabilitation, City of San Mateo (2017 - 2018), Contract Value: \$500,000 . As Project Engineer, Glen Anderson reviewed and evaluated the condition of all of the City's sanitary sewer pipes within and adjacent to El Camino Real and developed a recommended improvement project to address all significant condition related issues. Subsequently the rehabilitation and replacement design of 10,050 LF of pipe and the rehabilitation and replacement design of 110 manholes were also prepared. Rehabilitation methods were primarily cured-in-place pipe (CIPP), pipe bursting and open trench replacement methods were also used.

Sanitary Sewer Rehabilitation Projects, City of Belmont (2015, 2016 and 2017), Contract Value: 2015 - \$567,000; 2016 - \$456,961; 2017 - \$194,000. As Project Engineer, Glen assisted with the evaluation, prioritization, and design of the rehabilitation and replacement of their high priority gravity sewer lines throughout the City. The 2015 Sewer Rehabilitation project consisted of the replacement and rehabilitation of



approximately 2 miles of gravity sewer lines and associated manholes. Schaaf & Wheeler team provided detailed utility investigations, potholing, and sewer modeling services. The 2016 sewer rehabilitation project consisted of evaluating and preparing design documents for approximately 5 miles of gravity sewer lines located throughout the City in back yard easements and in City streets. Construction methods include pipe bursting, open trench excavation, and CIPP lining. A large portion of the sewer mains included within the City of Belmont sewer rehabilitation projects are located within backyard and side yard easements with difficult access and easement issues.

Sanitary Sewer Rehabilitation Projects for City of Morgan Hill, 2019 – Present, Contract Value: \$162,285. Project Manager for 47 pipe segments. Evaluated and assessed the existing sewer infrastructure. Reviewed the existing sewer model to evaluate the pipe sizes and recommend the rehabilitation/replacement method. Visited each site to collect additional field data to assess pipes and make recommendations. Prepared a TM summarizing the assessments, capital improvements and construction cost estimates. Subsequently designed the recommended improvements. Tasks included project basemapping, detailed utility investigations, evaluations to re-route sewer mains and laterals from backyard easements, plan and profiles of sewer lines, construction details, technical specifications, and cost estimates. The proposed construction methods were tailored to minimize impacts and costs at each location. Construction methods include pipe bursting, open trench, spot repairs, and CIPP rehabilitation.

Force Main Appurtenance Projects - Ross Valley Sanitary District, San Rafael, Contract Value: Preliminary Design: \$220,885; Design: \$155,570. As Project Engineer, Glen Anderson assisted the preliminary design of the replacement of five air release valves. The project includes replacement of four failing air-release valves (ARVs) on District-owned force mains and install a new ARV at a critical location, install four cathodic protection (CP) test stations at various locations along Pump Station 13 (PS13) force main, and to install an impressed current cathodic protection (ICCP) system at PS13. This project required Caltrans and environmental permitting. It also involved pipeline excavation, removal and disposal of existing ARV and piping and site restoration to pre-construction condition.

Matadero Stormwater Pump Station Rehabilitation Design, City of Palo Alto (2018), Contract Value: \$547,190. Design of improvements to the existing pump station to increase reliability and mitigate risk of interior flooding. Work includes raising the ground surface, constructing a building to house new electrical equipment and a new emergency standby generator, making modifications to the existing wetwell structure, replacing outfall flap gates, and replacing existing mechanical equipment. Also coordinated the pump station upgrades with Valley Water. Issues encountered during design include public outreach with concerned residential housing neighbors adjacent to the project site. Worked with the HOA to redesign the buildings to conform with residential housing architecture, and provide natural screening and adjustment to minimize visual impacts.

O'Connor Stormwater Pump Station Improvement Feasibility Study – City of East Palo Alto (2016); Contract Value: \$10,000.

This project included a review of the existing condition and capacity, and summarized the deficiencies along with the recommended improvements. The recommendations also address improvements to increase the reliability and capacity of the pump station. As Project Manager, Glen Anderson conducted the assessments, made recommendations and prepared the cost matrix to bring the Pump Station into compliance with the modern pump station standards and current California Electric Code (CEC), and to perform recommended improvements. The City approved four specific recommended improvements to the pump station. Glen also designed the Trash Capture retrofit to the pump station.

Sears Point Stormwater Pump Stations Design, 2 Stations - Ducks Unlimited, Inc. (2014); Contract Value: \$104,765. The project involves design of two stormwater pump stations that are used to convey stormwater over the newly constructed levee system at Sears Point. Each pump station design includes new pump bays, two vertical turbine pumps, new electrical services, new MCC's, discharge piping, valves, force main, and flap gates. The design capacity for each pump station is 22,500 gpm. As Project Engineer, Glen Anderson prepared the detailed design and specifications; coordinated and prepared service applications with PG&E; worked to meet the strict regulatory requirements; and worked closely with the Contractor (Magnus Pacific, Inc.) throughout construction. The pump stations were completed as a design-build project with a total design and construction duration of 6-months.

Marsten Storm Drain Pump Station (284 cfs) – City of Burlingame (2010-2013); Contract Value: \$736,000. It is a replacement pump station funded by a City-wide parcel. The new pump station receives water from two sources: local storm drain discharge and diverted creek flow that discharges to a common 66-inch force main which outfalls to Easton Creek downstream of Old Bayshore Blvd. The station is designed to convey flows corresponding to a 30-year storm event – 122 cubic feet per second from the local storm drain system and 162 cubic feet per second from the Easton Creek diversion. As Project Manager, Glen Anderson prepared the detailed design, coordinated with subconsultants and different stakeholders and provided bid and construction support services. The project construction was completed in 2015 and is operational.

San Francisquito Creek Stormwater Pump Station (300 cfs) – City of Palo Alto (2009); Contract Value: \$742,122. This new pump station is designed with the pumping facility to handle up to 300 cfs of local storm water runoff with submersible axial flow pumps discharging through an energy dissipating structure and a constructed wetland channel to provide mitigation habitat and prevent creek erosion. As Project Engineer, Glen Anderson prepared the detailed design documents and bid and construction support services. He also facilitated numerous regulatory approvals. The project was dedicated in 2009 and is operational.



Benjamin L. Shick, P.E. QAQC

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS



Benjamin L. Shick, P.E., has more than 18 years of experience in infrastructure planning and design of stormwater systems, wastewater conveyance systems, water supply and distribution systems and pump stations. Ben has completed the design of 50,000+ LF of storm drain rehabilitation and replacement projects in the recent past. Ben has conducted floodplain investigation, shoreline protection studies, drainage studies, channel design and modeling, water rights permitting, wetland analysis and design, small bridge design, infrastructure design, surveying, construction management, and construction quality control testing. He has been involved with all project phases from project initiation to construction document preparation and construction support. Ben is proficient in water resources modeling tools: AutoCAD, WaterCAD, HEC-RAS, HEC-HMS, GeoRAS, MOUSE, and ArcGIS.

Experience in stormwater, wastewater and potable water systems design, conveyance and pumping. Trenchless Technologies: Open-Trench, CIPP, Pipe Bursting, Pipe Reaming, etc.

Education

BSCE, Montana State University-Bozeman

MSCE, Montana State University-Bozeman

Licenses

Registered Civil Engineer California 68813

Affiliations: FMA, ASCE

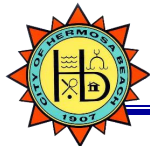
Relevant Projects

Shoreway Sanitary Sewer Rehabilitation Design, City of Belmont, 2017 - 2019, Contract Value: \$129,000. As Project Manager, Ben Shick led the assessment of the feasibility of eliminating the existing pump station along Shoreway Drive by installing a new deeper gravity sewer main. The feasibility analysis included detailed topographic surveying, geotechnical investigations, detailed utility investigations, sewer system modeling, and alternative evaluation. Subsequently Schaaf & Wheeler developed detailed construction documents and provided bid and construction support services. The Shoreway sewer project was successfully designed and constructed within budget and schedule.

Sanitary Sewer Rehabilitation Projects, City of Belmont 2015 - 2020, Contract Value: 2015 - \$567,000; 2016 - \$456,961; 2017 - \$194,000. As Project Manager, Ben Shick led the evaluation, prioritization, and design of the rehabilitation and replacement of their high priority gravity sewer lines throughout the City. The 2015 Sewer Rehabilitation project consisted of the replacement and rehabilitation of approximately 2 miles of gravity sewer lines and associated manholes. Under Ben's supervision, Schaaf & Wheeler team provided detailed utility investigations, potholing, and sewer modeling services. The 2016 sewer rehabilitation project consisted of evaluating and preparing design documents for approximately 5 miles of gravity sewer lines located throughout the City in backyard easements and in City streets. Construction methods include pipe bursting, open trench excavation, and CIPP lining. A large portion of the sewer mains included within the City of Belmont sewer rehabilitation projects are located within backyard and side yard easements with difficult access and easement issues.

San Mateo Sanitary Sewer Rehabilitation Projects, City of San Mateo, 2014 - 2017, Contract Value: 2015 - \$191,000; 2017 - 2018 - \$500,000. As Project Manager, Ben Shick led site investigations, inspections, researched existing data, and developed recommended alternatives for sewer rehabilitation projects within the City. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); replacement of sewer lines in backyard easements with tight access; replacement of sewer lines through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, surveying, environmental permitting, and Caltrans Encroachment Permit.

Sanitary Sewer Rehabilitation Projects for City of Morgan Hill, 2019 - Present, Contract Value: \$162,285. Project Manager for 47 pipe segments. Evaluated and assessed the existing sewer infrastructure. Reviewed the existing sewer model to evaluate the pipe sizes and recommend the rehabilitation/replacement method. Visited each site to collect additional field data to properly assess the pipes and make recommendations. Prepared a TM summarizing the assessments, capital improvement recommendations and construction cost estimates. Subsequently designed the recommended improvements that include project basemapping, detailed utility investigations, evaluations to re-route sewer mains and laterals from backyard easements, plan and profiles of sewer lines, construction details, technical specifications, and cost estimates. The proposed construction methods were tailored to minimize impacts and costs at each location. Construction



methods include pipe bursting, open trench, spot repairs, and CIPP rehabilitation.

Woodland Sewer Improvement Project, San Rafael Sanitation District, 2019 – 2020, Contract Value: \$237,213. This project includes pipe replacement, rehabilitation, adjusting pipe slope, and re-routing laterals along B Street, Woodland Avenue, Warner Court, Woodland Place, and Octavia Street. As Project Manager, Ben Shick coordinated topographic surveying, utility investigations and geotechnical investigation. Tasks included condition assessment and development of alternatives. Subsequently detailed design and bid documents are being prepared.

Harbor Drive Sewer Rehabilitation, Town of Corte Madera Sanitary District No. 2, 2019 – 2020, Contract Value: \$234,060. This project includes rehabilitation/replacement of 7,100+ LF of existing 6" and 8" VCP pipes - existing sewer mains within the Harbor Drive area. As Project Manager, Ben Shick coordinated CCTV inspection, conducted assessments and identified rehabilitation and replacement alternatives and methods. Subsequently the improvements were designed; currently our team is providing support services during construction.

Mill Valley Sewer Repair Project, City of Mill Valley, 2019 – 2020, Contract Value: \$131,000. As Project Manager, Ben Shick provided evaluation, assessment, and design services for the City of Mill Valley's sanitary sewer system. This project prioritizes and develops a strategic plan to address the most critical infrastructure needs for future repairs to be constructed under the 2020 budget. Project tasks include surveys, investigations, and inspections for each project location to identify proposed improvements. 75% and 100% design documents along with construction support were provided for this project.

Belmont Water/Sewer Main Replacement, Mid-Peninsula Water District, 2017, Contract Value: \$87,610. As Project Manager, Ben Shick prepared engineering design for this joint CIP for the water and sewer mains. The project consists of replacing and rehabilitating the water mains, service lines and meters to address condition issues with the sewer mains. The project also includes additional street improvements. This project required close coordination and approval with multiple agencies including the City of Belmont, Mid-Peninsula Water District, Fire Marshal, Caltrans, and private developers. A Caltrans Encroachment Permit for work along El Camino Real was prepared, submitted, and obtained.

Kingridge Sanitary Sewer Improvements (6" and 8"; 3,100 LF), City of San Mateo, 2010 – 2015; Contract Value: \$927,673. As Project Manager, Ben Shick led the team for system evaluation, hydraulic analysis of the existing Kingridge canyon sewer and storm drain system, development of improvement alternatives for the sewer main, and development and production of construction documents for the selected alternative of the project to replace and rehabilitate the 6-inch sanitary sewer main. Some of the key features were:

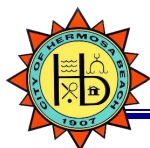
Alternative evaluation for alignment and construction methods; Emergency repairs to mitigate active land movement; Capacity evaluation; Open cut pipe replacement, CIPP rehabilitation, pipe on piers, retaining walls, etc.; Securing right-of-access to project location including permanent sewer easements; Environmental permitting, mitigation, and monitoring; Construction support, special inspection, and material testing services.

El Camino Real Sanitary Sewer Improvement Project and the Calabazas Creek Sewer Siphon Design Projects, City of Santa Clara, 2006 – 2009; Contract Value: \$480,520. As Project Manager, Ben Shick led the design of 2,600 feet of parallel sewer line in El Camino Real from Flora Vista Avenue to Calabazas Boulevard. The project also included a separate design plan set for a replacement sewer siphon with dual pipes under Calabazas Creek as part of a Santa Clara Valley Water District channel improvement project. Existing lateral connections were improved through cured-in-place pipe (CIPP) lining of 2,600 feet of parallel collector sewer and reconstruction. Tasks included the design of relocation of existing water mains, storm drains, sewer laterals, and traffic signals.

Culvert Rehabilitation and Replacement (Grass Valley Sinkhole Project), City of Grass Valley, 2017. As Project Manager, Ben Shick worked with the City of Grass valley to address a 90" CMP culvert that failed and created a large sinkhole. The project includes assessing existing conditions, making recommendations for rehabilitation and replacement of the existing culvert, and mitigating high velocities within the culvert.

Storm Drain Improvement Projects, City of Belmont, 2009, 2011 and 2018. As Project Manager, Ben Shick helped the City identify and designed 29 separate storm drain improvement projects in 2009 and 12 projects in 2011 throughout the City to address aging storm drain infrastructure and mitigate flooding issues. The final design included installation of cured-in-place pipe (CIPP) within several aged pipes ranging from 12" to 36" in diameter; spot repairs of several collapsed pipes; installation of new inlets, pipes, and curb and gutters; and some minor channel repairs. The 2018 storm drain improvements include design of new piping systems and identification of locations that need improvements.

Stormdrain Improvements, Town of Woodside, 2015 – 2016. As Project Manager, Ben Shick worked with the Town to identify and design 7 separate high priority improvement projects throughout the Town. The final design includes installation of cured-in-place pipe (CIPP) within several corroded pipes ranging from 10" to 24" in diameter, rock outlet protection, headwall repair, inlet replacement, and a new 36" HDPE pipe and concrete headwall. The Phase 2 Storm Drain Repair Project included the design of 4 more high priority improvement projects of a similar nature throughout the and access points for the box culvert and detention basin; parallel storm drain improvements (24" to 54").Town. The designs also included traffic control and stormwater pollution protection measures.



Daniel J. Schaaf, P.E. Principal-in-Charge

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS



Daniel J. Schaaf, P.E., has more than 20 years of project experience encompassing the areas of storm drainage, surface water hydrology, flood control and physical and numerical modeling. He has managed several large hydrology/hydraulics, flood control and drainage projects. He is skilled in and storm drain master planning, floodplain mapping, open channel hydraulics, coastal and estuary processes and 1D and 2D modeling. He is currently working on implementing modeling projects that integrate pipe and surface flows using sophisticated 2D modeling software. He has performed several FEMA Flood Insurance Studies and Letters of Map Revisions for clients throughout California. He is proficient in modeling and GIS software: GeoHEC-HMS, GeoHEC-RAS, TRIM3D, RMA-2, RMA-10, MIKE 11, MIKE 21, MIKE-URBAN, MOUSE, EPA SWMM, Cybernet, InfoSWMM, InfoWorks, QUAL2E, EPA-Net, ArcGIS 10.0, Spatial Analyst, 3D Analyst, AutoCAD Map and ArcIMS.

Dan Schaaf has completed more than 20 Stormdrain Master Plans (SDMP) in last 10 years. He also completed the Storm Drain Master Plan for the City of Hermosa Beach.

Education

BSCE, San Jose State University
MSCE (Water Resources Engineering),
San Jose State University

Licenses: Registered Civil Engineer, California C57617

Professional Membership

American Society of Civil Engineers
Floodplain Management Association

Relevant Projects:

Stormwater Master Plan - County of Santa Cruz (2009-2010), Contract Value: \$415,000; Zone 5 Update (2020) Contract Value: \$600,000. As Project Manager, Dan Schaaf led the preparation of a master plan for the County's storm water facilities in Zones 5 and 6. Models of the pipe, channel and culvert systems were developed utilizing Innovyze's InfoSWMM software. Tasks included data collection, agency coordination and development of Capital Improvements Program. This Master Plan also included design and implementation of best management practices (BMPs) and low impact development (LID) design elements, hydromodification management support, creek stability assessments, and review of storm drain design and analysis standards. Training Workshop to educate the County staff in hydrology and use of Innovyze.

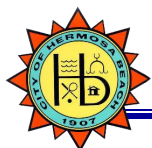
Storm Drain Master Plan – City of Carmel-by-the-Sea (2019-2020), Contract Value: \$174,910. As Project Manager, Dan led the development of the Storm Drain Master Plan. Tasks included data collection, condition assessment, hydrologic analysis, hydraulic modeling using MIKE URBAN, preparation of cost estimate, and development of the storm drain master plan document. The Master Plan will determine infrastructure needs for both capacity and condition related projects. A complex MIKE-URBAN is developed to assess drainage system hydraulic capacity and impacts from future conditions. Capital improvements are costed, prioritized and developed into a schedule. Projects to address nuisance issues and underserved portions of the City are also developed.

Storm Drain Master Plan – City of Cupertino (2017 – 2018), Contract Value: \$117,500. As Project Manager, led the Storm Drain Master Plan of the City's drainage infrastructure. Tasks include updating the GIS mapping with records searches and field verifications. Hydrologic and hydraulic modeling of the City owned

pipe and channel systems to determine existing system deficiencies using DHI's MIKE-Urban software coupled with Santa Clara County methodologies. Capacity projects, along with alternatives, were sized to provide a 10-year level-of-service. Cost estimates, prioritization and a Capital Improvement Program were developed. Highest priority projects were developed to be added into the City's CIP program. Report includes a system wide GIS, models and funding strategies. The \$79 million in improvements recommended by this master plan are based on the capacity of the existing system and the need to correct identified deficiencies.

Storm Drain Master Plan – City of Hermosa Beach (2016 – 2017), Contract Value: \$189,950. As Project Manager, Dan Schaaf led the development of a Storm Drain Master Plan (SDMP). This SDMP provides Hermosa Beach with a comprehensive summary of the existing drainage network and a plan to meet conveyance and water quality goals. Initially the Los Angeles County (County) modified rational method using the HydroCalc Calculator was applied. After analysis, it was determined that this method did not accurately model watershed properties. A modified method was applied to the watershed to address these inaccuracies. This method was used alongside MIKE URBAN by DHI and the US EPA SWMM5 engine storm drain modeling software to evaluate system performance, identify deficiencies and recommend necessary improvements. Improvement projects that are required to alleviate or minimize flooding based on the 10-year performance standards are identified and prioritized in the Capital Improvements Plan (CIP).

Livermore Flood Damage Repairs, City of Livermore, 2017 – 2020, Contract Value: \$800,000. This project involves design of emergency channel repairs for portions of the Arroyo Mocho, Cottonwood Creek, Collier Canyon Creek and Arroyo Las Positas.



Tasks include hydraulic and scour analyses. Repair designs including rock riprap, sediment removal, debris removal, and erosion protection; Pipeline protection; Pavement and gravel path repair, and the clearing of damaged pavement from the channel; and Construction plans, technical specifications, cost estimating, and mitigation planning.

Storm Drain Master Plan, City of Larkspur, 2019, Contract Value: \$80,000. As Project Manager, Dan Schaaf led the development of a comprehensive Storm Drain Master Plan. Tasks included review of available data, additional data collection, hydrologic analysis, hydraulic modeling using MIKE URBAN, preparation of cost estimate, and development of the SDMP document. Much of Larkspur is low lying and subject to tidal and riverine effects; therefore, portions of the City are dependent on pump stations to provide drainage protection. This SDMP determines whether existing infrastructure meets the City's 10-year level-of-service criteria. Tasks also included the assessment and analysis of the performance and operations of the five (5) existing pump stations. A numerical storm drain network model using MIKE-URBAN is developed to assess the potential impacts of storms, tides, sea level rise, watershed improvements, and other physical impacts on the City's drainage system. Alternatives for high priority improvement projects have been developed. Capital projects are sequenced while meeting City's service needs and funding plans.

Storm Drain Master Plan & Sea Level Rise Study - Alameda City (2010), Contract Value: \$246,800. As Project Manager, Dan Schaaf led the preparation of the City's first comprehensive GIS-based storm drain master planning effort. The models developed for this project were subsequently used to analyze the impacts of sea level rise on the system. Tasks included data collection, modeling using DHI's MIKE-URBAN, development of a prioritized Capital Improvements Program. System's performance under both 18-inch and 55-inch SLR scenarios was analyzed and the CIP addressed the improvements needed to combat the SLR.

Mechanical Engineering Services for City of Alameda, 2015-2017 (Contract Value: \$150,000). Projects under this on-call include sewer, storm drain, and lagoon pump station upgrades or replacement and motorized weirs on lagoons. Alameda Point Storm Drain Outfall, Pump and Pump Stations Review and Storm Drain Review. Under Dan Schaaf's supervision Schaaf & Wheeler provided review services of the Alameda Point Site A – Phase 1 Storm Drain Outfall to Seaplane Lagoon. Work included review of the storm drain system, outfall, and CDS unit for conformance with industry standards. The City's hydraulic model was updated with the proposed storm drain improvements and the resulting hydraulic grade line for various scenarios including sea level rise was evaluated. Schaaf & Wheeler also provided review of Bay Fair Hall and Group 3 pumps; Paru stormwater pump station; Alameda Pt. stormwater pump station; Alameda Point storm drain plan; and Eastshore Drive gravity sewer.

Stormwater Master Plan – City of Palo Alto (2014-2015), Contract Value: \$250,000. As Project Manager, Dan Schaaf led the SDMP

update for the City. Tasks included PC-SWMM modeling, hydrology development, field data collection, condition assessment, drainage standards development, pump stations assessment and development of a Capital Improvement Program for eliminating weirs, increasing pipe diameter, pump station upgrades, and storm drain network extensions.

Half Moon Bay Stormwater Master Plan & Kehoe Ditch Hydraulic Analysis – City of Half Moon Bay (2015 - 2016), Contract Value: \$170,000. As Project Manager, Dan Schaaf led the preparation of the SDMP that guides the City in establishing an approach to creating a prioritized Capital Improvement Program to mitigate the impact of stormwater runoff. Tasks involved verifying storm drain locations, diameters, connectivity, and condition; modeling using the MIKE URBAN; preparation of flood maps and identification of areas with capacity deficiencies; and analysis and identification of improvements alternatives and their prioritization.

San Francisco Airport Shoreline Protection Study, Moffatt & Nichol, San Francisco County (2014). Project Manager for the study. Tasks involved analyzing the deficiencies in the Airport's interior drainage systems as well as the San Bruno Creek and Millbrae Channel systems, which drain adjacent to the airport property. Analyses included potential for water entering airport lands from Highway 101.

Carmel River Hydraulics Studies, Carmel Area Wastewater District (2016 – 2018). Project Manager for hydrologic and hydraulic modeling studies of the Lower Carmel River for the District. Studies include FEMA LOMRs, peer review of the CRFREE project, channel scour analysis of bridges and outfall pipes, sea-level-rise analyses, and impacts analysis of levees and floodwalls. Modeling of flood protections of the treatment plant under existing and climate change conditions was performed to assist the District with long-term planning.

FEMA San Francisco Bay Coastal Hazard Peer Review, City of South San Francisco (2014). Principal-in-Charge for peer review of FEMA's San Francisco Bay Coastal Study and potential changes in the mapping of regulatory flood hazards in South San Francisco. San Francisco Bay Area Coastal Study draft maps were reviewed to provide a list of comments and questions for the City to submit using the San Mateo County Flood Risk Review/Comment Tool. This summary report also compares FEMA's study results to other recent coastal analysis undertaken in South San Francisco, San Mateo/Foster City, and San Francisco International Airport and comments on significant differences and the potential reasons for such differences.

Cove Stormwater Pump Station Evaluation – County of Marin (2015-2016), Contract Value: ~ \$165,000. As Project Manager, Dan Schaaf led the Cove Stormwater Pump Station Evaluation. This project helps understand the functioning of the pump station during storm events and consequently make recommendations to increase the system's reliability while potentially adding hydraulic capacity, which is necessary to restore an acceptable level of service.



Robin J. Lee, P.E. Senior Engineer

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Robin J. Lee, P.E. has thirteen years of experience in stormwater management, water quality, hydrology, drainage systems and flood control. Robin has been working with Bay Area cities to comply with the Regional Municipal Permit Section C.3.j. of NPDES regulations to achieve their PCBs and mercury reduction goals. She presented at the San Mateo Countywide Water Pollution Prevention Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program on infiltration systems and how to inspect stormwater treatment measures in the field.

Robin has completed and worked on several Stormwater Master Plans and presented to elected officials on master plans and green infrastructure. Robin has extensive experience in master planning hydraulic systems. She has the natural ability to explain complex engineering concepts to the general public as well as government officials. Robin brings the engineering side to stormwater management to ensure both regulatory requirements and stormwater conveyance are met at the same time to provide water quality benefits.

Robin has also worked on numerous successful floodplain management and control and storm drainage projects throughout the Bay Area. She recently assisted several clients in Napa and Morgan Hill with flood studies for proposed developments. Robin is proficient at HEC-HMS, EPANET, HEC-RAS, SWMM, PCSWMM, GIS, HY-8, and BAHM.

[Robin is currently managing a green infrastructure project for the City of Menlo Park and routinely reviews stormwater management plans to ensure low impact development \(LID\) is designed to meet the permit requirements and engineered to function as a drainage system.](#)

Education:

MS, Civil and Environmental Engineering,
UC Berkeley
BS, Civil and Environmental Engineering,
UC Los Angeles

Licenses: Registered Civil Engineer California C70040
Washington C43587

Affiliations:

American Society of Civil Engineers (ASCE)
Toastmasters International

Relevant Projects

[Green Stormwater Infrastructure Plan, City Pacifica, 2018 – 2019.](#) As Project Manager, Robin Lee assisted to develop the City's Green Infrastructure (GI) Plan. This GI Plan is intended to describe how the City will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. Tasks include the development of prioritization mapping of planned and potential GI project locations by overlaying known information such as upcoming planned developments, capital improvement plans, utility improvements and pedestrian and bicycle improvements. A work plan is developed to meet the timeline in the NPDES Municipal Regional Permit that targets 2020, 2030 and 2040 reductions in pollutant load. Work includes an evaluation of funding options and outreach and education with the public, City staff and elected officials.

[Green Infrastructure Plan, City of South San Francisco, 2017-2019.](#) As Project Manager, Robin Lee developed Green Infrastructure Plans that was adopted by City Council to be submitted with the jurisdiction's annual report in September, 2019. Robin presented the information to Council numerous times and answered questions. She co-presented with C/CAG representatives and a representative from the Regional Water Quality Control Board.

[Oak Grove Ave. Sidewalk and Green Storm Drain Infrastructure Design and Construction Support – City of Menlo Park, 2018 – 2020.](#) As Project Manager, Robin Lee provided complete engineering and project management services for the green storm drain infrastructure design including revised sizing calculations, design development, plans and specifications, bid documents, bidding support, and construction support. This project is currently under construction.

[Green Stormwater Infrastructure Planning - City of Palo Alto, 2017 – 2019.](#) As Project Engineer, Robin Lee assisted with the preparation of City's GSI Plan that describes the gradual integration of GSI features into the urban landscape and stormwater conveyance systems. This plan aims to create a more sustainable system that may carry out one or more of the following functions: 1) reduce and slow runoff by dispersing it to vegetated areas; 2) promote infiltration and evapotranspiration; 3) collect runoff for non-potable uses; 4) and treat runoff using biotreatment and other GSI practices. The Plan will also be used to meet City's long-term commitment to implement GSI to help reduce loads of pollutants of concern (POCs), particularly mercury, PCBs, trash and pesticides.



[Orange Memorial Park Water Capture Project Peer Review, City of South San Francisco \(2020\)](#). As Project Manager, Robin Lee is leading the peer review effort for Orange Memorial Park Water Capture project. The project involves review of 90% plans, specifications, and engineering cost estimate (PS&E) for the Orange Memorial Park Water Capture Project. Peer review comments included maintenance issues, constructability issues, bidding issues and cost estimating. Schaaf & Wheeler ultimately suggested that the City hire a construction management firm prior to bidding the project in order to flush out the costs and any construction issues prior to bidding the project to avoid RFIs and SIs in the field that would increase the cost of the construction.

[City of City of South San Francisco NPDES Trash Feasibility Study, 2016 - 2018](#). As the Project Engineer, Robin Lee conducted a feasibility study which analyzes the City's storm drainage system to provide a road map for the City to meet the 70% and 100% trash reduction goals. The feasibility study resulted in conceptual level drawings for storm drainage system outfalls which drain medium or high generation trash areas. A prioritization of trash capture device locations was developed which will guide the City through to design.

[Trash Capture Device Feasibility Study - City of San Bruno, 2017 – 2018](#). Schaaf & Wheeler prepared the feasibility study to evaluate alternative devices and locations and to develop conceptual level detail which may lead directly into the design phase. As Project Engineer, Robin Lee reviewed the 70%, 80% and 100% capture goals for efficiency to prioritize list of devices. The Feasibility Report located only one potential site for a large-scale device and the City is still working on the legal rights to the location.

[Citywide Flood Control and Storm Drainage Master Plan, City of Mill Valley, 2017 – ongoing](#). As Project Manager, Robin Lee developed a comprehensive Master Plan that deals with flood control provided by the creek network and pipe system that is comprehensive and implementable with streamlined analyses and prioritized improvements. An integrated hydraulic model of the City's storm drainage pipe network was developed using MIKE URBAN. It includes overland (2D) flow systems for both the 10-year and 100-year events. Potential impacts of climate change on future tide levels are evaluated to develop higher boundary conditions for the pipe and creek drainage networks. Schaaf & Wheeler served as the technical lead on a public advisory committee.

[Storm Drain Master Plan, City of Santa Clara, 2014-2015](#). As Project Engineer, Robin Lee assisted the preparation of the SDMP update. System performance was evaluated against selected drainage standards to identify deficient segments, which includes catch basins, pipe, manholes, pumping facilities, and storage basins. This master plan included the study of the amusement park: Great America Parkway.. The two-dimensional flow model, MIKE-FLOOD, was coupled with

the MIKE-URBAN to analyze the performance of the entire City stormdrain system and provide 2-year, 10-year and 100-year floodplain maps. Alternative solutions to resolve deficiencies were formulated along with their capital costs, maintenance costs, and other project implementation criteria to develop a prioritized Capital Improvement Program (CIP).

[Moraga Storm Drain Master Plan, Town of Moraga, 2011-2019](#). As Project Manager, Robin completed the development of the SDMP to guide the Town in planning, financing, engineering, and maintaining its stormwater infrastructure. This Master Plan helps identify problems and deficiencies, manage resources, and provide cost-effective and comprehensive solutions. Tasks included data collection, condition assessment, hydraulic modeling for current and future development, alternatives for capital improvements. In 2019, Robin compiled an Addendum to the Master Plan to revised the project priorities and costs, prioritizing condition related projects as the Town had experienced two sinkholes since the completion of the Master Plan in 2014 caused from failing storm drain pipes.

[San Francisco Airport Shoreline Protection Study, Moffatt & Nichol, San Mateo County, 2013](#). Project Engineer for the study. Tasks involved analyzing the deficiencies in the Airport's interior drainage systems as well as the San Bruno and Millbrae Channel systems, which drain adjacent to the airport property. The potential for interior drainage flooding using the rational method within the airport lands based on a 100-year storm event and the pumps combined capacity was analyzed.

[SFO/San Bruno/Colma Creeks Resiliency Study, Moffatt & Nichol, San Mateo County, 2013](#). Project Manager for modeling of Colma and San Bruno Creeks in more detail and to specifically look at sea level rise boundary condition impacts to flooding. The Creeks were modeled with a wide range of boundary conditions to analyze existing 100-year tide elevation, MHHW, and sea-level rise scenarios.

[Foster City Levee Protection Planning and Improvements Project, City of Foster City, 2014 - 2020](#). Project Engineer for preparation of a comprehensive framework to understand impact on flood risk by the newly released coastal study results for San Francisco Bay and the recent levee crest survey. Project requires designing roughly eight (8) miles of levee improvements which include future sea level rise adaptation measures. Project components include data acquisition, engineering analyses, design, regulatory permitting, construction support, FEMA accreditation and public outreach through the five-year process.

[Third Party C3 Review for SWMP- numerous clients \(ongoing\)](#)

[Third Party Inspections for C3 Installation Compliance - City of Palo Alto \(2015-Ongoing\)](#)

Caitlin J. Gilmore, P.E., QSD/QSP, CPSWQ, LEED AP
Senior Project Manager

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Caitlin J. Gilmore, P.E., QSD, CPSWQ, LEED AP has over 12 years of experience with trash capture, water quality, hydrology and hydraulics, water supply and distribution, stormwater systems, open channel design, bridge scour analysis and pump stations.

Caitlin is accomplished in assessment and design of trash capture infrastructure; SWMP Inspection and Review; NPDES permit compliance, and storm system design. She is currently assisting several Bay Area cities to comply with the Regional Municipal Permit Section C.10 to achieve their trash capture reduction goals. These projects include feasibility and design of trash capture devices. In the last 5 years, Caitlin has conducted more than 100 third party development plan reviews for different Bay Area Agencies and Developers. She is adept at conducting training workshops for BMPs and awareness of Federal, State and Bay Area

Regulatory requirements related to urban developments and water pollution.

Caitlin regularly prepares hydrology and water quality reports for EIRs of new developments. She has been involved in the water supply assessments for several new development and/or expansion projects requiring compliance to California Water Code section 10910 and Senate Bill 610 as part of the project's CEQA process. Caitlin is proficient in MikeUrban, AutoCAD, StormCAD, FlowMaster, BAHM, HEC-RAS, HEC-HMS, HEC-1, and geoRAS.

Caitlin has been at the forefront of the NPDES regulation development and has helped shape the Stormwater Management program for the Counties of San Mateo and Santa Clara.

Education

BSCE, Civil and Environmental Engineering,
California Polytechnic University, San Luis Obispo
MS, Environmental Engineering, University of
Southern California

Licenses

Registered Civil Engineer California C76810

Certifications: QSD/QSP, CPSWQ, LEED AP

Affiliations: FMA, ASCE

Relevant Projects: Trash Capture

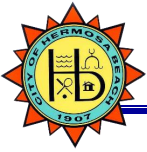
Master Agreement for Large Trash Capture Projects - City of San Jose (2016 – 2019), Contract Value: \$1million. Schaaf & Wheeler was awarded a Master Agreement for the design of large trash capture projects. As project engineer, Caitlin assisted with the design of DSBB or HDS units for 6 locations that meet the RWQCB requirements to remove trash and debris from the City's stormwater collection system before it enters into the waterway. She also coordinated with subconsultants and construction services.

Trash Capture Design at Dore Avenue – City of San Mateo (2017-2018), Contract Value: \$44,797 - Feasibility; \$66,531 - TC Design. As Project Manager Caitlin conducted the Trash Capture Feasibility study to investigate potential projects to install approved full trash capture devices within the existing public storm drain system infrastructure at 7 locations. Designed two large trash capture devices for Poplar Avenue. Plans and specifications were prepared for two parallel Bioclean Debris Separating Baffle Box trash capture devices at the end of Dore Avenue in San Mateo, designed to treat 15% of the City's baseline trash load from a total drainage area of 313 acres. This aids the City's compliance with provision

C.10 of regional NPDES permit. Project is currently under construction.

Trash Capture Feasibility Study and Conceptual Design for Athlone Pump Station – County of San Mateo (2018), Contract Value: \$41,840 - Feasibility; \$99,580 - TC Conceptual Design. As Project Manager Caitlin evaluated the Athlone Terrace pump station and contributing drainage area to provide the County with conceptual design alternatives of system upgrades. 30% design drawings will include; forcemain size and conceptual layout, pump station plan and sections, electrical, pump components, upstream pipe sizes, trash capture size, type and location. An engineer's cost estimate will be developed based on the 30% plans, including design and construction costs.

Green Stormwater Infrastructure Planning - City of Palo Alto, 2017 – 2019. As Project Manager, Caitlin prepared the City's GSI Plan that describes the gradual integration of GSI features into the urban landscape and stormwater conveyance systems. This plan aims to create a more sustainable system while following these functions: 1) reduce and slow runoff by dispersing it to vegetated areas; 2) promote infiltration and evapotranspiration; 3) collect runoff for non-potable uses; 4) and treat runoff using biotreatment and other GSI practices.



The Plan is designed to be used to meet City's long-term commitment to implement GSI to help reduce loads of pollutants of concern (POCs), particularly mercury, PCBs, trash and pesticides.

City of Mountain View Trash Capture Design (2016), Contract Value: \$249,430. As Project Manager Caitlin designed 1 large trash capture devices and 2 floating trash booms. Leading and coordinating the subconsultants to perform geotechnical engineering, potholing and utility location, survey, structural engineering, environmental and permitting for the project. Trash design of the 1 large device (NSBB unit) will meet the full capture requirements of the MRP2.0, treating a drainage area of 941 acres. Responsibility also includes analysis of constructability, cost, and maintenance and construction and bid services. This project is currently under construction.

Trash Capture Design, Small Scale and Large Scale – City of Livermore (2017 – 2018), Contract Value: \$106,780. As Project Manager Caitlin designed the large scale trash capture device for Southfront Road that intercepts flows leaving two 66" diameter storm pipes that feed into two 12' by 8' box culverts. A 45-inch high weir is constructed to facilitate two 30-inch diameter stainless steel pipe extensions. Debris leaving the two 66-inch pipes is intercepted and stored in nets attached to the pipe extensions. Additional 150 feasible CPS device locations are identified to meet the City's trash collection goals.

Trash Capture Feasibility Study and Preliminary Design – City of South San Francisco (2016 – 2017), Contract Value: \$40,005 – Feasibility Study; \$32,616 – Conceptual Design. As Project Manager Caitlin prepared the Trash Capture Feasibility Study report that provides a multi-year plan to reduce trash entering creeks and the San Francisco Bay from the municipal separate stormwater system (MS4), with the goal of trash reduction requirements as outlined Section C.10. Ultimately, South San Francisco elected to install catch basin inlet screens due to capital costs and Caitlin assisted in the identification of the locations and maps for the vendor to install.

City of San Bruno Trash Capture Device Feasibility Study and Design (2017 – 2018), Contract Value: \$315,813. Schaaf & Wheeler is preparing the feasibility study to evaluate alternative devices and locations and to develop conceptual level detail which may lead directly into the design phase. As Project Manager, Caitlin Gilmore reviewed the 70%, 80% and 100% capture goals for efficiency to prioritize list of devices. The Feasibility Report located only one potential site for a large scale device. Caitlin also assisted the City with procuring a catch basin inlet screen vendor to install sufficient amount of catch basin screen to meet the upcoming 80% requirement.

Trash Capture Evaluation, Phase II – Town of Windsor (2019 – 2020), Contract Value: \$18,500. Windsor Storm Water Management Program includes the development of the Town's

Phase 1 MS4 Permit compliance program. As Project Manager Caitlin provided engineering services subsequent to the Storm Water Trash Control Measure Implementation Plan and Approach to Demonstrating Trash Full Capture Equivalency (Implementation Plan) developed by EOA in December 2018 - Phase I. The Town decided to pursue Track 2 which includes both the potential use of Full Trash Capture (FTC) devices as well as using other controls to demonstrate Full Capture System Equivalency (FCSE). A memorandum addressing the use of FTC devices only for Phase IIA was prepared. An additional metric was developed to determine the priority and value associated with each FTC option including the analysis of the life cycle costs of the devices and their maintenance over the design life were compared to the FCSE options.

Trash Capture Feasibility Study – City of Vallejo (2017-2018), Contract Value: \$7,500. As Project Manager Caitlin assisted EOA in reviewing draft locations being considered for large full trash capture systems within the City. Based on the Site maps, information provided and observed during the field visit, a review of large scale device alternatives was compiled including system hydraulics, constructability, system depth, device recommendations and alternative placement.

Design of Trash Capture Device for Coyote Stormwater Pump Station - City of San Mateo (2015-2016); Contract Value: \$299,900. Schaaf and Wheeler is currently designing complete rehabilitation of Coyote Point Stormwater Pump Station. Caitlin analyzed the feasibility of location and type of trash capture devices to meet City's goal of reducing trash as per Provision C.10 for the reduction of municipal trash loads. Work includes the device sizing, system hydraulics and upstream flooding mitigation, managing of CEQA and permitting subconsultants, constructability review and coordination with device manufacturers.

NPDES Trash Capture Feasibility Study- City of Mountain View (2015); Contract Value: \$85,000. Schaaf & Wheeler completed a trash capture feasibility plan to assist the City in complying with Section C.10. As project engineer, Caitlin analyzed the City's existing storm drainage system and trash capture efforts to determine the most feasible alternatives. She also assisted in determination of cost estimates, hydraulic impacts and estimates of trash capture volumes for each of the 12 full capture device alternatives studied.

Cotton Shires& Associates/City of Pacifica Esplanade Trash Capture Device (2013); Contract Value:\$6,500. Worked with the City of Pacifica and trash capture device manufacturer's, Caitlin specified and sized a trash capture device to be included in the Esplanade outfall reconstruction to the Pacific Ocean. The existing outfall was damaged by bluff erosion. Work included outfall profiling and storm drain sizing.



Fidel T. Salamanca, P.E. Senior Engineer

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Fidel T. Salamanca, PE, has more than seven years of experience in planning and design of urban water and stormwater systems, open channels and pump stations. Fidel is proficient at hydraulic modeling for water system planning, pumps, reservoirs, and large watersheds. He has been involved in water quality related projects and has assisted trash capture feasibility studies for several cities. He has significant design experience in water, sanitary and stormwater pump stations, pipelines, and trash capture devices throughout the Bay Area. He has conducted several third-party reviews to ensure NPDES compliance. He is also proficient in ArcGIS, AutoCAD, EPA SWMM5, HY8, MIKE URBAN, MIKE 21, MIKE ZERO, MIKE 11, BAHM, HAMMER, Microstation, HEC-RAS, geo-RAS, HEC-HMS, geo-HMS, and HEC-1, InfoSWMM, and InfoWater.

Education

BSCE, Civil and Environmental Engineering,
California Polytechnic University, San Luis Obispo

Licenses: Registered Civil Engineer California C84851

Affiliations: Society of Civil Engineers,
FMA, ASCE (Young Member Forum)

Relevant Projects

On-Call Engineering Services, Port of Oakland, 2016 – Present, Contract Value: \$113,697. Schaaf & Wheeler prepared rehabilitation/replacement plans for the two lift stations. The two pumps convey flow through a common force main through the airport terminal. Fidel Salamanca is the design engineer. These plans will be used to rehabilitate the pump stations and eliminate failures associated with the existing ejector pumps. The design includes replacing the ejector pumps with rail mounted submersible pumps, integrating the pump controls to the existing SCADA system, installing a new valve vault, and adding check valves on the discharge piping to prevent backflows. Tasks included identification of necessary and desired improvements to each of the pump stations, pump station capacities, available power sources, station limitations, and other constraints or requirements influencing pump station design.

Pump Stations Improvements, City of Oakland, 2014 – 2015, Contract Value: \$411,000. Schaaf & Wheeler designed a new pump station and improvements for 5 other sanitary sewer pump stations. Fidel Salamanca was the project associate. Designs included upsizing pumps to meet sanitary sewer flow requirements, rehabilitating pump stations based on existing conditions and applicable code requirements, including O&M staff input during the design process, and adhering to permit requirements from following agencies: East Bay Regional Parks, Port of Oakland, Bay Area Rapid Transit System, and the Oakland International Airport.

Design for Relocation of Industrial Sewage Pump Station No. 1, South San Francisco, 2017 – 2018, Contract Value: \$431,902. This pump station receives sewage from the Oyster Point commercial area and discharges sewage through a force main to a gravity sanitary sewer manhole. Schaaf & Wheeler developed a Basis of Design report including alternative pump station configurations (e.g. wet well / dry pit; variable speed and constant speed). Fidel assisted the preparation of 90% level

drawing and the detailed structural design. The pump station design includes the force main design up to the discharge manhole, the valve vault configuration, and an on-site standby backup generator.

Pump Station Q Force Main Reverse Flow Project, East Bay Municipal Utility District, 2015 – 2017, Contract Value: \$1,100,000. Schaaf & Wheeler designed a 36" gravity sewer interceptor and relief structure that utilized an existing 36-inch force main via gravity to provide additional conveyance to the District's North Interceptor. Fidel Salamanca was the project design engineer. The project extended the 36-inch gravity portion past an existing bottleneck in the District's north interceptor to effectively double the North Interceptor capacity. The 36-inch line utilizes valves which allow it to operate as a gravity system when draining to the south and can still be switched back to a pressurized system to be utilized as a force main during extreme precipitation conditions to pump north.

Water Main Design (Design Build) with ConQuest, Contra Costa Water District (2018-2019), Contract Value: \$234,040. As Project Manager, Fidel provided engineering design and construction support services for phase 1 of the project. It includes five projects (5) with varying replacement lengths, multiple agency involvement, and permitting at each site. The water main sizes vary in diameter from 4 to 8 inches. Of the 5 projects, 2 have been constructed, two are under construction, and one is being finalized in design.

Water System Master Plan and Design, Sandia National Lab (2018), Contract Value: \$149,925. Schaaf & Wheeler assisted SNL conduct a study of the potable and underground fire water system to improve the reliability and redundancy of the infrastructure. As Project Engineer, Fidel assisted in developing a hydraulic model and determine the system's performance. The model is utilized to determine necessary improvements to meet use demands and fire flow requirements and thereby develop Water System Master Plan. Additionally, Schaaf & Wheeler



assisted SNL with the preparation of 30% design drawings for seven (7) water main replacement projects. Fidel reviewed pipe alignments to identify locations for additional fire hydrants, isolation valves, water meters, potential utility conflicts, and California Plumbing Code compliance.

Utility Impact Study Confirmation for Gateway Master Plan, Mountain View, Raimi and Associates (2019), Contract Value: \$90,000. This project includes the utility planning and modeling for the Master plan for North Bayshore Gateway area (Shoreline). Utility studies include water, sewer, recycled water and stormdrain. As Project Engineer, Fidel build a model for all the four utilities to provide technical engineering support to the CEQA consultant for the City of Mountain View's CEQA documentation process. Project tasks entail confirmation of previous technical studies include the proposed development in Project Area; identification of available capacity and determination of needed revisions to previous study findings;

and determine impacts of the development on planned capital improvement projects to assist City staff in planning future infrastructure improvement implementation.

Mountain View On-Call Water and Wastewater Modeling Support, City of Mountain View (2013 – Present), Contract Value: ~\$100,000. Fidel is assisting computer model analyses for the sewer and water systems associated with the City's 2030 General Plan Update to determine needed infrastructure improvements, and to help update the City's Capital Improvement Program for anticipated commercial and residential growth, including long-term planning for eliminating the City's main pump station. Hydraulic models used are Innovyze InfoWATER / InfoSWMM in coordination with rapid redevelopment growth.



RFQ No. 20-02:

**ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER/STORM DRAIN)
CITY OF HERMOSA BEACH**

September 21, 2020



Submitted By:

TAIT & Associates, Inc.
701 Parkcenter Drive
Santa Ana, CA
714-560-8200
www.tait.com



Submitted To:

City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach CA, 90254

COVER LETTER

September 21, 2020

City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach CA, 90254

RE: Request for Qualifications (RFQ) #20-02, On-Call Engineering Design Services for Utilities (Sewer/Storm Drain)

Dear Mr. Nguyen,

TAIT & Associates, Inc. (TAIT) is pleased to submit the enclosed Statement of Qualifications (SOQ) in response to the City of Hermosa Beach's (City) RFQ for On-Call Engineering Design Services for Utilities (Sewer/Storm Drain).

TAIT at a Glance. At TAIT, we have provided innovative engineering solutions to our clients for more than 56 years, with local headquarters right here in Santa Ana, CA. We understand that public projects have their own specific issues, and with 200 associates, we have the right blend of professional engineers, architects, surveyors, environmental assessors, and construction personnel with the experience necessary to address critical and big picture concerns. Since TAIT was founded in 1964 in Orange County, we have built mature relationships with state and local agencies throughout Southern California, and consistently create successful partnerships with the agencies for which we work.

Expertise and Experience. TAIT's experienced personnel have expertise in the many facets of civil engineering, planning, and design services including: drainage, water quality, surveying, mapping, water, and waste water, utilities site development, roadway design, and Phase I and II environmental assessments. We have extensive relevant design experience, including recent projects such as the City of Santa Ana Civic Center and Bristol BMP Design, City of Diamond Bar's Drainage Improvement Project Phase 1 & 2, Port of Long Beach's Pier G Avenue North Sewer Line Improvement Project, and City of Newport Beach's Newport Heights Sewer and Alley Replacement Project, to name a few.

We are a selected consultant to provide On-Call Civil Engineering Services to the County of Orange—OC Public Works, OC Facilities, OC Parks, and the Orange County Sheriff Department—The Orange County Sanitation District, Cities of Newport Beach, Lake Forest, Irvine, Lake Elsinore, and Mission Viejo, as well as providing On-call Plan Check Services to OCPW, among other agencies. Recently, TAIT has been selected by the City of Santa Ana Public Works Division and Water Division to provide On-Call Civil Engineering Services to the City.

Project Team. TAIT has carefully analyzed and hand selected our proposed team for this on-call contract in order to provide the best services to the City. The leadership includes **Jacob Vandervis, PE, QSD/P** who is the Chief Operations Officer, will be the Principal-in-Charge/Quality Assurance and Quality Control Manager. He is also a certified QSD/P and is the best candidate to review the design documents for the City to ensure they are to the standards required and free of error prior to submittal to the City. **David Sloan, PE**, Vice President and Director of Engineering for TAIT will serve as Lead Project Manager for the City's projects. David's career has been rooted exclusively in the public sector. His background and experience with local federally funded public works projects will be invaluable to the City.

Bart Mink, PE, will serve as the Project Manager for Sewer Design with 22 years of experience. And **Daniela Malott, PE, QSD/P** will act as TAIT's Project Manager for Storm Drain Design for this contract. Daniela has spent her career focusing on a diversity of Stormwater Drainage and Water Quality design projects. Her extensive experience both in the public and private sector ranges from planning and design of large regional water quality and flood control basins, to development of Master Plans of Drainage and Water Quality Management Plans.

In addition to the noted Key Staff, TAIT boasts a wide array of 200 associates including Engineers, Architects, Surveyors, Storm Water Practitioners, Geologists, Contractor's, and quality design engineers. The City can be assured that the necessary support and availability of staff will be provided on each contract that is assigned to us. For our as-needed sub-consultants, we've teamed with tried and true partners who have worked with TAIT on numerous projects, including **P2S for pump station design, Chambers Environmental, and SoCal Geotechnical**.

Scope of Work. It is understood that this engineering proposal is for an on-call contract that includes potential design services for complex, regional sewer design projects, storm drain/stormwater capture and treatment projects, and other stormwater-related tasks as outlined in the Scope of Services, which includes hydrology and hydraulic computer modeling, stormwater analysis, preparation and review of Water Quality Management Plans (WQMP), technical feasibility and project impact analyses, construction documents (PS&E) and coordination for a variety of Stormwater Projects.

TAIT's noted diverse staffing and background in multifaceted projects are ideally suited for the City's wide range of anticipated needs and projects. Upon issuance of an RFP, TAIT will actively review the project requirements and will provide a project specific proposal for the City's consideration.

Commitment to Service. We aim to act as an extension of the City's staff and place an emphasis on Customer Service which has been and will remain one of TAIT's Corporate Goals **"To Completely Satisfy our Customers"**.

Jacob Vandervis is the authorized main point of contact for TAIT's services and can be reached in our Santa Ana office at phone number 714-560-8200 ext. 677, email jacoby@tait.com, and address 701 Park Center Drive, Santa Ana, CA, where the contract will be managed. We thank you for this opportunity to submit our qualifications and look forward to further discussing with you our capabilities and commitment to working with the City of Hermosa Beach.

Very truly yours,

TAIT & ASSOCIATES, INC.



Jacob Vandervis, P.E.

Chief Operations Officer and Vice President

TAIT's legal name is Tait & Associates, Inc., and we are a California Corporation (C0495510) headquartered at 701 Parkcenter Drive in the city of Santa Ana, CA.



FIRM PROFILE

TAIT is a Southern California based, family owned engineering firm founded by Dr. Kenneth E. Tait, P.E., established in 1964, and **incorporated in the State of California**. TAIT began as a design consulting engineering and land surveying firm dedicated to providing a range of quality services to our clients.

In the past **56 years**, TAIT has grown to have 9 offices throughout the Western United States, namely our headquarter office in Santa Ana and regional offices in San Diego, San Luis Obispo, Sacramento, Norco, Boise, Denver, Atlanta, and Dallas. We have approximately 200 associates who work together as a team to provide quality design services throughout the Western United States.



Our Corporate Headquarters—Santa Ana, CA

Each project presents new challenges, and we use them as an opportunity to learn something new and apply that knowledge to future projects. Whether it is a new technical approach, a better management system, or simply improving our communication with clients, the end result is always improved service while strengthening our existing relationships with our clients. Our goal is to determine our client's needs while acting as an extension of their staff. Our prime objective is to provide the highest quality professional and technical services in a responsive, cost effective, timely, and personalized manner.

Firm Capabilities

TAIT's multi-disciplined firm offers a full array of consulting services to public agencies and private development clients. More specifically, we offer project management, civil engineering, surveying, planning, entitlement, right of way engineering, and environmental investigation and remediation services. Within the Engineering Group, our in-house design and management services include:

- ✓ *Storm Drain Design*
- ✓ *Sewer Design*
- ✓ *Hydrologic Calculations & Analysis*
- ✓ *Preparation of Plan, Specifications and Estimates (PS&E)*
- ✓ *Public Storm Drain Rehabilitation, and New Construction*
- ✓ *Water Quality Design & Review (LID Plan, SWPPP, etc.)*
- ✓ *Coordination with other Agencies*
- ✓ *Structural Design & Architectural Services*
- ✓ *Public Improvements and Development Plan Checking*
- ✓ *Design Survey and Mapping Services*
- ✓ *Construction Management, Inspection & Surveying Services*

A key component of TAIT's strength is based upon our ability to focus on solutions that are not only cost-effective, but are also constructible. We have specific expertise in public infrastructure development, water quality management plans, best management practices design, storm drain design, and environmental management. We also understand the tight time and money constraints under which our clients frequently operate, and strive to provide unique solutions that allow our client's projects to be completed on time and within budget.



Recent Relevant Experience

Some of the most recent projects that we are under contract for or have recently completed are:

- ✓ *Bristol St & Civic Center Dr. WQ Improvements, City of Santa Ana* (Water Quality)
- ✓ *Citywide Comprehensive Drainage Studies, City of Diamond Bar* (H&H & Storm Drain)
- ✓ *Drainage Improvement Project Phase 1 & 2, City of Diamond Bar* (H&H & Storm Drain)
- ✓ *Development Plans Drainage Analysis & Design, City of Diamond Bar* (H&H & Storm Drain)
- ✓ *Pier F-G Sewer Line Improvement, Port of Long Beach* (Sewer & Roadway)
- ✓ *Newport Heights Alley & Sewer Replacement, City of Newport Beach* (Sewer & Alley)
- ✓ *Irvine Campus Drive Pavement Rehabilitation, City of Irvine* (Roadway Rehab & Reconst.)
- ✓ *Quadrant III Water Line Replacement, City of Chino* (Water Distribution)
- ✓ *Street Overlay, Alley Reconst. & Cerritos Widening, City of Stanton* (Roadway Rehab & Reconst.)
- ✓ *Portola Parkway Resurfacing Project, City of Lake Forest* (Roadway Resurfacing)
- ✓ *FY13/14 Major Street Rehabilitation, City of Pomona* (Arterial Rehabilitation)
- ✓ *SR 395 Regional Storm Drain Improvements, City of Victorville* (H&H & Storm Drain)
- ✓ *Reagan & Peterson Park Parking Lot Rehabilitation, City of Diamond Bar* (Parks & Recreation)
- ✓ *Library of the Canyons, OC Public Library* (Site Design/Facilities)
- ✓ *OC Sheriff Headquarters Security Upgrades, OC Sheriff Department* (Site Design/Facilities)
- ✓ *OCACF Facility Design, Survey, & Construction Staking, OC Animal Care* (Site Design/Facilities)
- ✓ *Water Main Replacement Design Build Projects, Glendale Water & Power* (Water Distribution)
- ✓ *Water Main Replacement Design Build Projects, Golden State Water District* (Water Distribution)
- ✓ *Harbor Boulevard Street Reconfiguration, City of Garden Grove* (Roadway Utilities)
- ✓ *A Town Street Widening & Sewer Improvements, City of Anaheim* (Sewer & Roadway)
- ✓ *Tustin Metrolink Facility Redevelopment, OCTA* (Transportation Facility)
- ✓ *On-Call Plan Checking Services, Orange County Public Works* (Plan Checking)
- ✓ *Irvine USD Site Topography and Campus Expansion, City of Irvine* (Design & Survey)
- ✓ *Irvine City Hall UST Replacement, City of Irvine* (Site Design, Survey & Environmental)

Company Location & Other Facts

As mentioned in our cover letter, Jacob Vandervis is the authorized main **point of contact** for TAIT & Associate's services and can be reached in our Santa Ana office at phone number 714-560-8200 ext. 677, fax number 714-560-8233, email jacobv@tait.com, and address **701 Park Center Drive, Santa Ana, CA, where the contract will be managed**. TAIT's **Federal Employer I.D. Number** is 95-2395818, and we have never had any failures or refusals to complete a contract.



Sub-Consultant Profiles

P2S – PUMP STATIONS



P2S Engineering has brought forward-thinking, sustainable engineering solutions to California and beyond over 29 years. We take client dreams and make them reality with inventive, sustainable solutions fueled by the desire to make the future a better place. We believe innovative, responsible design is more than cost savings and efficiency, it's the promise of a brighter, greener future that begins today.

One-Stop Resource



ENG Services

- Building systems design
- Central utility plants
- Utility master plans
- Infrastructure design
- Feasibility studies
- Energy audits

Our Staff by the Numbers

283 TOTAL EMPLOYEES

91 Professional Engineers	62 Electrical Staff	7 CM Staff
124 Mechanical Staff	16 Technology Staff	16 Cx Agents
20 Plumbing Staff	59 LEED Accredited	

Project Design

104 LEED® PROJECTS **6** LEED® PLATINUM **6** NET-ZERO ENERGY

Federal Employer ID Firm Information

33-0453611 Legal Name: P2S Inc. S-Corporation, Incorporated in CA 3/7/1991

Our Locations

Long Beach (HQ) // Irvine // Los Angeles // San Diego // San Jose // Seattle

**CHAMBERS GROUP – ENVIRONMENTAL**

Primary Point of Contact	Lisa Louie 5 Hutton Centre Drive, Suite 750, Santa Ana, CA 92707 Phone: 949-261-5414 Fax: 866-261-3100 llouie@chambersgroupinc.com
Firm Organization/Ownership	Chambers Group, Inc. Chambers Group is an S-Corporation and owned by Chambers Group, Inc. Employee Stock Ownership Trust
Federal Employer ID Number	33-0283470
Number of Years in Business	Chambers Group has provided environmental consulting services for 41 years Incorporated in the State of California, May 25, 1979

Celebrating 40 years of providing environmental consulting services, Chambers Group's corporate headquarters is in Santa Ana with regional offices in Glendale, San Diego, and Riverside, California. Chambers Group, a SBE is an Employee-Owned S-Corporation, incorporated May 25, 1979. Chambers Group has 56 active employees across a range of technical fields and supporting roles. Services include:

- CEQA and NEPA compliance
- Biological surveys and agency consultations
- Biological, Cultural, and Marine and Aquatic resources
- Construction mitigation monitoring
- Habitat restoration and revegetation
- Geographic Information Systems (GIS)
- Environmental planning and permitting

Chambers Group is known for providing technically proficient experts who are exceptionally responsive and communicative with our clients. Chambers Group has built this reputation on decades of experience preparing appropriate CEQA and NEPA documents for complex projects; preparing required resource agency permit applications, preparing mitigation plans; and monitoring construction activities for compliance.

Conducting environmental analyses and documentation for development projects, including complex and sensitive projects, is Chambers Group's specialty. They have built this reputation on decades of experience preparing appropriate CEQA and NEPA documents and technical studies. Chambers Group's staff has ongoing relationships with many State and local agencies, and the firm's 40-year presence in California has provided an understanding of evolving environmental legislation and meeting the stringent requirements of federal, State, and local regulatory agencies. Their team of technical experts will provide scientific objectivity, environmental expertise, defensible environmental analysis, and technical documentation to support our clients in meeting target strategic and long-range planning and community development goals.



SoCALGEO – GEOTECHNICAL



- Official name and address.
Southern California Geotechnical, Inc. 22885 E. Savi Ranch Parkway, Suite E Yorba Linda, CA 92887
- Name, address, email, and telephone number of the consultant's primary point of contact.
Gregory K. Mitchell, GE 2364, 22885 E. Savi Ranch Parkway, Suite E Yorba Linda, CA 92887, gkmitchell@socalgeo.com
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
Corporation
- Federal Employer I.D. Number.
33-0794704
- Number of years consultant has been in business under the present business name and has been providing geotechnical services.
21 years.

Southern California Geotechnical, Inc. (SCG) is a consulting engineering firm providing geotechnical consulting services. SCG is a California corporation founded, owned, and operation by the principal engineers, the same engineers who perform or supervise all of our consulting services.

The company has been structured from the beginning as a streamlined organization with hands-on involvement by the principals of the company. The commitment of the founders is to provide responsive, cost-effective, and technically reliable service to our clients while fostering a stimulating professional environment for our employees. We understand the compressed timelines that most projects follow. Therefore, our focus is in providing the service that will allow your project to proceed in a timely, economical fashion.

The personal involvement of the owners means there are no extra layers of management to increase overhead or to cause unnecessary delays. Clients deal directly with the principals; thereby obtaining personalized service. Active participation by the principals also assures that our clients receive accurate, consistent recommendations from the most qualified experts in the firm.

SCG was established to provide consulting engineering services to clients in the commercial, residential, industrial, retail, and governmental fields. We are committed to offering the most responsive service available at competitive rates. The principals have always sought to earn an excellent reputation in the industry by maintaining the highest level of professional and ethical standards. Every member of the SCG team is dedicated to earning the trust and confidence of our clients by demonstrating our ability and integrity on each and every project we accept.



PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK

Statement of Project Understanding

Public Works engineering contracts require **careful planning**, **effective communication**, and **precise execution** in order to avoid costly contract change orders or delays during the construction phase. In an effort to ensure consistent and excellent services, TAIT employs our proven 5 step project management protocol (**UNDERSTAND**→**ASSIGN**→**PLAN**→**EXECUTE**→**QA/QC**) on each assigned contract.

STEP 1 → UNDERSTAND:

Understanding the City's Needs

To best understand the projects specifics needs, we first focus on what the City's overall needs are for this contract and future contracts that will be required as part of the On-Call Contract. Based on our review of the City's RFQ, the following is our understanding of the City needs on this and future projects as compared to TAITs capabilities:

<u>City of Hermosa Beach Needs:</u>		<u>The TAIT Team Has:</u>
...a Consultant to design complex, regional sewer pipelines, and stormwater capture and treatment projects and perform other storm drain-related tasks.	➡	...Over 56 years of extensive local public works design experience, understands the complexity of Regional Sewer and Basin Design, extensive work experience on sewer and storm water quality treatment, and understands the MS4 Permit requirements.
... It's assumed the City intends to seek local, State, and Federal grant moneys to fund regional sewer and storm drain projects and the selected firm shall comply with the funding agency's requirements.	➡	...has previously worked with other Cities to secure local, State and Federal Grant money for their projects. Our project team will stay up to date and inform the City of upcoming grant opportunities as part of the on-call efforts. Additionally, Chambers group as part of the team will support and assist with environmental permitting processes.
...All proposals, plans, drawings, specifications, estimates, grant applications, modeling, studies, presentations, and/or reports will be subject to the final approval and satisfaction of the City.	➡	...as our main goal to provide our clients with " complete satisfaction ". With this approach in mind we strive to provide the best services and always ensure our quality of work meets our client's needs.
...a consultant to prepare detailed and accurate sewer and storm drain PS&E.	➡	...successfully completed multiple recent local and federally funded street PS&E design contracts
...a consultant who can maintain the proposed project schedule.	➡	... the staffing necessary to allocated the required resources to meet and exceed the City's scheduling needs
...a cost effective and high quality design.	➡	...placed and emphasis on design and construction costs throughout the project life and is included in TAIT's QA/QC Program in order to ensure maximum value is retained by the City.

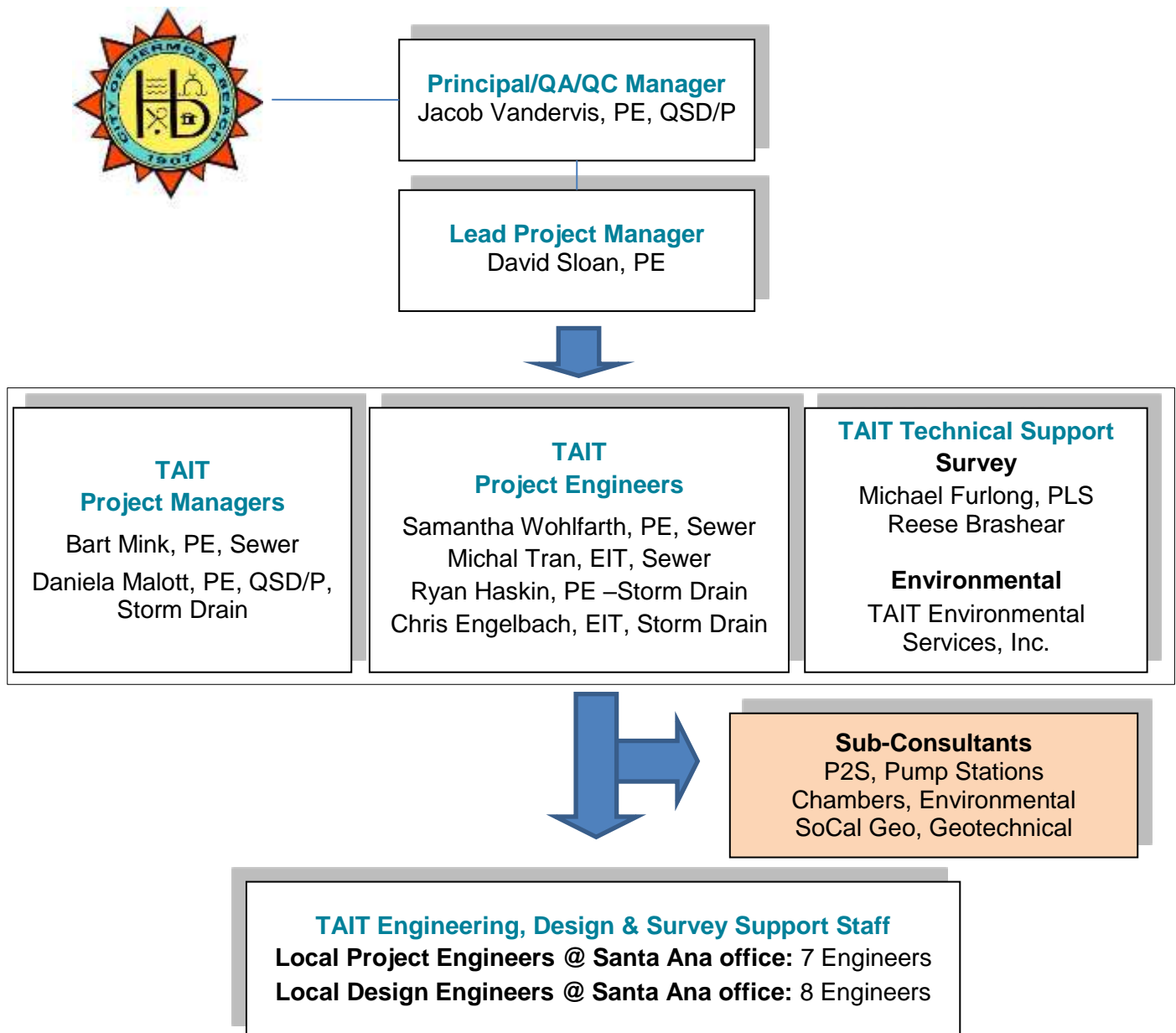


Organizational Chart

STEP 2 → ASSIGN:

TAIT will carefully reviewed the staffing needs and staff assignments for each project under this on-call. Of notable importance in our approach is to assign a project-specific Project Manager who will best meet the City's needs for the particular project assignment, and a Project Engineer who will assist and support from project inception to completion.

The chart below summarizes our key personnel and their expertise and positions for this contract.





Approach to Work Program (Required and Optional Tasks)

STEP 3 → PLAN (SCOPE OF WORK):

We will prepare and submit a clear and concise scope of work, project schedule, and fee proposal that includes all necessary tasks to successfully complete contracts under this on-call. Key considerations in the planning phase will include the funding source (local/state/federal) and associated permitting/documentation requirements, stakeholder requirements/needs, level of design detail desired by the City (plan/plan & profile), storm water quality requirements, coordination and meeting needs, and the overall scheduling needs. Upon selection of the design team for the contract, TAIT initiates the preparation of the detailed project scope of work tailored to the needs of the specific project requirements. (See Scope of Services section for additional details).

STEP 4 → EXECUTE:

Upon issuance of the Notice to Proceed, TAIT will actively and effectively execute the scope of work for each assign contract. Our assigned project manager will stay in constant contact with the City and will remain available and responsive to the City's needs through the life of this on-call contract. At the heart of each relationship and team member, is effective communication of the roles & responsibilities, quality requirements and scheduling needs.

As part of TAIT's approach to executing a project under this on-call contract, the selected Project Manager will work on developing a Project Management Plan (PMP) specific to the project. This PMP will layout:

- ✓ Project tasks.
- ✓ Assign team members to the task.
- ✓ Develop a schedule.
- ✓ List deliverables for each task.
- ✓ List budget for each task.

The team assigned to the project will diligently follow the PMP to ensure that deadlines and budgets are met, along with performing the best quality of work. The Project Manager will continuously monitoring the progress of each task and the status of the budget to ensure that each task is accomplished in a timely manner and within the budget.

Lastly, a key component for a successful project is communication. TAIT will maintain communication with the City, each internal team members and sub-consultants as applicable to the project, to ensure coordination efforts and completion of task is accomplish in a smooth and timely manner.

STEP 5 → QUALITY ASSURANCE/QUALITY CONTROL PROGRAM:

An important feature of our design process is our Quality Assurance/Quality Control (QA/QC) Program. TAIT has established **clearly defined quality control and quality assurance protocols** set in place in the office. As part of our scope of services and fee proposal, we have set aside time to ensure that quality control is incorporated in to the contract.

We discuss our QA/QC Program more in the Project Management Plan section of this SOQ.



Roles and Responsibilities for City Staff and Additional Services

The proposed TAIT project team is capable of handling the full scope of services requested in the RFQ and no exceptions are taken. With the decades of local, relevant project experience, we are confident in our selected team's ability to service the City on this contract. Key sub-consultants for relevant areas of work (MEP/Geotechnical/Environmental) have been listed and highlighted in the SOQ with relevant firm bios and key team member resumes. It is understood that based on the final scope of work on each project, additional sub-consultants may be required. Such sub-consultant work will be identified in the project understanding and assignment stages of our project management protocol listed above. Only key sub-consultants have been listed in this SOQ, however, TAIT has long standing working relationships with the following sub-consultants who will be requested for proposals on relevant projects. **Additional sub-consultant work that may be required on a contract include:**

- **CDPC:** Landscape Architect (for plant/site work or roadway work impacting medians)
- **TJW:** Traffic Engineer (if City requests traffic control plans or signal improvements are impacted)
- **BTL:** GPR Investigation/Utility Potholing/CCTV Inspections (if data is not provided by the City)

Resources and assistance that is expected from the City on the assigned contracts are:

- City to provide available public roadway, utility, and right of way records
- City to provide sewer/storm drain master plans and supporting modeling data
- City to provide title report for site work (unless requested in the scope from consultant)

Prior to submittal of each proposal, TAIT will coordinate with City staff on any additional items to ensure roles and responsibilities on each job are made clear at the start of the project.

PROJECT MANAGEMENT PLAN

Scheduling

The Project Manager is responsible for efficiently directing the team and completing projects within the established budget and schedule. To accomplish this, the Project Manager must authorize and approve all time cards, work reports, change orders and expense sheets with the current modules of BST (most accepted applicable accounting system). The TAIT team is 100 percent committed to our clients for the duration of each project it undertakes.

Communications Approach

TAIT has built a reputation of successfully managing projects from concept to completion, with both **big company expertise and small company culture** dedicated to customer service. We know when to look for feedback from our clients and other approving agencies, especially when budget constraints restrict a project's direction. When multiple solutions or options are available, a request for input/feedback along with our recommended alternative is presented to our clients ensure that our client's sometimes limited resources and time is efficiently utilized.



Quality Assurance/Quality Control Program:

As noted previously, an important feature of our design process is our Quality Assurance/Quality Control (QA/QC) Program. TAIT has established **clearly defined quality control and quality assurance protocols** set in place in the office. As part of our scope of services and fee proposal, we have set aside time to ensure that quality control is incorporated in to the contract.

TAIT assigns a QA/QC Manager to each project to ensure reviews occur prior to making submittals to the reviewing agency and the City is provided a quality design. Mr. Jacob Vandervis, P.E. has been assigned to oversee TAIT's QA/QC Program for this on-call contract. TAIT's QA/QC Program focuses on the following four primary objectives:

- To ensure that a quality design has been provided by following our in-house design checklists
- To verify that different design disciplines have been coordinated
- To verify that the proposed improvements are constructible, and
- To verify that a cost effective analysis approach was followed in achieving the client's specific project goals and objectives.

TAIT utilizes a Total Quality Management approach. - TAIT's philosophy is that quality control begins at day one and does not end until the project is completed.

Quality Control is the responsibility of each and every team member. - It includes the selection of project team members who have demonstrated the ability to understand and apply the project objectives to achieve a specific goal. It requires continuous communications between all parties, and it includes self-checks during design and development of the project.

TAIT has developed internal design checklists. - Design checklists are used by our design team members as a component of our firm's design process and not solely part of the QC process.

Timely Quality Control Reviews are provided. - Before plans are submitted to outside parties, TAIT's QA/QC Manager or his designated QC team member conducts a thorough review to verify the quality, constructability and completeness of the submittal.

A typical TAIT QA/QC Program includes the following steps:

- **Project Manager (PM) Transmits Design Documents/Reports to the QA/QC Manager** - PM initiates the QC process as agreed upon project milestones.
- **QA/QC Manager conducts initial review** - The QA/QC Manager reviews the submittal with the PM to obtain project information and conducts a limited review on the submittal's completeness.
- **Review of the Submittal** – The submittal is reviewed using TAIT's internal checklists. Necessary corrections are identified on the submittal which is returned to the PM.
- **PM to Addresses QC Comments** - The QA/QC Manager and PM review the QC comments to set a course of action. Any proposed Value Engineering (VE) measures are reviewed to determine the appropriate next step (i.e.: implement the VE measure, review the VE measure with the City, or conduct additional analysis to determine the feasibility and potential cost savings). The reviewed submittal is then returned to the design team, who carefully makes corrections on plans, calculations and reports as needed.

PM finalizes Design Documents/Reports for Submittal to the Agency - The PM meets with the design team to monitor progress and verify incorporation of the QC comments into the design documents. Deviations from the QC comment are reviewed for acceptance.



EXPERIENCE AND QUALIFICATIONS

Summary of Relevant Projects

ON-CALL ENGINEERING CONTRACTS

Ex: Orange County Public Works—On-Call Land Planning and Engineering Services County of Orange, CA

Since 2011, TAIT & Associates, Inc. (TAIT) was retained by the County of Orange to provide On-call Land Planning and Engineering Services. TAIT also assists OCPW - OC Planned Communities in the review of development applications for new planned communities in South County, and in the evaluation of County owned properties for redevelopment opportunities.

Other On-Call Engineering Contracts

- On-Call Engineering, City of Santa Ana Public Works & Water
- On-Call Engineering, City, County, & Port of San Diego
- On-Call Engineering, City of Newport Beach
- On-Call Engineering, City of Lake Forest
- On-Call Engineering, City of Irvine
- On-Call Engineering, Port of Long Beach
- On-Call Engineering, Orange County Sanitation District
- On-Call Surveying, SOCCCD
- On-Call Engineering, City of Lake Elsinore
- On-Call Engineering, City of Mission Viejo

Storm Drain Projects

BRISTOL STREET AND CIVIC CENTER DRIVE WATER QUALITY IMPROVEMENTS - SANTA ANA, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Report**
- **BMP Design**

TAIT was selected by the City of Santa Ana as part of the Design On-Call Contract to provide civil engineering design services associated with water quality improvements on the Bristol Street and Civic Center Drive Improvement Project. TAIT was contacted by the city after the noted projects were designed and constructed (Bristol Street) or under construction (Civic Center Drive) for the roadway improvements for which water quality improvements were required to be retrofitted in to. TAIT worked closely with the City of Santa Ana on this project which required quick turnaround in order to review field conditions, design water quality systems that capture and treat equivalent volumes for the tributary area, and provided individual WQMP and BMP Plan improvement documents that allow bidding and construction of the required improvements. Of critical importance on this project was the review of existing utilities and potential conflicts with the required treatment units. Further, value engineering of the system to maximize the City's budget was critical on this job. Construction is anticipated in the summer of 2020.

Reference Contact:

Craig Foster, PE
20 Civic Center Plaza,
Santa Ana, CA 92701
(714) 647-5659
cfoster@santa-ana.org

Client:

City of Santa Ana

Construction Cost:

\$300 K

Project Dates

Design: 2020

Construction: 2020

Key Staff

PIC/QA/QC: Jacob Vandervis

PM: David Sloan

PE: Daniela Malott



WQMP/BMP DESIGN FOR THE EL TORO 20 ACRE RV STORAGE LEASE – IRVINE, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Report and Design**
- **Hydraulic Analysis**
- **BMP Design**
- **Hydrology Study**

The County of Orange land lease project for the creation of a 20 acre RV storage site included a Water Quality Management Plan (WQMP) for the design of two Dry Extended Detention Basins to fulfill stormwater treatment requirements. The design utilized Water Quality Best Management Practices (BMP) and included cost estimates, coordination with the client, development of construction plans for the BMP's installation, and the design and approval of a connection to an existing Orange County Flood Control facility. Several alternatives and solutions for the type and configurations of BMP were analyzed and preliminary design was completed to determine the most optimal solution for the County. A hydraulic study was performed and included models for each basin during a 2-, 25-, and 100 -ear storm event. Final construction plans included BMP installation details, custom riser outlet details for each basin, and site specific construction specifications for BMP site elements.

Reference Contact:

Tim Nguyen, OCPW Project Management

Client:

Orange County Public Works

Construction Cost:

\$2.5 M

Project Dates:

Design: 2019-2020

Construction: 2020

Key Staff

PIC/QA/QC: Jacob Vandervis

PM: David Sloan

PE: Ryan Haskin

DRAINAGE IMPROVEMENT PROJECT PHASE 1 & 2 – DIAMOND BAR, CA

RELEVANT PROJECT ELEMENTS

- **Storm Drain Design**
- **Hydraulics Study**
- **BMP Design**

TAIT was hired by the City of Diamond Bar to provide design engineering and construction management services for Phase 1 & Phase 2 of the City's Drainage Improvement Project. This project included three separate areas: Brea Canyon Road – Parkway Drain System & Perforated Drain, Hipass Drive – Sub drain System, Low Flow Storm Drain & cross-gutters, Golden Springs – Sub drain System & Low Flow Storm Drain.

This project included extensive coordination with the City and the design team in order to recommend and implement final design scenarios for each location. Appropriate water quality treatment systems were implemented in all systems that have direct storm drain connection (modular wetland system), and the sub drain system and crossing were analyzed to avoid conflicts. During the construction phase, TAIT managed the contractor in order to review the field operations, respond to design related inquiries, updated designs based on final field needs, and successfully completed the construction project. The construction of this project was completed in 2018 within budget.

Reference Contact:

John Beshay
21810 Copley Drive
Diamond Bar, CA 91765
(909) 839-7043

JBeshay@DiamondBarCA.Gov

Client:

City of Diamond Bar

Construction Cost:

\$400 K

Project Dates

Design: 2017-2018

Construction: 2018

Project Team:

PIC: Jacob Vandervis

PM/CM: David Sloan

IOR: Michael Delagarza

QA/QC: Todd Schmieder



CITYWIDE COMPREHENSIVE DRAINAGE ANALYSIS & CIP DESIGN PROJECTIONS – DIAMOND BAR, CA

RELEVANT PROJECT ELEMENTS

- **Street Flooded Width Study**
- **Hydrology Study**
- **Hydraulic Analysis**
- **CIP Plan**

TAIT was hired by the City of Diamond Bar to analyze, design and recommend pavement and drainage solutions for 11 locations throughout the City which currently experience groundwater seepage problems. The analysis included field investigations, geotechnical testing and reporting, pavement design, and the preliminary design and cost estimating for multiple design scenarios at each project location. The cost estimate included estimation of the design consultant fees as well as the construction costs for the ultimate design scenarios.

Extensive coordination was required on this contract with City, Utility, LACFCD Staff, and private residences in order to understand the existing conditions and to project the required design and permitting efforts for the design and construction phase. Upon completion of the report, the City will utilize TAIT's recommendations for future CIP budget and project planning efforts in order to justify the cost and importance of each location.

Reference:

Christian Malpica
Tel: 909-839-7042

Client:

City of Diamond Bar

Construction Cost:

Approx. \$1.5 M

Project Dates

2014-2015

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

PE: Michael Delagarza

EL TORO DEVELOPMENT PLANS DRAINAGE ANALYSIS & DESIGN – IRVINE, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Reports**
- **BMP Design**
- **Master Drainage Study**
- **Property Survey**

TAIT is serving as the Civil Engineering Lead to Lowe Enterprises, the County's selected Developer for the County-owned properties, for the Phase 1 Preliminary Engineering and Environmental Support Services for a development of the County of Orange's "100-Acre Parcel" and "West Alton Parcel" areas on approximately 140 acres. The combined projects will provide nearly 3000 multi-family residential housing units, 200,000 SF of retail, a 200-room hotel and 1.8 million sf of commercial office space. Working with Lowe and the Project Architect, KTGy, TAIT has assisted in the development of the Site Plans, Master Drainage Studies, and Preliminary WQMPs for both areas.

Other TAIT engineering services have included property surveys, the preparation of encumbrance maps, and preliminary engineering design. Preliminary designs have included grading plans, street circulation plans, storm drain plans and technical reports, wet utility plans, and a feasibility studies. The documents have been developed to support the project's CEQA and Entitlement phase and construction was completed in 2018.

Reference Contact:

James Campbell, PM
445 Civic Center Dr. W.,
2nd Flr, Santa Ana, CA
(714) 567-7742

James.Campbell@ocgov.com

Client:

County of Orange

Construction Cost:

\$40 M

Project Dates

2013-Present

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

PE: Ryan Haskin



OC ANIMAL CARE FACILITY – TUSTIN, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Report**
- **Storm Drain Design**
- **Hydraulic Analysis**
- **Basin Design**

TAIT oversaw the preparation of rough and precise grading plans, street plans, sewer and water plans, fire water protection plans, Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP) for a 10-acre site on the former USMC Tustin Air Station. This County of Orange project is the first Design-Build project implemented by the County. TAIT was the Civil Engineering Consultant to Snyder Langston, the County's Design-Build Contractor. The contract was awarded in the spring of 2016 and a Rough Grading Permit was issued by the City of Tustin in July 2016 while the County Animal Care and the Design-Build Contractor finalized the building and kennel improvements. A Delta 1 Rough Grading Plan was developed to allow the Contractor to grade pads for the reconfigured Administration Building and dog kennels in October 2016. As part of the Design, TAIT had to coordinate the project's containment wall and fence locations and develop a site accessibility plan for the project. Construction of the \$28 million facility completed in August 2018. The facility includes a 2-story 40,000 SF administration building with state of the art veterinary facilities, six dog kennels, special cat housing quarters, and a small corral.

Reference Contact:

Joe Seybold, Project Manager
1143 Fruit Street
Santa Ana, CA
(714) 667-4921

Joseph.Seybold@ocpw.ocgov.com

Client:

County of Orange

Construction Cost:

\$28 M

Project Dates:

2016

Project Team:

PIC: Jacob Vandervis

PM: Todd Schmieder

CAMPUS DRIVE ROADWAY IMPROVEMENT PROJECT – IRVINE, CA

RELEVANT PROJECT ELEMENTS

- **Street Flooded Width**
- **Storm Drain Design**

TAIT was selected by the City of Irvine to provide civil engineering and surveying on the Campus Drive Rehabilitation Project from Michelson Drive to University Drive. The project limits include a total of 4000 linear feet of arterial roadway rehabilitation and reconstruction on Campus Drive which is a 2 lane arterial roadway with bike lanes extending through the City of Irvine. The project includes the design of pavement rehabilitation strategies as well as the identification and replacement of non-ADA compliant curb ramps, sidewalk, replacement of damaged curb and gutter, re-grading of the low point of the roadway due to flooding and ponding issues, improvements of stormwater conveyance structures, and coordination with IRWD and UCI for right of way and wetlands protection. Careful attention was paid to the roadway profile which required modification in order to raise the low point of the roadway by more than 6". Plan and profile for the roadway was re-designed per CA Highway Design Manual standards, and extensive coordination conducted with the City to verify that the pavement replacement scenario is in line with the proposed and revised grades.

Reference Contact:

Darrell Hartman, PE
1 Civic Center Plaza,
Irvine, CA 92606
(949) 724-7556

dhartman@cityofirvine.org

Client:

City of Irvine

Construction Cost:

\$2.6 M

Project Dates:

Design: 2017-2018

Construction: 2018

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

QA/QC: Todd Schmieder

PE: Chris Engelbach



PIER G AVENUE NORTH SEWER LINE IMPROVEMENT PROJECT – PORT OF LONG BEACH

Reference Contact:

Daniel Shieh, PE
Deputy Chief Harbor Eng.
4801 Airport Plaza Drive,
Long Beach, CA 90815
(562) 283-7860
daniel.shieh@polb.com

Client:

Port of Long Beach

Construction Cost:

\$3.1 M

Project Dates

Design:

2017-18: Prelim Design

2018: Construction Dwg

2019: Construction

Project Team:

PIC: Jacob Vandervis

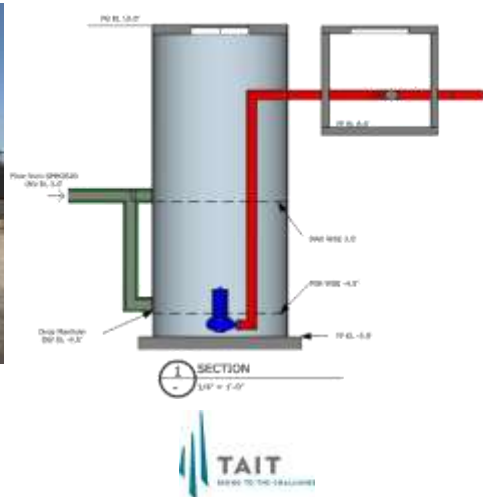
PM: David Sloan

QA/QC: Todd Schmieder

PE: Bart Mink

In addition to the sewer improvement plans, this project also includes the rehabilitation and widening of pier G Avenue North as well as the Reconstruction of Pier G avenue South. TAIT was tasked with preparation of master traffic control plans and phasing concepts for the project in order to ensure POLB trucking operations were not impacted during the course of the project. Careful and detailed review of traffic sections and phasing alternatives have been conducted so as to minimize impacts.

This project is currently completing preliminary design and analysis and will enter in to construction drawing phase in July of 2018 upon POLB Management approval of the preliminary design concept and recommendations.





NEWPORT HEIGHTS SEWER AND ALLEY REPLACEMENT PROJECT – NEWPORT BEACH, CA

TAIT was selected by the City of Newport Beach to provide civil engineering services on Newport Height Sewer and Alley Replacement Project. The project limits spanned across an entire neighborhood in the City's coastal community of Newport Heights and include the review and repair of existing alley sewer and lateral connections and a total of 3+ miles of alley reconstructions. In order to facilitate the City's budget and timelines, the design project was split in to three phases which required separate design PS&E for each project. Phase 1 included all sewer main replacements while Phases 2 and 3 included the alley removal and replacements in the neighborhoods.

The proposed design includes the preparation of design plan and profile for each alley, prepare of design cross sections at 25' intervals for review of proposed cross falls, preparation of sewer main replacement and lateral replacement plans, field review of all alley locations to field locate existing utilities, conflicts, and join locations, identification of sewer laterals that have been recently been replaced for protection, and the detailing of all alley approaches for ADA compliance. In total, the design package includes 60+ sheets of alley and sewer replacement plans. Due to the narrow alley widths (15' typical), design cross falls and alley drainage capacity was a critical issue in the design. TAIT is carefully checking each alley limit to ensure that the proposed design cross section improves the drainage condition both on the longitudinal as well as the horizontal cross sections.

As part of this design, TAIT also included the installation of LID seep drains at the low point of each alley in order to capture nuisance flows to infiltrate in to the sand bed rather than entering the storm drain system. TAIT is also working closely with City staff to determine the extent and need for private repairs for encroaching improvements within the alleys.

Reference Contact:

Frank Tran, PE, Associate Civil Engineer
100 Civic Center Drive,
Newport Beach, CA 92660
(949) 644-3340

FTran@NewportBeachCa.gov

Client:

City of Newport Beach

Construction Cost:

\$1.3 M (Sewer)

\$1.8 M (Alley)

Project Dates

Design:

2016 (Sewer & Alley)

Construction:

2016 (Sewer TBD)

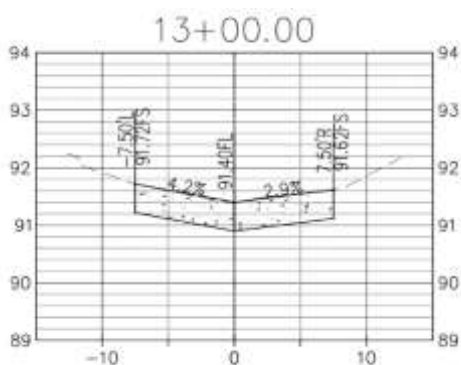
2016-2017 (Alley)

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

QA/QC: Todd Schmieder





SEWER, ALLEY & ROADWAY DESIGN FOR GREENWOOD AT TUSTIN LEGACY – CITY OF TUSTIN

TAIT provided engineering design and construction survey services for Precise Grading and Infrastructure Improvement Plans and Construction Staking Services as part of an 80-acre residential development containing 375 homes.

The project's infrastructure plans addressed 2.6 miles of public sewer and domestic water lines, private residential streets and alleys, and private storm drain lines. TAIT's design also included a short segment of recycled water line for the development's common area landscaping and Community Park and 2000 linear feet of CMU soundwall with a maximum wall height of 14 feet along Jamboree Road. The project included extensive use of private drives and private courts providing alley access to single family detached homes for over 50 percent of the residential lots. For these lots, storm water runoff management and maintaining private home owners access to private garages and the homes' primary and secondary entry points were critical elements used for creating the final construction plans.

TAIT's design services also included extensive coordination with multiple consultant's for the project's dry utilities, common area landscaping, community screen walls, the off-site public street improvements and backbone infrastructure improvements. Design services began in 2013, and construction of the project streets, storm drain, sewer, and water lines commenced in 2015. Precise grading for models and the initial building phases started in March 2015. The estimated construction cost for the infrastructure improvements is \$6.3 million.

Reference:

Scott McBean, CM
15360 Barranca Parkway
Irvine, CA 92618
(949) 236-9042
scott.mcbean@calatl.com

Client:

Standard Pacific Homes/City
of Tustin

Construction Cost:

\$6.3M

Project Dates

2013-2015

Project Team:

PIC: Jacob Vandervis
PM: Todd Schmieder
PE: David Sloan





A-TOWN SEWER CAPACITY AND STREET WIDENING – ANAHEIM, CA

TAIT has worked closely with the City of Anaheim's Planning, Public Works, and Construction Departments to process plans for the proposed public infrastructure improvements within the City's Platinum Triangle Development District.

Engineering services included design of capacity enhancements for sewer lines in Katella Avenue, Gene Autry Way and Santa Cruz Road (approximately 2 miles on new sewer). TAIT also provided design plans for street widening to Katella Avenue, State College Boulevard and Gene Autry Way (approximately one-mile total length) including a new raised landscape median in Katella Avenue, and the reconstruction of a City Changeable Message Sign as part of our consultant services associated with the A-Town redevelopment area within the City's Platinum Triangle. TAIT services also included coordination for the undergrounding of City electrical lines and obtaining Caltrans Encroachment Permits for street and sewer improvements within state right of way along the I-5 HOV access ramps to Gene Autry Way.

Reference:

Natalie Meeks, Public Works
Director
200 South Anaheim Blvd.,
Anaheim, CA 92805
(714) 756-5148
nmeeks@anaheim.net

Client:

City of Anaheim

Construction Cost:

\$7.3M

Project Dates

2005-2008

Project Team:

PIC: Jacob Vandervis
PM: Todd Schmieder





SEWER SLIP LINING – TUSTIN, CA

TAIT has hired by Lennar Homes to work with the Irvine Ranch Water District for the Valencia Avenue and Armstrong Avenue sewer lining project as part of the Tustin Legacy development in Tustin, California. TAIT's scope of work for this project involved the preparation of sewer lining plans, temporary sewer by-pass plans and traffic control plans for slip-lining approximately 3,300 LF with an existing 8-inch and 15-inch sewer for the Irvine Ranch Water District (IRWD).

Services also included the development of a construction staging program and a six-phase traffic control plan to accommodate existing traffic on the new public streets. The existing sewer lines were recently installed in Valencia Avenue and Armstrong Avenue without the IRWD required slip-lining to accommodate potential pipe settlement due to concrete encasement. To satisfy the slip-lining contractor work schedule, TAIT coordinated a pre-design submittal process with IRWD and the City of Tustin that allowed design to be completed in six weeks. Design Services and Construction were completed on schedule. The estimated project cost was \$250,000 and the project was completed in July 2007.

Reference Contact:

Marsha Santry, Vice
President
(949) 306-4899
msantry@mac.com

Client:

Lennar Homes/Irvine Ranch
Water District

Construction Cost:

\$250 K

Project Dates

Design: 2007

Project Team:

PIC: Jacob Vandervis
PM: Todd Schmieder





References

1. City of Santa Ana

Craig Foster, PE
20 Civic Center Plaza,
Santa Ana, CA 92701
(714) 647-5659 / cfoster@santa-ana.org
*Project: Bristol Street & Civic Center Dr. Water
Quality Improvements*

2. City of Diamond Bar

John Beshay
21810 Copley Drive
Diamond Bar, CA 91765
(909) 839-7043 / JBeshay@DiamondBarCA.Gov
*Project: Drainage Improvement Project
Phase 1 & 2*

3. Port of Long Beach

Daniel Shieh, PE
Deputy Chief Harbor Eng.
4801 Airport Plaza Drive,
Long Beach, CA 90815
(562) 283-7860 / daniel.shieh@polb.com
*Project: Pier G Avenue North Sewer Line
Improvement Project*

4. City of Newport Beach

Frank Tran, PE
100 Civic Center Drive
Newport Beach, CA 92660
(949) 644-3340 / FTran@NewportBeachCa.gov
*Projects: Newport Heights Sewer & Alley
Replacement*

5. County of Orange

James Campbell
300 N. Flower St.
Santa Ana, CA 92703
(714) 834-5736 /
Joseph.Seybold@ocpw.ocgov.com
*Project: OC Animal Care Facility & On-Call
Engineering*

6. City of Irvine

Darrell Hartman, PE
1 Civic Center Plaza
Irvine, CA 92606
(949) 724-7556 / dhartman@cityofirvine.org
Project: Campus Drive Roadway Improvement

7. City of Seal Beach

Iris Lee, Deputy Public Works Director/City
Engineer
211 8th Street,
Seal Beach, CA 90740
(562) 431-2527x1322 / ilee@sealbeachca.gov
*Project: 7th Street Waterline and Sewer
Replacement*



Experience and Qualifications of Key Personnel

RESUMES



Jacob Vandervis, PE

PRINCIPAL-IN-CHARGE/QA/QC MANAGER

Mr. Vandervis currently serves as a Vice President/Chief Operations Officer in TAIT's Corporate Office in Santa Ana. In addition to his management duties, he acts as the primary point of contact for several national retail and residential developers. Mr. Vandervis is a licensed civil engineer with over 34 years of experience with land development projects in the western United States. His areas of expertise include site design, grading design, drainage studies, water pollution control plans, erosion & sediment control plans, as well as street improvement plans. He is experienced in site design of all sizes for commercial development, involved in preliminary design to develop cost estimates & due diligence packages, as well as experienced in the entitlement phase of projects. His surveying experience includes the preparation of ALTA and topographic surveys, parcel maps, record of survey and legal descriptions. He is a certified Qualified SWPPP Developer (QSD), Certified Development, Design & Construction Professional (CDP) and Certified Retail Property Executive (CRX)

Education

B.S. - Civil Engineering
California State University,
Long Beach

Year of TAIT Team Enlistment

1997

Total Experience

34

Certifications

Registered Professional
Engineer, Civil – California,
Oregon, Arizona, Utah,
Nevada, North Dakota,
Washington, Hawaii, and
Alaska.

Professional Engineer
California No. C46301

Pipeline Management Program, FY2018-2019 Phase 1 Project Glendale Water & Power, Principal in Charge, 2018-2019

Principal in Charge of the work being conducted by all TAIT staff to provide Design Engineering Service for the \$3.1 M water main replacement project throughout various locations in Glendale, CA. Primary responsibilities were to review and stamp water main replacement plans and specifications, supervise design engineers and coordinate with client and contractor through the design and construction phases.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, Principal-In-Charge, 2017-2019

TAIT provided civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

**Chino Quadrant III Water Main Replacements, City of Chino, Principal-In-Charge, 2017-2018**

TAIT provided design services to the City of Chino for approximately 7000 linear feet of new 8-inch PVC water line replacing a similar length of 50-year old 6-inch ACP lines within 13 residential street. Over 170 customers will be affected during construction. The City required that all points of connection to be upgraded to include the newer and larger PVC water pipe and the installation of new water valves in each cross street. Eight of the thirteen segments require obtaining approvals from the State Division of Drinking Water due to restricted horizontal clearances in the narrow residential streets. To assist the City in meeting an early delivery schedule for one of their current water projects Quadrant III water plans were separated into two separate bid contracts. The first segment of 2800 LF was recently awarded at a low bid price of \$990,000 and construction commenced in April 2018. The second bid package received City authorization to advertise in February 2018 and was constructed in 2018.

Hoover, Toll, Keppel Recycled Water Project, Glendale Water & Power, City of Glendale, Principal-In-Charge/Project Manager, 2016-2017

TAIT provided design services to the City of Chino for approximately 7000 linear feet of new 8-inch PVC water line replacing a similar length of 50-year old 6-inch ACP lines within 13 residential street. Over 170 customers will be affected during construction. The City required that all points of connection to be upgraded to include the newer and larger PVC water pipe and the installation of new water valves in each cross street. Eight of the thirteen segments require obtaining approvals from the State Division of Drinking Water due to restricted horizontal clearances in the narrow residential streets. To assist the City in meeting an early delivery schedule for one of their current water projects Quadrant III water plans were separated into two separate bid contracts. The first segment of 2800 LF was recently awarded at a low bid price of \$990,000 and construction commenced in April 2018. The second bid package received City authorization to advertise in February 2018 and was constructed in 2018.

Kenneth and Ben Lomond Water Main Replacement Projects, Glendale Water & Power, City of Glendale, Principal-In-Charge/Project Manager, 2015-2016

TAIT provided design build services with JDC for the Kenneth and Ben Lomond neighborhoods water main replacement projects. The project was located in residential streets in an area of Glendale which required our team to develop construction documents that could accommodate traffic while working in residential streets and a design that would work with many existing utilities. TAIT provided the design services along with topographical survey of the long neighborhood. Due to the numerous existing utilities and mains within the project, detailed designs were provided to ensure adequate clearance between all utilities. TAIT met and discussed with many of the utility purveyors in order to ensure the final design and construction was approved by all. In addition, TAIT worked with public works to complete Traffic Control plans for the heavily used intersections and Detour Plans for the narrow areas of the streets.

Drainage Improvement Project Phase 1 & 2, City of Diamond Bar, Principal-In-Charge, 2017-2018

TAIT provided design engineering and construction management services for Phase 1 & Phase 2 of the City's Drainage Improvement Project. This project included three separate areas: 1. Brea Canyon Road – Parkway Drain System & Perforated Drain; 2. Hipass Drive – Sub drain System, Low Flow Storm Drain & X-gutters; 3. Golden Springs – Sub drain System & Low Flow Storm Drain. This project included extensive coordination with the City and the design team in order to recommend and implement final design



scenarios for each location. Appropriate water quality treatment systems were implemented in all systems that have direct storm drain connection (modular wetland system), and the sub drain system and crossing were analyzed to avoid conflicts. During the construction phase, TAIT managed the contractor in order to review the field operations, respond to design related inquiries, updated designs based on final field needs, and successfully completed the construction project. The construction of this project was completed in 2018 within budget.

Newport Heights Alley and Sewer Replacement Project, City of Newport Beach, Principal-In-Charge, 2016-2017

TAIT provided civil engineering services on Newport Height Alley and Sewer Replacement Projects. The project limits spanned across an entire neighborhood in the City's coastal community of Newport Heights and include a total of 3+ miles of alley reconstructions as well as the review and repair of existing alley sewer and lateral connections. In order to facilitate the City's budget and timelines, the design project was split in to three phases which required separate design PS&E for each project. Phase 1 included all sewer main replacements while Phases 2 and 3 included the alley removal and replacements in the neighborhoods.

Citywide Comprehensive Drainage Analysis and CIP Design Projections, City of Diamond Bar, Principal-In-Charge, 2014-2015

Analyzed, designed and recommend pavement and drainage solutions for 11 locations throughout the City which currently experience groundwater seepage problems. The analysis included field investigations, geotechnical testing and reporting, pavement design, and the preliminary design and cost estimating for multiple design scenarios at each project location. The cost estimate included estimation of the design consultant fees as well as the construction costs for the ultimate design scenarios. Extensive coordination was required on this contract with City, Utility, LACFCD Staff, and private residences in order to understand the existing conditions and to project the required design and permitting efforts for the design and construction phase. Upon completion of the report, the City will utilize TAIT's recommendations for future CIP budget and project planning efforts in order to justify the cost and importance of each location.

Beaudry Terrace Water Main Replacement Project, Glendale Water & Power, City of Glendale, Principal-In-Charge, 2014-2015

TAIT provided design build services with JDC for the Beaudry Terrace neighborhood water main replacement project. The project was located in residential streets in a hilly part of Glendale which required our team to develop construction documents that could accommodate traffic while working in narrow residential streets. The existing water mains in the Beaudry Terrace neighborhood were 40-50 years old and were deteriorated and made with unlined cast-iron. The design involved the preparation of plans and specifications for the replacement and installation of approximately 5,300 linear feet of new 12-inch, 8-inch, and 6 inch diameter ductile-iron water mains. Existing galvanized and copper services smaller than 1 inch were replaced with 1-inch copper services. Existing fire hydrants were replaced and spacing was increased to provide current fire protection to the neighborhood. TAIT provided the design services along with topographical survey of this hilly neighborhood.

**David Sloan, P.E.****LEAD PROJECT MANAGER**

As a Project Manager, David is responsible for supervising staff at TAIT on the preparation of public and private development projects. David has performed and coordinated detailed designs on federally funded arterial roadways, conducted utility coordination for major relocations on high profile projects and conducted project management efforts on multiple projects throughout the Southern California region. David has designed and managed the construction for multiple projects in the southern California region and is an ideal candidate to manage this project for the City. David is an effective communicator and actively stays in contact with his clients throughout the life of his projects. David has also managed multiple public works construction projects and understands the methods and costs of construction.

Education

B.S. - Civil Engineering Tau
Beta Pi Honor Society &
Chi Epsilon, University of
Southern California

BS Physical Science, Biola

**Year of TAIT Team
Enlistment**

2014

Total Experience

13

Certifications

Professional Engineer
California No. 82595

**Newport Height Alley & Sewer Reconstruction Project, City of Newport Beach,
Project Manager, 2016-2017**

David was the Project Manager to the City of Newport Beach for the Newport Heights Alley & Sewer Reconstruction Project. The project includes the survey, design, and reconstruction of over three miles of residential alleys. The project is designed in three phases with phase 1 being sewer main replacements, and phase 2 & 3 being alley reconstructions within select neighborhoods. The alley replacement design included the geometric and profile analysis of each alley along with the preparation of design plan and profile sheets for each alley segment. The design also included the preparation and analysis of design cross sections (via use of Civil 3D corridors) to ensure design crossfalls along the alley are appropriate. The project is scheduled to complete phase 1 design in April, 2016, and phase 2 & 3 design in July, 2016.

**Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach,
Project Manager, 2017-2019**

As Project Manager, David provided civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

**Drainage Improvement Project Phase 1 & 2, City of Diamond Bar, Project Manager/Construction Manager, 2017-2018**

As Project Manager, David provided design engineering and construction management services for Phase 1 & Phase 2 of the City's Drainage Improvement Project. This project included three separate areas: 1. Brea Canyon Road – Parkway Drain System & Perforated Drain; 2. Hipass Drive – Sub drain System, Low Flow Storm Drain & X-gutters; 3. Golden Springs – Sub drain System & Low Flow Storm Drain. This project included extensive coordination with the City and the design team in order to recommend and implement final design scenarios for each location. Appropriate water quality treatment systems were implemented in all systems that have direct storm drain connection (modular wetland system), and the sub drain system and crossing were analyzed to avoid conflicts.

Chino Quadrant III Water Line Replacement Project, City of Chino Project, Project Engineer/Specs Manager, 2017-2018

This City project required the replacement of approximately 8000LF of existing 6-inch ACP water pipe with new 8-inch PVC water pipe within 13 local streets for the City. The process included obtaining DDW approvals for 8 of the 13 segments.

Citywide Comprehensive Drainage Analysis and CIP Design Projections, City of Diamond Bar, Project Manager, 2014-2015

As Project Manager, David analyzed, designed and recommend pavement and drainage solutions for 11 locations throughout the City which currently experience groundwater seepage problems. The analysis included field investigations, geotechnical testing and reporting, pavement design, and the preliminary design and cost estimating for multiple design scenarios at each project location. The cost estimate included estimation of the design consultant fees as well as the construction costs for the ultimate design scenarios. Extensive coordination was required on this contract with City, Utility, LACFCD Staff, and private residences in order to understand the existing conditions and to project the required design and permitting efforts for the design and construction phase. Upon completion of the report, the City will utilize TAIT's recommendations for future CIP budget and project planning efforts in order to justify the cost and importance of each location.

El Toro Development Plans Drainage Analysis & Design, City of Irvine, Project Engineer, 2013-Present

As Project Manager, David provided for the Phase 1 Preliminary Engineering and Environmental Support Services for a development of the County of Orange's "100-Acre Parcel" and "West Alton Parcel" areas on approximately 140 acres. Plans the combined projects will provide nearly 3000 multi-family residential housing units, 200,000 SF of retail, a 200-room hotel and 1.8 million sf of commercial office space. Working with Lowe and the Project Architect, KTGy, TAIT has assisted in the development of the Site Plans, Master Drainage Studies, and Preliminary WQMPs for both areas.

Portola Parkway Resurfacing Project, Project Manager, 2015

David is currently serving as the Project Manager to the City of Lake Forest on this federally funded arterial pavement rehabilitation project which included design engineering, geotechnical engineering, surveying, and federal documentation/ approvals. The project included the rehabilitation of the arterial roadway as well as the identification and replacement of non-ADA compliant or non-functional PCC sidewalk, curb ramp, curb and gutter and other improvements. The design also included the replacement and updating of the roadway and bike lane striping throughout the project limits.

**Bart Mink, PE, LEED AP*****PROJECT MANAGER-SEWER***

Bart Mink, PE, LEED AP, a registered civil engineer in California and LEED AP certified brings 22 years of multidisciplinary experience to our team. Bart is results-driven and detail-oriented. He is proficient in many facets of civil engineering, including the municipal, industrial, commercial and residential fields. Bart is proficient in water hydraulic modeling utilizing KY Pipe and WaterCAD. He is also proficient in wastewater modeling using SewerCAD. Bart has in depth knowledge and experience in water/wastewater treatment and design. He is skilled in state and federal funding policies and procedures and is efficient with Autodesk Civil 3D including grading, corridors, and pipe networks. Bart is experienced and knowledgeable in hydrology and hydraulics utilizing such programs as TR-55 and HEC-RAS. He is also knowledgeable with FEMA Letters of Map Amendment and Map Revision procedures.

Education

B.S. - Civil Engineering,
Arkansas State University

**Year of TAIT Team
Enlistment**

2018

Total Experience

22

Certifications

Professional Engineer
California No. 82953
Arkansas No. 12169
2009/LEED Accredited
Professional

Associations

American Public Works
Association, US Green
Building Council
Leadership in Energy and
Environmental Design,
American Society of Civil
Engineers
Past Memberships:
National Society of
Professional Engineers,
American Water Works
Association, Arkansas
Water Works, and Water
Environment Association

West Seaside Way Storm Drain, City of Long Beach, CA, 2017-2018

Project Engineer for the field review, recommendation, and final design services of the upsize to this key relief storm drain system in the City of Long Beach. Due to an extremely large rain event caused flooding of the lower levels of several parking garages along W Seaside Way near Rainbow Harbor, a portion of the existing Storm Drain Backbone along W. Shoreline Drive and the Storm Drain Lateral along W. Seaside Way were found to be deficient. Final design included upsizing of 1,900 LF of Storm Drain from S. Chestnut Place near the Pike Outlets Parking Garage to the tie in of the County's Storm Drain system just past the Golden Shore overpass as well as reworking the County's junction structure and upsizing the inlet pipe from Shoreline Drive. The project included an extensive research and potholing effort, urban hydrology utilizing the LA County Hydrology MODRAT, pipe hydraulics utilizing Bentley StormCAD and WSPG, traffic control, coordination with FEMA and City of Long Beach regarding disaster relief funds, coordination with OC Flood Control, and obtaining encroachment permits from the County.

The Creek at Dominquez Hills-Athletics, Recreation, and Retail, City of Carson, 2017-2020, Project Manager

Project Manager for the design of approximately one mile of new onsite roadways and over 2,000 parking spaces. Public street improvements included additions of 2 signalized intersections and modifications to several existing intersections around the site on Avalon Boulevard and Martin Luther King Jr. Street. Other work performed included 5,900 LF of SCE electrical backbone; 2,100 LF of new public sewer main lines; 4,500 LF of reclaimed water main lines; 5,400 LF natural gas main lines; 7,300 public fire water main lines; saving over 2



dozen onsite trees; and mass grading of approx. 450,000 cubic yards of soil with imports of approx. 150,000 cubic yards.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, 2017-2019, Project Engineer

Project Engineer for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

On-Call Engineering/Plan-Check Services, Orange County Public Works, Plan Review Team Lead, 2018-Present

Provides On-call Plan Check Services to OCPW Planned Communities for the review of Developer Submittal for a project in Ladera Ranch Covenant Hills and multiple developer projects in the PA 1 of the Ranch Plan. Serving as the Team Lead for TAIT's consultant team of reviewers plan review submittals have ranged from Tentative Maps, Site Development Plans, Water Quality Management Plans, Rough and Precise Grading Plans, Public and Private Street Improvement Plans, Storm Drain Plans and Technical Reports, Wall and Fence Plans, Model Complex Plan, Building Master Plans, Building Repeat Plans, Landscape Plans, Park Plans, Non-residential structural submittal plans, Geotechnical Investigation Reports and Final Maps. Responsibilities as the Team Lead, in addition to conducting technical plan acceptance reviews and actual plan checks, includes coordination of the TAIT team members, coordination with the County's management and QA/QC staff members and coordination with the Applicant and their design consultants.

6th Street Storm Drain, City of Long Beach, CA, 2017-2018

Project Engineer for the final design of this key relief storm drain system in the City of Long Beach. The project included an extensive potholing effort, hydrology, hydraulics, traffic control and obtaining encroachment permits from the County.

Pavement Rehabilitation Ximeno Avenue and Redondo Avenue, City of Long Beach, CA, 2017

Project Engineer for engineering services for the pavement rehabilitation of Ximeno Avenue (from Atherton Street to Los Coyotes Diagonal) and Redondo Avenue (from Reservoir Drive to Stearns Street). Services included support during construction, and the supervising, coordinating, monitoring and reviewing of design plans and specifications for conformance with local agency standards, policies and procedures.

Vincent Street Sanitary Sewer Rehabilitation, Redondo Beach, CA, 2018

Project Engineer for the design, preparation of the civil plans and construction management for the building of an approximate 745 LF parallel sewer system near the Vincent Street Park and surrounding neighborhoods.

**Daniela Malott, P.E.*****PROJECT MANAGER-STORM DRAIN***

Mrs. Malott has a strong civil engineering background with a water resources and surface runoff focus. Her engineering experience includes hydrology, storm drain design, and hydraulics. Her computer modeling background includes the application of the U.S. Army Corps of Engineers HEC-HMS (Hydraulic Modeling System), HEC-SSP (Statistical Software package), and HEC-RAS (River Analysis Software), Watershed Modeling System (WMS), Advanced Engineering Software (AES) for hydrologic/hydraulic analysis in Southern California, Water Surface Pressure Gradient (WSPGW) Software, XP-Solutions Storm Water and Wastewater Management Model (XP-SWMM), AutoCAD Civil 3D, and ArcGIS. She has worked for projects in the County of Los Angeles, County of Orange, and San Bernardino County. The projects she has been involved with are both in the private and public sector. In the private sector she worked on projects for developers including Rancho Mission Viejo and the Irvine Company. Her public sector experience includes working on projects for the County of Orange, the City of Rancho Palos Verdes, the City of Chino, the City of Chino Hills, and the City of Santa Ana. She is an out of the box thinker with great energy and a hard working ethic. She has great communication, writing, organizational and leadership skills.

Education

M.S. - Civil Engineering
(Hydrology and Water
Resources), University of
California at Irvine

B.S. - Civil Engineering,
California State University,
Long Beach

**Year of TAIT Team
Enlistment**

2017

Total Experience

8

Certifications

Professional Engineer,
California No. C86581

Affiliations

American Society of Civil
Engineers (ASCE), OC YMF

WQMP/BMP Design for Bristol Street Improvements and Civic Center Street Improvements, City of Santa Ana, Project Manager/Project Engineer, 2020

As part of this project Mrs. Malott served as the Project Manager/Project Engineer, she provided client coordination, scheduling tracking, reviewed internal scheduling and supported the City in a timely manner and under the budget to achieve the project goals. The Bristol Street and Civic Center Improvements Water Quality Management Plans (WQMP) Project included the development of a Water Quality Best Management Practices (BMP) design, cost benefit analysis, cost estimates, coordination with the client, and development of construction plans for the BMP's installation. As part of the cost benefit analysis, several alternatives location and solutions for the type and configurations of BMP were analyzed and preliminary design was completed to determine the most optimal solution for the City. After an alternative was selected project design plans for the BMP installation were prepared and proprietary manufacturer detail design and coordination was completed. Careful review of the Santa Ana and Newport Beach Watershed basin plans was completed to understand the pollutant of concerns and develop a treatment system that provides appropriate treatment. Additionally, two WQMPs were completed for each of the street improvmenet projects following the North Orange County Tehcnical Guidance Document.

**Dana Point Harbor Revitalization, City of Dana Point Harbor, Project Manager, 2018-Present**

As part of the Dana Point Harbor project team Ms. Malott has provided stormwater technical design for the Master Plan of Drainage for Planning Areas 1 and 2, supported the development of the Hydrology and Hydraulics Basis of Design Report and WQMP for Planning Areas 3 and 4 for the Coastal Commission Project Application. Starting 2020, she has assisted as the Project Manager for the Commercial Core and Marina development portions of the DPH Revitalization Plan. As the Project Manager, Mrs. Malott has overseen the preliminary design of different aspects of the project, and the construction documents design and development for the Phase 2 of the Commercial Core Portion of the DPH Revitalization Plan. Additionally, Mrs. Malott has led a team of 10 Civil Engineering Designers to support the Projects efforts, while maintaining and providing coordination with the client and other subconsultants. Her organizational skills, civil design knowledge and experience, and communication abilities resulted in timely submittals and project reviews to achieve deadlines and project schedule, as well as to maintain project budget goals.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, Project Engineer, 2017-2019

Mrs. Malott supported all project coordination efforts and was a vital part of the project team. Task managed the Hydraulics Analysis and Basis of Design Report for the Pier G Avenue North Sewer Line Improvement Project for the Port of Long Beach (POLB). The project limits spanned approximately 1/3 of a mile within The Port's Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current and future demand peak flow conditions. Client meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare a Basis of Design Report that outlined all project parameters, calculations and chosen alternative, as well as detailed Sewer Design Plans. This project faced different challenges due to there being several existing utilities such as water, storm drain, dry utilities and oil lines that support the Port's daily operations. Additionally, extensive preliminary planning and coordination with potential contractors was completed in order to ensure all traffic control plans accommodated sufficient space for trucks and trailers while construction activities occurred to ensure Port operations would be maintained.

Newport Heights Alley and Sewer Replacement Project, City of Newport Beach, Project Engineer, 2016-2017

Mrs. Malott was an Assistant Engineer for the Newport Heights Alley and Sewer Replacement Project. The project included the preparation of design plan and profile for each alley that was repaired, prepared of design cross sections at 25-foot intervals for review of proposed cross falls, preparation of sewer main replacement and lateral replacement plans, field review of all alley locations to field locate existing utilities, conflicts, and join locations, identification of sewer laterals that were recently replaced for protection, and the detailing of all alley approaches for compliance with the Americans with Disabilities Act (ADA). As part of the project team Mrs. Malott provided plan production assistance, alley design, and completed field visits.

**Subarea 2 Agricultural Preserve Master Plan of Drainage, City of Chino, Project Engineer, 2015-2016**

Prepared the Master Plan of Drainage (MPD) Report and Analysis for the Agricultural Preserve storm drain system. The 2016 MPD incorporated amendments and updates to the Agricultural Preserve storm drain system that were completed after the 2001 MPD. The 2016 MPD included hydrologic and hydraulic analysis following the County of San Bernardino standards. The analysis was prepared for the existing, interim and ultimate condition. The analysis provided alternatives for the master plan storm drain systems in order to accommodate the City of Chino requirements. The MPD included studies for regional water quality basin preliminary design following the Santa Ana Region Water Quality Board Control and the San Bernardino County requirements. The storm drain design and regional water quality basin design optimized the basin location and sizes to maximize the developable land within the area.

Storm Water Master Plan, City of Rancho Palos Verdes, Project Engineer, 2014-2015

The Rancho Palos Verdes Storm Water Master Plan includes the development of a GIS database for the storm drain inventory including a Facility Mapping Tool which is being utilized to gather field data and keep the City informed of the field work schedule and findings. Data gathering for the project includes filling in missing as-built data such as inverts and facility naming. The hydrology and hydraulics modeling is being completed utilizing GIS, XPSWMM, and XPWSPGW. This master plan includes the integration of stormwater quality retrofit opportunities. The Master Plan will ultimately provide the City with a comprehensive “living” storm water master plan. The master plan also includes a project prioritization scheme and a Capital Improvement Plan.

Orange County Flood Control District Local Drainage Manual Updates, County of Orange, Assistant Engineer, 2015-2016

The Orange County Flood Control District Local Drainage Manual was in the process of being updated to incorporate new policies and methodologies that have been set in place in recent years. The Local Drainage Manual provides design criteria policies and procedures to be utilized by Civil Engineering Consultants and Developers for projects located in the County of Orange. As the Assistant Engineer, Ms. Malott supported the preparation of several Chapters and attended meetings with the County staff to discuss comments and the approach of the updates to the manual.

Santa Ana Storm Drain Master Plan, City of Santa Ana, Designer, 2013

Responsible for CADD design. Provided professional engineering services to update the city's storm drain master plan. The city has an established drainage system with some segments over 50 years old and other segments recently constructed. Michael Baker analyzed the main line drainage system and prepared a hydrology study along with maps for the entire city boundary and for individual sub-areas for 2-, 10-, 25- and 100-year storm events. The capacity of the existing storm drainage was evaluated to determine system capacity sufficiency using a hydrodynamic hydraulic model. A comprehensive list of needed storm drainage improvements was then generated. Performed a hydraulic analysis to size sufficient storm drain lines and provided an ESRI ARCGIS geodatabase of city storm drain facilities, including storm drain pipes, city-owned drainage channels, manholes, catch basins, and culverts. Michael Baker used the Bentley software hydrodynamic hydraulic model CivilStorm, which uses hydrographs with in the hydraulic model to determine adequate pipe sizing.

**Samantha A. Wohlfarth, PE****PROJECT ENGINEER****Education**

B.S. - Civil Engineering,
Valparaiso University
Valparaiso, IN, 2012

Year of TAIT Team**Enlistment**

2012

Total Experience

8

Certifications

Professional Engineer
California No. 86126

Ms. Wohlfarth has professional experience that includes the preparation of storm drain plans and drainage reports, storm water quality management reports, grading plans, water main replacement plans, sewer plans, cost estimates and cost benefit analysis for public and private developments throughout Southern California, Western Washington, and North Dakota. Her project experience includes the preparation of storm water quality reports such as SWPPP, WQMP, SUSMP and LID following the state and local municipalities' mandates. Ms. Wohlfarth has technical knowledge with multiple software programs including Microstation, AutoCAD 2014, Civil 3D, Land Desktop, GeoPak, WWHM2012, RetainPro, and additional specialty programs.

**Pipeline Management Program, FY2018-2019 Phase 1 Project
Glendale Water & Power, Project Manager, 2018-2019**

TAIT was contracted to provide design build services with JDC for the Pipeline Management Program, FY2018-2019 Phase 1 water main replacement project. The project was located in residential streets in various areas of Glendale which required our team to develop construction documents that could accommodate traffic while working in residential streets and a design that would work with many existing utilities.

Chino Quadrant III A, B, and C Water Line Replacement Project, City of Chino Project, Project Engineer, 2017-2018

This City project required the replacement of approximately 8000LF of existing 6-inch ACP water pipe with new 8-inch PVC water pipe within 13 local streets for the City. The process included obtaining DDW approvals for 8 of the 14 segments.

Hoover, Toll, Keppel Recycled Water Project, Glendale Water & Power, Project Engineer, 2016-2017

TAIT was contracted to provide design build services with JDC for the recycled water project within the Glenwood residential neighborhood and surrounding schools. The project was located in the residential streets in an area of Glendale which required our team to develop construction documents that could accommodate traffic while working and a design that would work with many existing utilities.

Kenneth and Ben Lomond Water Main Replacement Projects, Glendale Water & Power, Project Engineer, 2015-2016

TAIT was contracted to provide design build services with JDC for the Kenneth and Ben Lomond neighborhoods water main replacement projects. The project was located in residential streets in an area of Glendale which required our team



to develop construction documents that could accommodate traffic while working in residential streets and a design that would work with many existing utilities.

Beaudry Terrace Water Main Replacement Project, Glendale Water and Power, Project Design Engineer, 2014

The Beaudry Terrace water main replacement project included four phases, six streets, and approximately 5,300 linear feet of water line that was designed to replace existing service pipe mains with ductile iron pipe. The project included new services, hydrants, inverts, tie-ins, and other appurtenances. Department of Public Health waiver exhibits were prepared for select non-potable and water crossings. The project included a community outreach meetings, service survey coordination, as well as detailed final As-Built submittals.

Adams Hill Water Main Replacement Project, Glendale Water and Power, Design Engineer, 2014

The Adams Hill water main replacement project included six phases, 13 streets, and approximately 10,620 linear feet of water line that was designed to replace existing service pipe mains with ductile iron pipe. The project included new services, hydrants, inverts, tie-ins, and other appurtenances. As well, the project included different pressure zones and the installation of a division gate. Department of Public Health waiver exhibits were prepared for select non-potable and water crossings. The project included a community outreach meetings, service survey coordination, as well as detailed final As-Built submittals.

Foothill Water Line Improvement Projects, Golden State Water Company, Design Engineer, 2013

The Foothill Improvements included six projects that were designed to replace existing service pipe mains with 8" ductile iron pipe. One of the six projects included replacement of the transmission line and reconnection to three existing wells. The total pipe replacement was approximately 13,200 linear feet. Multiple agencies reviewed the design plans, including City of San Dimas, City of Claremont, City of Arcadia and the County of Los Angeles in addition to Golden State Water.

Freeman Ave. Water Line Improvement Projects, Golden State Water Company, Project Design Engineer, 2013

The Freeman Avenue Water Line Improvement included approximately 3600 linear feet of water line that was designed to replace existing service pipe mains with 8" ductile iron pipe. The project included new services, hydrants, inverts, tie-ins, and other appurtenances. Department of Public Health waiver exhibits were prepared to the satisfaction of Golden State Water Company for select non-potable and water crossings.

Normandie Ave. Water Line Improvements, Golden State Water Company, Design Engineer, 2013

The project encompassed the planning and design for a 12" water main replacement in Normandie Ave. in the County of Los Angeles, approximately 1400' linear feet. Project included new services, hydrants, inverts, tie-ins and other appurtenances. Existing 14" pipe was designed for abandonment. Department of Public Health waiver exhibits were prepared to the satisfaction of Golden State Water Company for select non-potable and water crossings. GWSC project engineer: Conde Ventura.

**Ryan Haskin, P.E.****PROJECT ENGINEER**

Ryan is an experienced Project Engineer in design, technical analysis, and quality control of land development projects. Since joining TAIT & Associates, he has prepared construction documents for a variety of residential, commercial, industrial, and institutional projects. He has expertise in design and preparation of construction drawings, hydrology and water quality calculations and reports, water system hydraulic modeling, and coordination with clients, sub-consultants, site managers, contractors, and survey crew.

Education

B.S. Civil Engineering,
California Polytechnic
State University,
San Luis Obispo, 2012

**Year of TAIT Team
Enlistment**

2012

Total Experience

8

Certifications

Professional Engineer
California No. 84850

Affiliations

American Society of Civil
Engineers, Member

Irvine Avenue Sidewalk Gap Closure Project, Design Manager, 2019

Ryan is serving as the lead Design Manager for the City of Newport Beach on the Irvine Avenue Sidewalk Gap Closure Project which includes the design and implementation of two blocks of missing sidewalk adjacent to Harbor High school in the City of Newport Beach. Project includes site review and home owner coordination due to impacts to driveways, utility notification and relocations, Regrading of sidewalk and private steep driveways to ensure accessible path of travel, and preparation of detail PS&E for the City's review and approval. Project design is anticipated to be completed by June of 2019.

Mesa Drive Widening and Drainage Improvement Project, Design Manager, 2019

Ryan is serving as the lead Design Manager for the City of Newport Beach on the Mesa Drive widening and drainage improvement project which includes the widening of Mesa Drive, construction of a new catch basin, design of on-street flows, and implementation of a new storm drain junction structure to join existing storm drain system. The project includes utility notification, hydraulic analysis, and preparation of detail PS&E. Project design is anticipated to be completed by June of 2019.

Packer Place Park Drainage Improvements, Design Manager, 2019

Ryan is serving as the lead Design Manager for the City of Lake Forest on Packer Place Drainage Improvement project which includes the removal and replacement of an existing undersized storm drain line, and the construction of new roadway parkway drain capture and discharge system, dry creek drainage conveyance system, and roadway/park grading activities in order to mitigate flooding that is currently being encountered. Scope of the project includes design survey, hydraulic analysis of the tributary areas, grading analysis, preparation of details PS&E, and construction support services. Project design is anticipated to be completed by June of 2019.

El Toro 100-Acre Parcel Development, Irvine, Project Engineer, 2014-2016

Ryan was a lead Project Engineer for the County of Orange, 100-Acre Development project on the former Marine Corps Air Station El Toro. The project involved developing 108 acres of a linear parcel for residential,



commercial, retail, and open-space mixed use which included 30 Planning Areas and a series of backbone streets and utilities. Ryan was directly responsible preparing the County reviewed and approved Master Drainage Study, Water Quality Reports, Master Grading scheme, and backbone drainage facilities. The Master Drainage Study included 100-year project runoff analysis to 3 separate OCFCD facilities, the connection and capacity analysis of a Caltrans facility, and design of individual Water Quality Treatment systems for each of the 30 Planning Areas.

Western Alton Parcel, Irvine, Project Engineer, 2015-2016

Ryan was a lead Project Engineer for the County of Orange, Western Alton Parcel project on the former Marine Corps Air Station El Toro. The project involved developing 2 separate triangular plots of land consisting of 40 acres for residential use. Ryan was directly responsible preparing the County reviewed and approved Master Drainage Study, Water Quality Reports, Grading Plans, Utility Plans, and Roadway Widening Plans. The Master Drainage Study included 25 and 100-year project runoff analysis to 3 separate OCFCD facilities and 2 separate county watersheds, design and analysis of 3 detention basins and 1 infiltration basin.

Orange County Animal Care Facility, City of Tustin, Project Engineer, 2016

Ryan was a Project Engineer on this Orange County Animal Care Facility in the City of Tustin. The project includes Public Sewer, Water, Fire Water, Water Quality, On-site Utilities, and Grading plans. Ryan produced the Hydrologic modeling and reports for the Project runoff for multiple storm year events and Hydraulic Modeling for connections to public storm facilities.

Monterey Park Marketplace, City of Monterey Park, Project Engineer, 2015

Ryan served as the lead designer of a Storm Facility network and a pressurized water network for a 40 acre retail development in the City of Monterey Park. Ryan performed an in-depth drainage analysis incorporating and analyzing off-site run-on from an additional 40 acre area of an adjacent cemetery thru the on-site drainage system, 2 underground Detention basins, and mitigated discharge flows to a Caltrans drainage facility and a Southern California Edison drainage channel.

Orange County Engineering Plan Check, County of Orange, Project Engineer, 2015-Present

Ryan currently provides plan check services for the County of Orange including review of Hydrologic & Hydraulic Reports, Grading Plans, Street Improvement Plans and Storm Drain Plans. Plans are reviewed for compliance with various codes and regulations including California Building Code, the Americans with Disabilities Act, community specific development standards, and County of Orange Standards.



Christopher Engelbach, E.I.T.

PROJECT ENGINEER

Mr. Engelbach is an experienced Project Engineer in design, approval, and quality control of Public Works projects as well as private residential and commercial land development. He has extensive experience in preparation of storm drain, street, sewer, water, rough grading, precise grading, and erosion control plans. He has extensive experience in preparing hydrology and hydraulic analysis utilizing AES, Civil-D and WSPG for a variety of public works and private development projects. Additionally, he has experience with developing and designing Water Quality Best Management Practices (BMPs) WQMP, report preparation, coordination with clients, sub-consultants, site managers, contractors, and survey crew. Mr. Engelbach's technical skills, abilities and engineering experience allow him to assist on all areas of a project.

Newport Heights Alley and Sewer Replacement Project, City of Newport Beach, Project Engineer, 2016-2017

Project Engineer for the services on Newport Height Alley and Sewer Replacement Projects. The project limits spanned across an entire neighborhood in the City's coastal community of Newport Heights and include a total of 3+ miles of alley reconstructions as well as the review and repair of existing alley sewer and lateral connections. In order to facilitate the City's budget and timelines, the design project was split in to three phases which required separate design PS&E for each project. Phase 1 included all sewer main replacements while Phases 2 and 3 included the alley removal and replacements in the neighborhoods.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, Project Engineer, 2017-2019

Project Engineer for the civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

Education

B.S. Civil Engineering,
California State
Polytechnic University,
Pomona

Year of TAIT Team Enlistment

2016

Total Experience

11

Certifications

E.I.T.

**Balboa Peninsula Alley Reconstruction and Sewer Repair Project, City of Newport Beach, Project Engineer, 2020-Current**

The Balboa Peninsula Project will extend the existing alley, provide needed additional width, correct existing drainage, provide accessible paths of travel, and repair damaged portions of the existing public sewer line. Mr. Engelbach's familiarity with the City's standards along with his knowledge of roadway design and drainage are an asset in facilitating the client's budgetary and scheduling needs.

Jeronimo Road Widening, City of Lake Forest, Project Engineer, 2020-Current

The Jeronimo Road Widening Project will correct the current roadway geometry of Jeronimo Road at the Intersection with El Toro Road in the City of Lake Forest. Mr. Engelbach is the Project Engineer handling the roadway widening design which includes vertical and horizontal design, drainage, relocation of existing public and private improvements, reconstruction of existing roadway medians and construction of a new retaining wall. In addition to engineering services Mr. Engelbach supports coordination with the client, land owners, and appropriate utility purveyors.

Trabuco Road Median, City of Lake Forest, Project Engineer, 2020-Current

The Trabuco Road Median Project will provide a safe left turn to and from the Ascension Cemetery Located in the City of Lake Forest. This project includes the design of a new acceleration lane and redesign of existing medians. Mr. Engelbach is the Project Engineer handling the roadway design which includes vertical and horizontal design while maintaining existing drainage patterns.

Dana Point Harbor, Project Engineer, 2018-Current

The Dana Point Harbor Project includes the redesign of entire guest experience at the Harbor. Mr. Engelbach is the Project Engineer providing design solutions for the harbor which includes an all new retail and dining area, roadways, parking fields, boater services, as well as updated drainage management facilities and wet utilities. Mr. Engelbach's knowledge of Civil 3D, drainage, grading and roadway design are providing the client the best possible solutions for their vision of the new Dana Point Harbor Experience.

Campus Drive Pavement Rehabilitation Project, City of Irvine, Project Engineer, 2017-2018

The Campus Drive Pavement Rehabilitation Project, included the redesign of Campus Drive from University Drive to Carlson Ave. As part of this project Mr. Engelbach, assisted as the Project Engineer for the design of the pavement rehabilitation strategies as well as the identification and replacement of non-ADA compliant curb ramps, sidewalk, damaged curb and gutter, reconstruction and re-grading of the low point of the roadway due to flooding and ponding issues. As part of the design team he supported the coordination with IRWD and UCI for right of way and wetlands protection, and for the identification, adjustment and protection of utility facilities throughout the project limits. Mr. Engelbach's ability to create a Civil 3D Corridor model for this project provided the client a better solution for the street design, streamlined the design process and plan production.



Michael Tran, EIT

PROJECT ENGINEER

As a Project Engineer, Michael has performed and coordinated detailed designs on residential, commercial, industrial and public works projects throughout the Southern California region. In addition to the wide range of projects, Michael has also designed and coordinated K-12 and higher education projects. He is an effective communicator and well-rounded engineer that stays in contact with his clients throughout the life of his projects. He has a great passion for quality of design and project ownership.

Education

BS Civil Engineering –
CSULB

Year of TAIT Team Enlistment

2015

Total Experience

7

Certifications

Engineer-In-Training

El Rancho High School Reconstruction, El Rancho, Design Engineer III, 2017

Michael served as Design Engineer for the reconstruction of El Rancho High School. The design included various site improvements and layouts for the new classroom buildings and baseball and football fields. Michael was responsible for the overall grading, drainage, and utility infrastructure design for the site. In addition, the project also met the storm water requirements that were necessary for obtaining LEED credits.

Glendora Residential Tract –Glendora, Design Engineer, 2014

Michael served as Design Engineer for a residential development consisting of 148 townhomes. His design included precise grading, public and private utility plans and SWPPP report.

The Parker Collection – Buena Park, Design Engineer, 2013

Michael served as Design Engineer for a residential development consisting of 140 townhomes. His design included demolition, rough grading, retaining wall, precise grading, private utility, fire access, erosion control, and public improvement plans.

Sun Valley Business Park – Sun Valley, Design Engineer II, 2016

Michael served as Design Engineer for the industrial development of approximately 16 acres. The project included site improvements and utility infrastructure for new distribution warehouses. The design included precise grading, private utility and public improvement plans.

Home Depot, Pasadena, Project Engineer, 2018

Michael served as Project Engineer for the commercial development consisting of a reconstructed Home Depot building, parking lot, and various public improvements. He was responsible for the overall project design which included all plans and reports required for project permitting and approval.

Starlight Cinemas, Garden Grove, Project Engineer, 2019

Michael served as Project Engineer for a commercial development consisting of a carwash, fast food restaurant and parking lot. He was responsible for the overall project design which included all plans and reports required for project permitting and approval.

Sunset House, City of Los Angeles, Project Engineer, 2019

Michael served as Project Engineer for a commercial development consisting of an 18-story hotel with 4 levels of subterranean parking. He was responsible for the overall project design which included all plans and reports required for City of LA approval and permitting.



Michael Furlong, PLS

PROJECT SURVEYOR

Mr. Furlong is a Land Surveyor licensed in the State of California with 40 years of experience, over 30 of those being in the Field on all types of Projects from Boundary Surveys to Construction Services with some of the largest listed below. More recently he has spent years providing Mapping Services preparing Tract Maps, Parcel Maps, Record of Surveys, Corner Records and Exhibits of all kinds as well as providing Support to Engineering and Field Support for the Survey Crews.

Year of TAIT Team Enlistment

2019

Total Experience

41

Certifications

CA PLS 8899

Experience

2019– Present Tait and Associates

2012 – 2019 O.K.O. Engineering Inc.

2008 – 2012 Hernandez, Kroone and Associates

2005 – 2007 AEI-CASC Consulting

1997 – 2005 David Evans and Associates, Inc.

1981 – 1997 J.F. Davidson and Associates, Inc.

Equipment

GPS-Trimble & Leica, Total Stations Trimble & Leica, Data Collectors-Trimble, Leica & Allegro, Electronic Levels, AutoCAD

Public Works Related Projects

- On-call Services for Caltrans District 7 East Contact Area providing Construction Staking and Topographical Surveys on various large widening and reconstruction Highway Projects including the 10, 110, 134 and 210 Freeways.
- Topo and mapping of various rivers at bridge crossings along HWY 101, Santa Clara County.
- SR 71 Segments 1 through 3 in Chino, 6 miles of new Freeway Construction.
- I-10 Segments 1 and 2 in Montclair and Ontario, 10 Miles of Freeway widening.
- SR 30/210 Segments 4, 5 and 7 in Rancho Cucamonga and Fontana, 6 miles of new Freeway Construction.
- I-10 in El Monte, 2 Miles of Freeway widening with 12 Undercrossing structures to be widened.
- SR 60 in Moreno Valley, 8 miles of Freeway widening.

Subdivisions

- Coyote Canyon, a 400 Lot Development in North Fontana with extensive Storm Drain Improvements.
- Sunnymead Ranch a 2000 Lot Development in Moreno Valley.
- Infrastructure for Moreno Valley Ranch a large Development in Moreno Valley.
- Many other Residential and Commercial Development Projects in Orange, San Bernardino and Riverside County.

**Education**

A.A. – Land Surveying (Degree in Progress) Santiago Community College

Year of Tait Team Enlistment

2003

Total Experience

17

Licenses/Certifications

Licensed Surveyor-In-Training
State of California

Global Positioning System
Certification

University of California-
Riverside, 2008

Reese B. Brashear, LSIT**FIELD PARTY CHIEF**

Mr. Brashear's expertise is in field surveying, A.L.T.A. surveys, rough grade staking operations, construction staking projects, engineering design surveys, as-built surveys, topographic surveys, and GPS surveys.

Selected project experience:**Field Party Chief – Greenwood at Tustin Legacy, Tustin, CA, 2013-Present**

Served as TAIT's Field Party Chief performing construction staking survey for the preparation of 2.6 miles of Developer backbone streets, storm drain sewer and water infrastructure improvements for an 80-acre single family detached planned community on the former Tustin MCAS. Design services also include preparation of precise grading plans for three residential neighborhood totaling nearly 300 SFD residential homes and 2000 linear feet of sound wall along Jamboree Road.

Field Party Chief – College View School, Glendale, CA, 2013-2015

Survey services included developing base maps from aerial mapping and field topographical services, conducting design surveys to verify existing conditions, including ADA accessibility and preparation of base map, including all existing public and private utilities.

Field Party Chief – County Regional Park at Former MCAS, Tustin, CA, 2010-2011

TAIT's survey services included conducting a boundary survey, obtaining updated aerial mapping, and developing an existing utility base map of the 84.5 acre site and surrounding public streets.

Field Party Chief – Tustin Family Campus, Tustin, CA, 2007-2009

Survey services included providing design survey for connecting to existing improvements, obtaining aerial base map, developing property boundary, and preparation of easement documents for public utilities.

Field Party Chief – Irvine Unified School District, Irvine, CA 2009

TAIT was recently retained by the Irvine Unified School District to conduct a detailed topographical and site survey of the existing Woodbridge High School campus located in Irvine, California. Mr. Brashear was the Party Chief on the field crew and provided detailed topographical shots for ADA path of travel and future design. The site survey also included research to locate existing on-site utilities and off-site utilities in the adjacent public streets.

PROJECT TEAM
P2S INC.**MARCO CABIBBO**

PE, LEED AP BD+C

Project Manager, Senior Electrical Engineer | P2S Inc.

EDUCATIONMS, Electrical Engineering,
CSU Long BeachBS, Electrical Engineering,
Cal Poly Pomona**REGISTRATIONS**Electrical Engineer,
California, E17508Electrical Contractor,
California, C10 658090Water Treatment
Operator Grade 2, 20440Water Distribution
Operator Grade 2, 9011**CERTIFICATIONS**

- LEED AP BD+C

AFFILIATIONS

- IEEE
- AWWA
- ISA

Marco Cabibbo is an Electrical Engineering Group Manager, electrician, licensed electrical contractor, and certified Grade 2 water treatment and distribution system operator. He specializes in industrial power systems, instrumentation and control system design. His 30+ years of experience includes research, design, engineering, construction administration, and project management for an extensive range of facilities including water/wastewater treatment plants, petrochemical refineries, bulk loading plants, motion picture studios, healthcare and educational facilities.

Marco strives to deliver top-tier projects through close collaboration with project stakeholders and equipment manufacturers, as well as his extensive field experience in construction, troubleshooting, maintenance and repair. Marco volunteers his time to various initiatives in the Long Beach community. He is a member of the IEEE, AWWA and the ISA.

RELEVANT PROJECT EXPERIENCE

- **City of Anaheim**
Design-Build Harbor 12kV Substation
Anaheim, CA
- **City of Anaheim**
Water Department Arc Flash Analysis
Anaheim, CA
- **City of Monterey Park**
Water Utility Well & Booster Station Electrical Upgrades
Monterey Park, CA
- **City of Monrovia**
Arc Flash Study
Monrovia, CA
- **Los Angeles Department of Water and Power**
Sun Valley Battery Storage
Sun Valley, CA
- **San Diego State University**
Infrastructure Assessment
San Diego, CA
- **Long Beach Water Department**
Groundwater Treatment Plant HVAC Study
Long Beach, CA
- **City of Long Beach**
Willow Springs Wetlands Restoration Project Electrical Plan Review
Long Beach, CA
- **Irvine Ranch Water District**
Pressure Regulating Station Instrumentation & Controls
Irvine, CA
- **Elsinore Valley Municipal Water District**
Arc Flash Risk Assessment
Lake Elsinore, CA
- **Marigold Mutual Water Company**
Pressure Regulating Station Instrumentation & Controls
Bloomington, CA
- **John Wayne Airport**
Microgrid Independent Fee Estimate
Santa Ana, CA
- **John Wayne Airport**
Capital Improvement Program Construction Management
Santa Ana, CA
- **Port of Long Beach**
Infrastructure Assessment
Long Beach, CA
- **Port of Long Beach**
Middle Harbor Redevelopment
Long Beach, CA
- **Port of Los Angeles**
Distribution Center Medium Voltage Infrastructure Upgrades
San Pedro, CA



RFQ No. 20-02. On-Call Engineering Design Services for Utilities

City of Hermosa Beach



Lisa Louie

Senior Project Manager, Regulatory Permitting Specialist

Education

MS, Marine Science;
University of San Diego, 2005

BS, General Biology,
University of California, San
Diego, 1999

Training

California Rapid Assessment
Method (CRAM) – Southern
California Research Project
(May 2009)

Wetland Delineation –
Wetland Training Institute
(August 2007)

Wetland Riverine Functional
Assessment/Ecology for
Project Managers – USACE

Environmental
Considerations in Planning –
USACE

Hydrologic & Hydraulic
Considerations in Planning –
USACE

Public Involvement and
Teaming in Planning – USACE

Professional Experience

Lisa Louie is a Senior Project Manager with more than 20 years of experience in aquatic environmental management. She has prepared or supported in the preparation of multiple NEPA and CEQA documents. Lisa also has coordinated with state and federal resource agencies, including the successful negotiation of mitigation and conservation requirements. In addition, Lisa has coordinated and managed mitigation and monitoring plans as well as permit applications that include Clean Water Act (CWA) Section 404 (individual and nationwide) permits for United States Army Corps of Engineers (USACE), CWA Section 401 water quality certifications for the Regional Water Quality Control Board (RWQCB), Section 1600 streambed alteration agreement applications for the California Department of Fish and Wildlife (CDFW).

Project Experience

Westminster Coastal Resources Evaluation, USACE – Sub to Noble Consultants, Westminster, CA. Project Manager, Environmental Planner, Marine Biologist. Lisa prepared the environmental impacts on coastal biological and water resources evaluation from the proposed flood risk management project for the NEPA document. Lisa developed and analyzed a compendium qualitative report for water quality and sediment in the project area of the Garden Grove-Wintersburg Channel and participated in regulatory and resources agencies meetings to develop alternatives to address the project objective. The project NEPA lead was USACE. The Orange County Flood Control District was the CEQA lead for the preparation of a Joint Environmental Impact Statement/Environmental Impact Report.

On-Call Environmental Services, Orange County Public Works (OCPW), Orange County, CA. Senior Project Manager/Biologist/Permitting Specialist. Lisa was responsible for coordination with OCPW regarding regulatory permits, including biological resource surveys for sensitive species/habitat, protocol-level surveys, environmental documentation, jurisdictional delineations of waters and wetlands, and construction monitoring in support of regulatory permits.

Desalination Slant Well Decommissioning Project, Municipal Water District of Orange County, Orange County, CA. Senior Project Manager, Regulatory Permitting Specialist. Lisa prepared the appropriate amendments to the project regulatory permits for the removal of the test slant well for the Doheny desalination project, including the lease and right of entry permit for CDPR, lease for CSLC, Coastal Development Permit for CCC, CWA Section 401 permit and Waste Discharge Requirements for RWQCB, and CWA Section 404 permit for the USACE. Lisa also participated in agency and contractor meetings and managed the monitors.

Sepulveda Boulevard over Dominguez Channel, Permitting, City of Carson & Caltrans, RKA Group, Carson, Los Angeles County, CA. Regulatory Permitting Specialist. Lisa prepared the application packages for the Section 404 NWP for USACE, Section 401 WQC for RWQCB, and Section 1602 LSAA for CDFW. The project involves widening the Sepulveda Blvd. bridge over the Dominguez Channel by adding a median and sidewalks on both sides of the bridge to improve road safety and reduce traffic congestion.



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www.chambersgroupinc.com





RESUME

Gregory K. Mitchell
Principal Engineer

Professional Registrations

Registered Civil Engineer, California
Registered Geotechnical Engineer, California
Registered Civil Engineer, Arizona
Registered Civil Engineer, Nevada (inactive)

Education

BS Civil Engineering, University of New Mexico, 1987

Professional Training

Shallow Foundation Short Course,
University of Missouri-Rolla, 1987
USEPA 40-hour HAZWOPER Training, 1987
Phase I ESA Seminar, PSI, 1989
Phase II ESA Seminar, PSI, 1989
Slope Stability and Landslides Short Course
University of Wisconsin, 1997

Experience

Over twenty-five years' experience in the geotechnical and environmental industries. Began career as a field engineer on both environmental and geotechnical assignments. The geotechnical assignments included supervision of drilling rigs during geotechnical investigations, and field density testing as part of grading control operations. Environmental assignments included all phases of field investigation including monitoring well installation, well drawdown tests, well sampling, collection of soil and groundwater samples, and completion of research for Phase I ESAs.

Mr. Mitchell managed the geotechnical operations at a branch office of a national engineering firm for three years, and was the regional manager for a second national firm for 7 years. In addition to the management activities, also had responsibility as a senior-level engineer, and obtained extensive experience in preparing and supervising geotechnical studies for commercial, industrial, residential and retail properties, including warehouses, manufacturing facilities, bridges, towers and single family residences. Provided designs for shallow foundations, drilled piers, driven piles, pavements, floor slabs and retaining walls. Geotechnical experience also includes liquefaction studies, fault studies, forensic investigations, pavement studies, groundwater studies, landslide evaluations, slope stability studies, and general geotechnical consulting services.



Assignment of Key Personnel

TAIT has carefully considered the City's needs and prepared the following team members for the success of this on-call contract. The key personnel for the TAIT Team is listed below with their positions, qualifications, and availability percentage. We understand that team members may only be substituted with written permission from the City.

Name	Classification/ Designation	Licenses/ Registration	Years of Experience	Time with Firm	% of Availability
Jacob Vandervis, P.E., QSD/P	Principal In Charge/QA/QC Manager	CA No. C46301	34	23	20%
David Sloan, P.E.	Lead Project Manager	CA No. C82595	13	6	20%
Bart Mink, P.E., LEED AP	Project Manager- Sewer	CA No. 82953	22	2	30%
Daniela Malott, P.E., QSD/P	Project Manager- Storm Drain	CA No. C86581	8	4	30%
Samantha Wohlfarth, P.E.	Project Engineer	CA No. C86126	8	8	30%
Ryan Haskin, P.E.	Project Engineer	CA No. C84850	8	8	30%
Christopher Engelbach, EIT	Project Engineer	E.I.T	11	4	30%
Michael Tran, EIT	Project Engineer	E.I.T.	7	5	30%
Michael Furlong	Surveyor of Record	CA PLS No. 8899	41	2	30%
Reese Brashear, LSIT	Field Party Chief	CA LSIT No. 7868	17	17	30%



REQUIRED FORMS

Certification of Proposal

RFQ 20-02

City of Hermosa Beach



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: none issued

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:



Printed Name and Title:

Jacob Vandervis, COO/Vice President



Non-Collusion Affidavit

RFQ 20-02

City of Hermosa Beach



6.3.2 Non-Collusion Affidavit

RFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

Jacob Vandervis, COO/Vice President



Compliance with Insurance Requirements

RFQ 20-02

City of Hermosa Beach



6.3.3 Compliance with Insurance Requirements

RFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

Jacob Vandervis, COO/Vice President



Acknowledgement of Professional Services Agreement

RFQ 20-02

City of Hermosa Beach



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Section 12 (Indemnification) needs to be modified to comply with
CA Civil Code 2782.8(a) which states that the duty and cost to
indemnify/defend are "unenforceable except to the extent the
claims arise out of, pertain to, or relate to the negligence,
recklessness, or willful misconduct of the design professional"
and "in no event shall the cost to defend charged to the design
professional exceed the design professional's proportionate
percentage of fault."

Signature of Authorized Representative:

Printed Name and Title:

Jacob Vandervis, COO/Vice President

FEE SCHEDULE

Per the RFQ requirements, the fee schedule has been submitted in a separately sealed envelope.



STATEMENT OF QUALIFICATIONS
RFQ# 20-20

On-Call Engineering Design Services for Utilities *(Sewer, Storm Drain)*



September 21, 2020



September 21, 2020

City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach, CA 90254

**REFERENCE: ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
(RFQ 20-02)**

Dear Mr. Nguyen:

Tetra Tech appreciates the opportunity to submit our statement of qualifications to provide On-Call Engineering Design Services for Utilities (Sewer, Storm Drain) in the City of Hermosa Beach, California. We understand that the City of Hermosa Beach is seeking a highly skilled and multifaceted consultant team to provide on-call professional civil engineering design services on an as-needed basis to support the City's vision and goals of the recently adopted General Plan, and the Capital Improvement Program.

FIRM INTRODUCTION

Tetra Tech is a full-service, multidisciplinary engineering consulting firm, specializing in planning, design and construction management. Tetra Tech has served more than 5,000 different clients since 1966, successfully solving design and construction challenges through our innovative approaches to "real world" design and construction activities. Our clients include a diverse base of municipalities, public, and private sector agencies both in the U.S. and internationally. We have more than 20,000 professionals employed across 450 offices worldwide. Our firm has been ranked by *Engineering News Record* (ENR) as #4 of the Top 500 Design Firms and holds numerous #1 rankings in a variety of service areas by ENR, as well as #6 in Sanitary & Storm Sewers.

PROFESSIONAL QUALIFICATIONS

Tetra Tech can best serve the City on this important contract by providing all of the required disciplines and services in-house, allowing for efficient delivery of the City's projects. Our team, consisting of staff known for their technical excellence, complement the type and complexity of services requested including sewer, storm drain, stormwater, pump stations, water quality, environmental, geotechnical, surveying, community outreach, electrical, structural, and potable and recycled water. Team members have completed the planning and/or design of numerous utility projects with similar scope within Los Angeles County. In addition, our team has in-depth experience with the planning and design of projects that span all facets of civil engineering including regional stormwater capture, complete streets, active transportation, green streets, and ADA.

UNDERSTANDING OF SCOPE OF WORK

As the *No. 1 ENR ranked company in Water projects*, we develop innovative solutions to further enhance project goals utilizing technical, economical,

Required Information:

Listed below is Tetra Tech's authorized representative, proposed Principal-in-Charge, Mr. Jason Fussel.

Proposed Project Manager, Mr. Nate Schreiner will serve as the single point of contact throughout the course of the proposal selection process and this contract.

Mr. Fussel and Mr. Schreiner are committed to each task order's success and the overall success of the City of Hermosa Beach. They will commit all necessary resources to support this contract.

Authorized Representative

Jason Fussel, PE, PLS, QSD/P,
LEED AP, ENV SP
Vice President
17885 Von Karman Avenue
Suite 500
Irvine, CA 92614
Jason.Fussel@tetratech.com
Office: (805) 542-9052
Mobile: (805) 305-0150

Primary Point of Contact

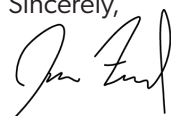
Nate Schreiner, PE, QSD
Project Manager
17885 Von Karman Avenue,
Suite 500, Irvine, CA 92614
Nate.Schreiner@tetratech.com
Office: (949) 809-5177
Mobile: (949) 241-5538

and environmentally responsible methods. Our significant experience with water projects, specifically for storm drain and sewer improvements, enables best practices to be implemented with no learning curve creating the best solutions from proven approaches. The result is a team with a fresh perspective in the utilization of diverse technical disciplines to produce multi benefit solutions.

Our team of 1,000+ staff in Southern California understand the role that an on-call contract provides. We bring a proven track record of planning effectively, responding quickly, and managing efficiently a multitude of task orders concurrently for ***on-call contracts throughout the United States including 35 contracts in Southern California spanning over 20+ years.*** Our role is to be responsive to Task Order requests and to provide the technical expertise to execute the work to the City's satisfaction in a cost-effective and schedule conscious manner. We offer a committed team of highly qualified managers with extensive experience in on-call contract management. The result is a deep bench of experienced professionals ready to mobilize.

We look forward to the opportunity to discuss our experience, qualifications and approach further with the City. As a Vice President with Tetra Tech, I have the authority to negotiate a contract with the City. Should you have any questions regarding our proposal, please feel free to contact me at (805) 305-0150, or via email at Jason.Fussel@tetrattech.com, or our Project Manager Nate Schreiner at (949) 241-5538, Nate.Schreiner@tetrattech.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Fussel', written in a cursive style.

Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP
Vice President

Section 2: Firm Profile



Consultant:

Tetra Tech, Inc.

Legal Form of Company:

Tetra Tech is a publicly traded Corporation, incorporated in Delaware in 1988. No individual or firm owns an interest of 10% or greater in our corporation's stock.

Federal Employee ID Number:

95-4148514

Corporate Headquarters:

Tetra Tech, Inc.
3475 East Foothill Boulevard, Suite 300
Pasadena, CA 91107

Years in Business:

Established in 1966, Tetra Tech has been providing consulting and engineering services for more than 54 years.

Years Providing Relevant Experience:

Although Tetra Tech has been providing relevant engineering design services since 1966, the proposed Tetra Tech team has 20 years providing of experience providing equivalent utility design services.

Failures or Refusals to Complete a Contract:

The proposed Tetra Tech team has no history of failures or refusals to complete a contract.

Primary Point of Contact:

Mr. Nate Schreiner, PE, QSD
17885 Von Karman Avenue, Suite 500, Irvine, CA 92614
Office: (949) 809-5177, Mobile: (949) 241-5538
Email: Nate.Schreiner@tetrattech.com

Firm Locations:

Tetra Tech maintains more than 450 offices throughout the United States and worldwide. This contract will be managed out of the Irvine office. Listed below are additional Tetra Tech offices included on the project team that will be supporting the City of Hermosa Beach on this important contract.

Irvine Office

17885 Von Karman Avenue, Suite 500
Irvine, CA 92614
Phone (949) 809-5000, Fax: (949) 809-5006

Pasadena Office

3475 East Foothill Boulevard, Suite 300
Pasadena, CA 91107
Phone: (626) 351-4664, Fax: (626) 351-5291

Los Angeles Office

707 Wilshire Boulevard, 23rd Floor
Los Angeles, CA 90017
Phone: (213) 239-8866, Fax: (213) 239-8871

Diamond Bar Office

21700 E. Copley Drive, Suite 200
Diamond Bar, CA 91765
Phone: (909) 860-7777, Fax: (909) 860-8017

San Luis Obispo

711 Tank Farm Road, Suite 110
San Luis Obispo, CA 93401
Phone: (805) 542-9052, Fax: (805) 542-9254

San Dimas Office

160 E. Via Verde, Suite 240
San Dimas, CA 91773
Phone: (909) 305-2930, Fax: (909) 305-2959

Tetra Tech consistently ranks among the top engineering firms annually according to the Engineering News-Record. In 2020, Tetra Tech was ranked No. 1 in the "Water" category for the 17th year in a row, and No. 4 among the "Top 500" consulting firms nationwide.



Tetra Tech appreciates the opportunity to submit our statement of qualifications to provide On-Call Engineering Design Services for Utilities (Sewer, Storm Drain). Our team represents a combination of the country's **#1 Engineering Firm in Water related projects**, with a strong history of providing engineering, environmental, resource management, and restorative services in southern California. The Tetra Tech team represents the foremost multidisciplinary group of technical and professional staff offering the following benefits to the City of Hermosa Beach:

- *Innovative Storm Drain and Sewer Design*
- *Current relevant experience designing and constructing similar infrastructure projects, including recent, relevant project experience for the City of Hermosa Beach*
- *Local offices ready to provide services without delay*
- *Strong relationships with regulatory agencies to streamline permitting*

With the depth and resources of a large firm, complemented by our local, unified team of experienced professionals, Tetra Tech is highly regarded by its clients

RELEVANT EXPERTISE

- 20+ years of experience on sewer and storm drain projects.
- 30+ On-Call programs currently under contract in Southern California resulting in 240+ task orders over the past 5 years.
- 2020 Engineering News-Record (ENR) Rankings. Tetra Tech has been
 - ✓ No. 1 in Water for 17 consecutive years
 - ✓ No. 6 in Sanitary & Storm Sewers
 - ✓ No. 4 in the Top 500 Design Firms

and among its peers in the sewer and storm drain design. We pledge to provide you with the required design services in a professional and cooperative manner that will enhance a high level of service to the City and all project stakeholders. The Tetra Tech team is committed to open communications, joint problem solving, partnering, and teamwork to accomplish the goals of each assignment.

TETRA TECH SNAPSHOT

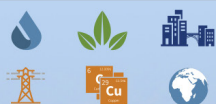
WORKED IN
120
COUNTRIES
7 
CONTINENTS

Publicly traded on
NASDAQ as

TTEK
NASDAQ
GLOBAL SELECT **\$4B**
Value

\$3.1 billions **ANNUAL**
REVENUE

WORKED ON
70,000
PROJECTS



450 **OFFICES**
WORLDWIDE 

17,000 **CLIENTS**

20,000 **ASSOCIATES** 

ENR Rankings

#1 Consulting/Studies

#1 Dams & Reservoirs

#1 Environmental Management

#1 Environmental Science

#1 Hydro Plants

#1 Solid Waste

#1 Water

#1 Water Treatment/Desalination

#1 Water Treatment/Supply

#1 Wind Power

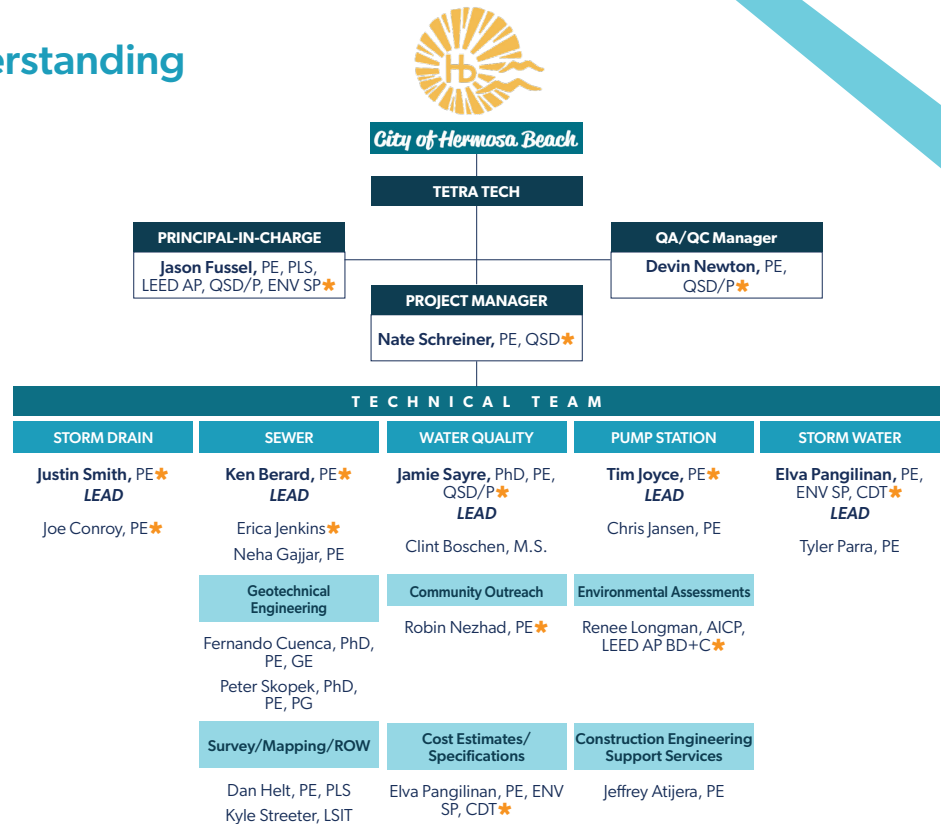




Section 3: Project Understanding and Approach to Scope of Work

Statement of Project Understanding

We understand that the City of Hermosa Beach is seeking a highly skilled and multifaceted consultant team to provide on-call professional civil engineering design services on an as-needed basis to support the City's vision and goals of the recently adopted General Plan, and the Capital Improvement Program. Over the duration of the contract, the City will assign task orders for projects involving the design and construction of a variety of infrastructure projects including sewer, stormwater, storm drain, pump stations, water quality, infiltration, feasibility studies, and other civil projects. Through these projects, it is anticipated that civil engineering, environmental assessments, geotechnical engineering, utility support, surveying, and community outreach services will be necessary to support the City.



★ Key Personnel - Resume Included

Organizational Chart

As illustrated in the organization chart below, Tetra Tech has assembled our personnel based on individual strengths, technical skills, and experience working together. We tailored our team composition to fit specific scopes of work and provide benefits to the City, including:

- One Tetra Tech team, although able to meet diversity goals, our team is able to self-perform the scopes of work required.
- Providing a team that is local, experienced, and seamlessly transitions into the roles required under each on-call task order.
- Strategically use personnel who have availability, for continuity between task orders.
- Select team members with extensive on-call and sewer and storm drain experience and expertise.

Approach to Work Program

Successful on-call service contracts require a diverse and highly talented team, made up of specific engineering and design disciplines, as well as responsible project management. No matter the task that is being requested, each project requires:

- Delivering a project within budget and on schedule
- Coordinating with appropriate agency representatives
- Implementing a Quality Assurance/Quality Control Plan to increase the excellence of the end product
- Teamwork development and meeting participation

Tetra Tech is well suited to accomplish all features of each required task. We are eager to provide the City with the professional services required for the On-Call Contract utilizing our in-house qualified staff that have worked together as a team the past several years.

Task Order Initiation

Upon receipt of a Task Order Request from the City, our proposed Project Manager, Mr. Nate Schreiner will:

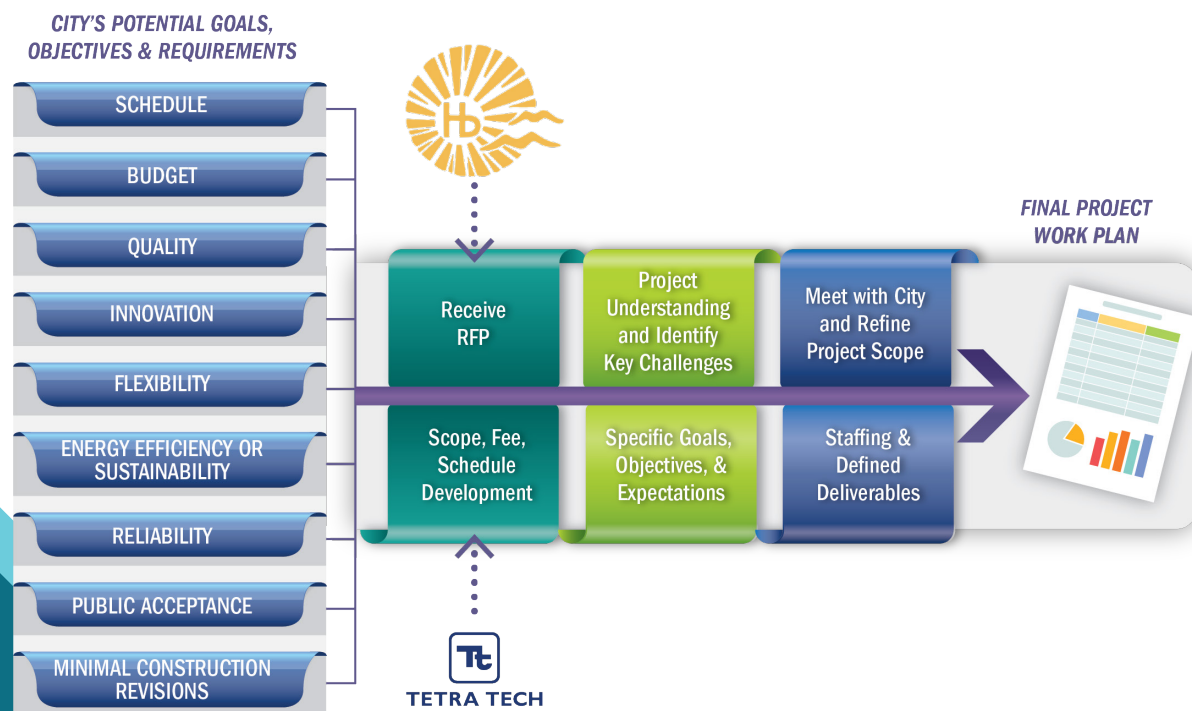
- Review the available information for the Task Order.
- Meet with the City's Project Manager and the City staff members (via teleconference or in person) to discuss the intent of the project and clarify the nature of the work.
- Meet with the Tetra Tech project team for selection of the appropriate Task Manager and technical staff resources for the particular assignment.
- Follow up meeting with the City's Project Manager to ensure expectations are well defined.
- The selected Task Order Team will assist in the preparation of the Task Order budget, goals and schedule.

Data Research: Tetra Tech will determine the availability of design drawings, calculations, reports, photographs, studies, etc., which are pertinent to the completion of the Task Order. These documents will be reviewed to determine their impact on the project prior to a visit to the project site.

City Coordination: A Manager will meet with key personnel from the City in person to discuss the proposed work. A site visit will be conducted at this time to determine actual site conditions, record pertinent measurements, and take photographic records of the project site.

Draft Proposal: The Project Manager will prepare a draft proposal which will define our understanding of the proposed work, our approach to completing the required work, the project team, the scope of the proposed work, schedule, and fee. Fee estimates for each Task Order will be prepared using a cost/ price modeling tool (CPM) which was developed by Tetra Tech. The CPM is a spreadsheet that itemizes each of the tasks required to complete the project, the personnel required to complete each task and the number of hours required by each person for each task. In addition to providing a tabulation of the hours required to complete each task, the CPM also reports the total number of hours required by each person and a total cost for the entire Task Order. Large Task Orders may require a comprehensive project schedule, prepared using MS Project; smaller task orders may require fewer formal schedules, which may be conveyed to the City in writing via email. The draft proposal will be reviewed by our Quality Assurance Manager, Task Manager, and select team members.

Final Proposal and Work Plan: Tetra Tech will discuss the draft proposal internally, make the necessary adjustments and submit our final proposal. After the fully executed agreement between the City and Tetra Tech is in place, the Project Manager will prepare a Work Plan. The Work Plan is an internal Tetra Tech document which will contain the scope of work, project team, schedule and budget for the project. The format of the Work Plan will vary with the type and size of the given task order. For small projects the Work Plan may be a short memorandum which is distributed by email



to the members of the project team. No internal kick-off meeting will be required for smaller projects. For larger projects, the Work Plan will be a comprehensive document which is distributed and discussed at an internal kick-off meeting. The kick-off meeting will include all key project team members. The input of engineers and specialists of other disciplines may be required in order to provide comprehensive solutions to some of the tasks. Tetra Tech has experienced staff in all required disciplines who will address any situation that comes up.

Task Order Authorization: Upon receipt of the notice to proceed from the City for a given Task Order, Tetra Tech will schedule a project kick-off meeting or teleconference, update the Quality Control Plan (as necessary), and prepare a Health and Safety Plan (if required).

Project Execution: The last and most important component of the management process is to perform the work. This component is dependent on the type of work required and the scope of work for each Task Order. However, to provide the City with a sense of our knowledge of project requirements for the general types of projects expected under this contract, we discuss our project understanding in the next section.

Design Approach and Coordination with the City

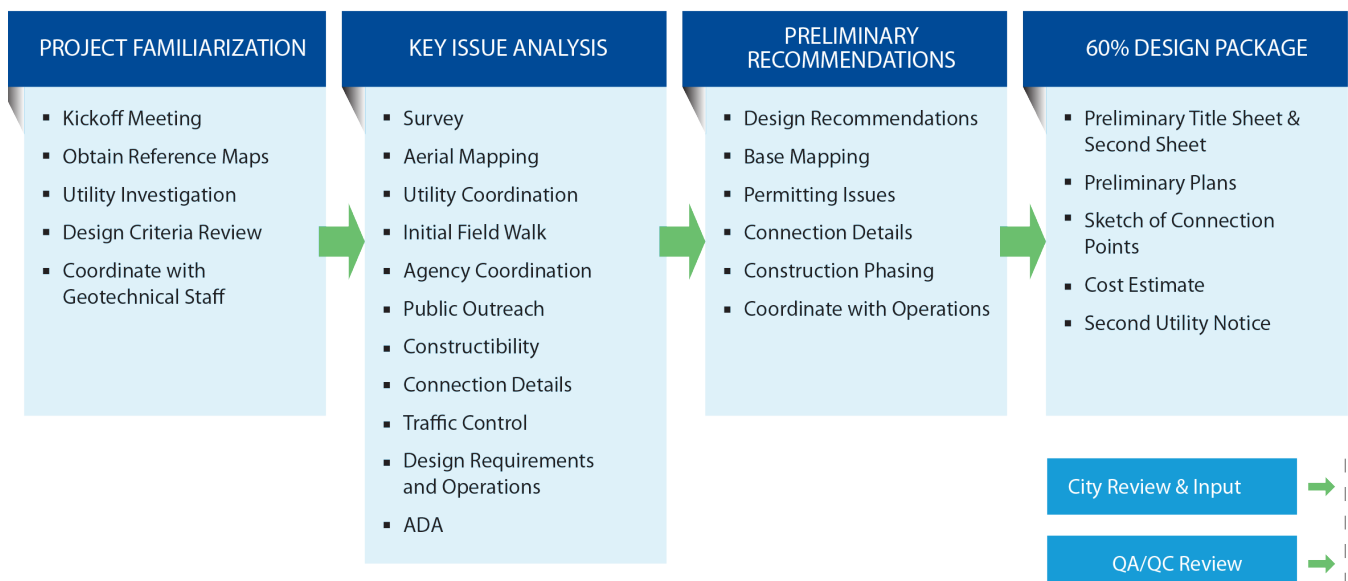
The approach that Tetra Tech uses for engineering design includes a preliminary design phase and a final design phase. Prior to commencing the preliminary design phase, Tetra Tech will lead with support from

the City a project kickoff meeting to review the project in detail, discuss the project approach, identify critical success factors, schedule, budget and obtain project specific goals from the City. During the preliminary design phase, the Tetra Tech team will work toward understanding the project and site location. The team will analyze project design issues and base their design recommendations to the City on this analysis. Lastly, the team will work with the City to set a design course that will result in a 60% design review package.

After the City completes their review of the 60% design package, Tetra Tech will initiate the final design phase. Tetra Tech will produce a 100% design package, and then a Final design package. The City will review each of these design packages, and the Tetra Tech team will work closely with the City to address comments, adjust, and ultimately produce the final, approved, design package.

Design review meetings will be held after the 60% and 100% design level completion. The 60% design review meeting will focus on confirming the project's design meeting the goals and intent that the City has for the project. The 100% design review meeting will ensure that all City comments and concerns are addressed prior to the design team finalizing the final PS&E bid package. Meetings will be attended at a location selected by the City or virtually. Tetra Tech will prepare meeting minutes for each.

PRELIMINARY DESIGN PHASE



Technical Approach and Methodology

Having an adequate amount and necessary type of resources are critical to the success of a project. Inadequate resources can result in project delays and/or poor execution of required tasks. Tetra Tech is ready to provide support to the City with our experience and knowledge to quickly resolve technical issues and challenges. The Tetra Tech team can provide the specialized expertise and the depth of resources necessary to meet or exceed the City's variable project requirements. The depth and breadth of our team's technical expertise is described in the following sections.

Detailed Design

Field Investigations: Conducting thorough field reviews on projects is another critical component of cost-effective project management. Tetra Tech believes very strongly in walking our projects in the field throughout the base mapping and design stages of a project to insure all design issues are considered. This task can be particularly important on the City's future projects due to the variety of conditions that exist within potential project footprints. Therefore, we will conduct thorough field reviews of all projects, whenever possible, in order to obtain relevant site information.

Sewer and Storm Drain Assessments: The City's sanitary sewer and storm drain systems are aging and in need of extensive rehabilitation per the City's Capital Improvement Program. Aged and defective sanitary sewer and storm drainage infrastructure should be replaced as part of an ongoing investigation and rehabilitation program. This ensures structural integrity of infrastructure components to help prevent wet-weather inflow and infiltration (I/I) into the sewer collection system as well as upgrade storm drain systems to improve pipe conveyance to prevent flooding and account for more build-out conditions that were not originally accounted for. I/I is water that enters a sanitary sewer system from a rain event. Inflow can enter a sanitary sewer system through surface openings such as manhole lids and from unauthorized stormwater connections among other sources. Infiltration via rain-induced groundwater percolation can enter a system through sewer pipe defects such as cracked and broken pipe and through openings/cracks in manhole walls among other sources.

Sewer mains and storm drains need rehabilitation if they are in a deteriorated condition and/or they need additional hydraulic capacity. Our approach will be to review the available information for the pipe in question



including the data collected as part of the sewer and storm drain master plans. Based on the review and the severity of structural defects viable repairs will be proposed. The defects can be repaired through open cut construction or spot repairs.

The second analysis will include verifying the hydraulic capacity of the pipes described in the master plans. Tetra Tech will utilize the City's flow information to calculate the depth of flow, slope and velocities of the proposed conduits to determine the appropriate size. The conduit design will conform to the latest edition of the City's Standard Plans and Standard Specifications for Public Works Construction (Greenbook). For storm drain analysis, Tetra Tech will review existing available hydrologic and hydraulic information available, as well as the drainage master plan.

If the hydraulic capacity exceeds the required capacity, Tetra Tech will recommend pipe size upgrades for the conduit segments that exceed its hydraulic capacity. Based on the recommended pipe size upgrade, Tetra Tech can evaluate viable construction alternatives (pipe bursting or open cut construction) to address the improvements of the existing conduit and provide recommendations for the most cost effective repair.

Surveying Approach: Our cutting-edge surveyors utilize the latest in ground survey equipment to perform topographic, boundary, right-of-way, ALTA, GIS data collection and control network surveys. All survey work is performed under the supervision of a Professional Land Surveyor, licensed in California. Tetra Tech surveyors utilize a combination of GPS and Robotic Total stations to perform most traditional surveys. Additionally, technologies such as Unmanned Aerial Systems (UAS), Vehicle mounted mobile LiDAR mapping, aerial photogrammetry and LiDAR, and terrestrial LiDAR scanning and are available to supplement the City's

survey needs. These technologies, combined with traditional techniques can increase efficiency and accuracy, while reducing staff exposure to dangerous situations.

Utility Research and Coordination: The locations of existing utilities on a project site are critically important for facility design, any subsurface investigations, or any earthwork during construction. Tetra Tech will obtain and research all plans showing the locations and sizes of all aboveground and underground utility lines and appurtenances within the proposed project area. Research will include researching Prior Rights to clearly identify parties responsible for any relocation of conflicting utilities. Additionally, our coordination efforts will include researching whether any future utilities are proposed in the project area that may require accommodation through the improved area. When appropriate (particularly before any ground-disturbing activities on site), we will employ geophysical survey techniques, or Dig-Alert type services to physically locate any subsurface utility lines. Tetra Tech will perform a field review of all utility line locations and verify that the plotted or surveyed locations for all existing lines shown on drawings are correct.

Tetra Tech will coordinate with the utility purveyors to obtain concurrence on the relocation and/ or protection strategies. In this way, we can avoid piecemeal work or moving a utility twice. If the relocation design is to be prepared by the utility owner (e.g., SCE), we will monitor and track their design progress with the schedule. We will employ our proven methodology to notice, catalogue, plot, track, and coordinate utility impacts. Tetra Tech will develop accurate substructure and utility maps to be used by the design team to avoid utility impacts or surprises. Utilizing USA Dig Alert's website,



a comprehensive utility matrix and contact log will be developed, which Tetra Tech will use to request utility atlas information and document correspondence with each purveyor with regards to responses received and as necessary when a utility company requests to review the design plans.

Research: Tetra Tech will seek to obtain and review all available documents for a current or proposed project, unless directed otherwise by the City that the City has information readily available. Information of interest will include existing reports, studies, design plans, as-built plans and documents, benchmarks, and any other pertinent and available information that could be used in the design of the project.

Community Engagement: We are sensitive to the importance of this issue and its potential impact of the design and overall delivery of projects. As a result, we are engaging our community outreach specialist, Ms. Robin Nehzad, to lead these efforts. Ms. Nehzad is an experienced project manager specializing in the delivery of wastewater and stormwater planning and design projects for treatment, storage, and conveyance facilities. Ms. Nehzad has excellent communication skills that have offered her vast experience in client management and stakeholder coordination for some of the largest municipal clients in the nation.

Depending on the task order, Tetra Tech will develop a Stakeholder Engagement Plan (SEP) that will incorporate methods to communicate the project information, tools for effective public participation, and an approach to elicit input. The SEP will describe the proposed outreach activities, outlets and methods for providing information about how nearby residents, businesses, and stakeholders can get involved, roles of community partners, and timing for all activities.

The SEP will have digital and distance engagement strategies that respond to COVID-19 safe practices and social distance directives. These are critical tools of engagement especially in the early stages of this project.

It will be beneficial for the Tetra Tech to lead strategy sessions with the City project team to plan for the stakeholder/community meetings. During these sessions the team will confirm objectives, determine best tools for eliciting input, and finalize outreach approach to ensure a successful turn out including the role of community partners. Following strategy sessions, the outreach team will develop a stakeholder/community meeting approach and agenda.

The community meetings will be the primary method to provide updates and information about the project community members and stakeholders including

property owners, residents, business, and schools. Four stakeholder/community meetings are recommended to fully engage the community during major project milestones. The following are proposed phases when Tetra Tech proposes community meetings:

- Meeting #1 – Project Launch
- Meeting #2 – Existing Conditions and Refined Design
- Meeting #3 – Project Benefits and Impacts
- Meeting #4 – Final Draft Design

Our public outreach and early intervention and collaboration with the public will assist in identifying red flag community issues early in the project design process. In addition, efforts will be taken to design the projects in such a way to minimize disturbances to the neighboring community.

Project Engineering Design and Analysis: When analyzing and performing designs for capital improvement projects it is our goal to find the greatest possible public benefit. Our experience supports our ability to find creative, non-traditional solutions, if necessary, to meet project requirements. Our team will focus our design on meeting all project code, permit and regulatory requirements. We fully understand that the City has its own set of design standards.

Reports: Tetra Tech has a broad range of experience preparing feasibility, evaluation and analysis, and conceptual studies for various municipalities. Tetra

Tech's reports will be prepared in accordance with the City standards and submitted with adequate time for review and approval by the City staff. Almost every project we complete begins with a detailed preliminary design and/or conceptual design report. Our team is well versed in preparing all manner of reports, and is experienced with implementing the recommendations provided in these types of reports, even when prepared by other agencies or design professionals. Tetra Tech has also participated in the preparation of numerous technical reports and studies on pilot testing, alternative analysis, and storm drain and sewer master plans.

Plans: Our construction drawings production includes extensive internal quality control for all design elements, including adherence to the City standards. We always ensure that proper coordination of plans and specifications are completed before each submittal. The project team is experienced and knowledgeable with the codes and design criteria that will govern both the conceptual and final design plans for a project.

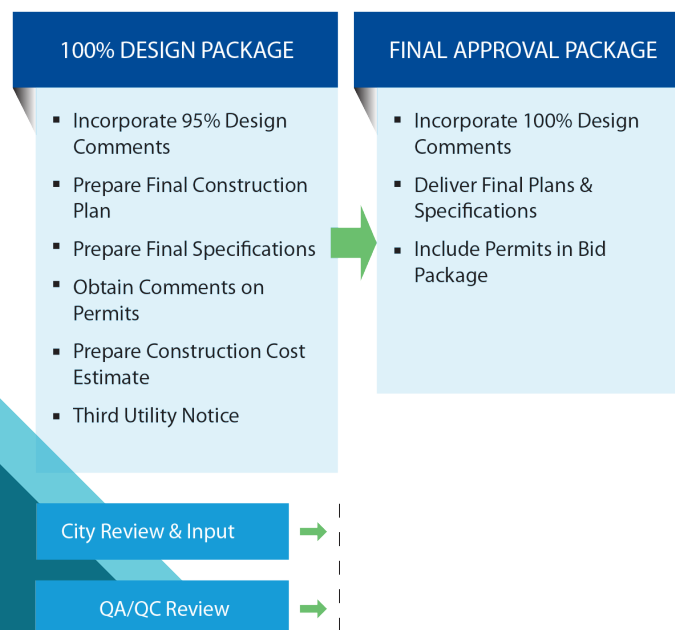
We are well versed in the design manuals and requirements established by the City, Caltrans, American Public Works Association (APWA), the County of Los Angeles, the Regional Water Quality Control Board (RWQCB), AASHTO, Manual on Uniform Traffic Control Devices (MUTCD), California Building Code (CBC), and the Standard Specifications for Public Works Construction (SSPWC).

Specifications: Technical specifications will include the City's boilerplate general conditions and requirements of the construction, detailed requirements for the work to be performed, and requirements for the materials to be used in construction.

Tetra Tech will make certain that specifications conform to the requirements set forth by the City, Caltrans, the Standard Specifications for Public Works Construction (Green Book), and any other applicable general conditions.

Cost Estimates: Accurate and well-defined cost estimates are critical to the success of every project to ensure that each element of the project is well defined, properly funded throughout the construction phase, and that proper contingencies have been applied to account for unanticipated changes in design and scope during the construction phase. Our design staff and construction cost estimators specialize in providing accurate construction cost estimates from the initial programming phase through the detailed design and construction phases. We understand the importance of preparing accurate life-cycle cost estimates for various alternatives. In preparing the

FINAL DESIGN PHASE



cost estimates, we consider the local market conditions, prevailing wage rates, construction equipment rates, site accessibility, and any associated risk factors that might impact the project budget.

Our team will prepare quantities and estimates per City standards, utilizing RS Means cost estimating data base and software, recent City and County wide bid data, and our own current pricing data base to validate unit costs. A parametric cost estimate, will be prepared at the pre-design phase to validate project programming. During the detailed design phase, we will prepare a cost estimate (60% design submission) which will include much greater detail, take offs, and pay item descriptions, which will then be updated at 100% design, and updated again at final design. Contingencies will be applied at industry standard levels for each of the various cost classes.

Permitting and Agency

Approval: Tetra Tech has significant permitting and agency approval experience that will benefit the City. Where applicable, Tetra Tech will coordinate with Authorities having jurisdiction (AHJ) to assist the City in procuring job-specific permits and authorizations. Tetra Tech will prepare Storm Water Pollution Prevention Plans (SWPPP), prepare and submit encroachment permit applications to Caltrans, coordinate permit approval with Los Angeles County Flood Control District (LACFCD). It is assumed the City will pay all permit fees.

Stormwater Pollution Prevention Plans (SWPPP):

Tetra Tech's Qualified SWPPP Developer (QSD) can prepare a SWPPP for all construction activities. SWPPPs will be prepared to meet the requirements of the State's General Permit for Stormwater Discharges Associated with Construction Activities; 2012-0006-DWQ and will follow the California Stormwater Quality Association's template. We are also available to provide support from our Qualified SWPPP Practitioners (QSPs) to implement the SWPPP during the construction phase of the project. It is assumed the City will be responsible for the filing of the Notice of Intent (NOI), Notice of Termination (NOT), and data input into the Stormwater Multi Application Reporting & Tracking System (SMARTS). It is assumed that all registration fees will be paid by the City.

Caltrans: For projects on State Highways, Tetra Tech will assist the City with the completion of the necessary

reporting forms as required by Caltrans. Tetra Tech understands the regulatory framework and relationships from similar assignments which have required coordination with Federal, State, and Local Agencies representatives, as well as a thorough knowledge of associate regulations and guidelines related to legal requirements, environmental compliance, permitting and local codes and ordinances.

Regulatory Agencies: Tetra Tech is familiar and has successfully completed projects within areas under jurisdiction of the US Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW) 1602, and Los Angeles County Sanitation District. Projects that would involve work within these areas may require a 404 permit from the USACE or a 401 Water Quality Certification.

Environmental Permitting:

Tetra Tech can assist the City of Hermosa Beach with every step of the environmental planning process. Our knowledge of the regulatory environment in California and more specifically the City of Hermosa Beach, allows us to identify

stakeholders early in the process so that an expedited consultation to identify resource-specific issues occurs. Early and frequent communication with jurisdictional agencies is key to a streamlined environmental review process.

We begin the environmental process with a thorough review off all proposed project actions and develop a detailed project description. Based on the project description, we will identify potential issues and constraints; agencies that will require consultation; anticipated permits; anticipated type of California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) document; and develop a proposed schedule. We then identify key technical staff to best meet the project's needs.

CEQA Compliance (General): Tetra Tech will assist the City of Hermosa Beach in determining if a proposed project (action) is exempt from CEQA review either by statute or pursuant to a categorical exemption. If desired, Tetra Tech will also prepare a Notice of Exemption (NOE) and file it with the State Clearinghouse and County Clerk.

Tetra Tech has significant permitting and agency approval experience that will benefit the City

If not exempt, then an Initial Study (IS) will be prepared. Initial Studies are prepared based on CEQA Guidelines using the Appendix G IS Checklist form, and considers all phases of project planning, implementation, and operation. The IS provides a brief description of the project, the environmental setting, identifies potential environmental effects, and proposes mitigations for potential significant environmental impacts or effects. The IS will contain a complete list of references and people contacted during preparation of the environmental document.

- Aesthetics
- Agriculture & Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology & Soils
- Greenhouse Gas Emissions
- Hazards & Hazardous Materials
- Hydrology & Water Quality
- Land Use & Planning
- Energy
- Wildfire
- Utilities & Service Systems
- Mineral Resources
- Noise
- Population & Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural
- Mandatory Findings of Significance

Reports prepared for the project site will be reviewed, such as Phase I and II Environmental Site Assessments (ESAs), technical studies, feasibility studies, inventory surveys, planning documents, previous CEQA/NEPA documents including the PLAN Hermosa Environmental Impact Report (EIR), and Geographical Information Systems (GIS) data. The information collected at this stage will be reviewed for completeness, accuracy, relevance, and historical context. Where data is incomplete, data collection in the field may be necessary or additional technical studies may be recommended. The IS environmental analysis will include reviewing potential impacts on:

Potential impacts will be described for each resource area using both qualitative and quantitative data. The IS will provide decision makers the information needed to decide whether a negative declaration (ND), mitigated negative declaration (MND), or EIR should be prepared. A ND will be prepared when the IS has indicated there are no potentially significant impacts resulting from the proposed project and no mitigation measures are required. An MND will be prepared when the IS has identified potentially significant impacts resulting from

the proposed project, which can be mitigated to less than significant. An EIR will be prepared when the IS has identified one or more potentially significant impacts on the environment.

NEPA: When there is a federal nexus and NEPA is required, Tetra Tech will follow the implementing procedures of the applicable federal agency.

Bid and Award Phase

Bid Phase Support: If needed during the bid phase, Tetra Tech will provide bid support services to the City. Tetra Tech will attend pre-bid meetings, respond to requests for information (RFI's), prepare addendum as required to modify bid documents, assist in the review of bids, bid qualifications, and proposed contract language exceptions during the construction contractor selection process. At the conclusion of the process, Tetra Tech will provide the City with our recommendation for award.

Pre-Bid Meeting Attendance: Members of our team will attend city-led pre-bid meetings at the City's designated location and, as applicable, attend/lead a job walk of the project site to assist the City in providing general and detailed project background and answer questions raised by potential bidders that are in attendance.

Assist with RFIs Addendum and Technical Related

Issues: Bidder related questions and RFIs that arise during the bid phase will be submitted to the City and forwarded to the Tetra Tech team. Our team will prepare answers to these questions and other RFIs for distribution by the City. As necessary, Tetra Tech will prepare addendum to modify the existing bid documents, construction drawings and specifications for distribution to bidders by the City.

Construction Engineering Support Services

If needed, during construction, Tetra Tech will provide engineering services including review of RFIs (Request for Information), shop drawing review, material certifications, review of contractor substitutions, schedule reviews and assistance with change orders. Tetra Tech's team of engineers understand the importance of services during construction and is committed to providing timely and accurate review of all submittals. We pride ourselves in being able to solve complex field issues quickly and find cost-effective solutions to keep the project moving ahead without delays and cost overruns.

Submittals for Project Design by Contractor

Personnel: Our team will review project design submittals provided by the contractor. They will be reviewed for conformance with the contract documents. Substitutions will be carefully reviewed to determine if they are equal to the specified materials. We will also review any substitution to see if it changes any other part of the existing design. Our analysis will include our opinion of the benefit to the City of the proposed substitution and validity of any proposed cost savings. We will keep in mind the overall desires of the City operations staff in our analysis.

Review of Technical Submittals: Our project team will review contractor technical submittals including, but not limited to, shop drawings, material certifications, material samples and schedules, as requested by the City. Shop drawings will be reviewed for general conformance with the plans and specifications. Each submittal or shop drawing will be reviewed and returned to the City, stamped with our shop drawing stamp and marked accordingly.

Our team of construction management personnel are qualified professionals who can effectively manage the technical complexities of today's construction projects. Our construction management philosophy is to keep the project on schedule and on budget through communication and project controls.

As-Built Records: Upon completion of a construction contract, Tetra Tech will prepare record drawings by updating the original project plan sheets showing changes that occurred during bidding and construction. Record drawings will be prepared by transferring the updates from red marked plans received from the City. The record drawings will be completed in the project AutoCAD files. "Record Drawing" cells will be included on each plan sheet and updates will be clouded to provide distinction from the original design.

Innovative and Creative Approaches

New technologies and state of the science practices are constantly being developed and introduced to the sewer and storm drain field. Relationships with academia, similar municipalities, and proprietary vendors provide continued learning and knowledge of the most recent practices being implemented throughout the state and nation. We pride ourselves in staying informed of the state of the science and share our experiences with others through publication and conferences to further those relationships. The Bolivar Park project is considered the first "smart regional stormwater BMP" and went on to win the 2016 Environmental Business

Journal Award for Innovative Technology and the CASQA Outstanding Stormwater BMP Implementation Project of the Year in 2019.

Combining our experience developing standard details for sewer and stormwater related projects, optimal design configurations, and full plans and specifications with our intimate knowledge of the policies and procedures of the City, our team is poised to provide cutting-edge, state of the science solutions to meet the City's project needs.

Additional Services

In addition to the above services, the proposed Tetra Tech team also has in-depth experience with projects similar to those identified in the City's capital improvement program. The additional services the proposed Tetra Tech team can provide include:

- Regional Stormwater Capture/Infiltration/Reuse
- Green Streets
- Active Transportation
- Complete Streets
- Accessibility
- Potable and Recycled Water Distribution
- Structural
- Electrical



Section 4: Project Management Plan



Tetra Tech's project management procedures are designed to keep each project on schedule and within budget. Specifically, all Tetra Tech projects, regardless of size, are managed utilizing our in-house Project Management Guidelines & Policies Manual that sets forth the following project schedule/cost control methods:

Project/Cost Control: For project development, Tetra Tech will use a Project Management/Control System which we have used successfully on numerous municipal projects. The core of this system is a monthly Project Management Report.

Critical Path Method (CPM) Schedules: Tetra Tech will approach the development of a detailed work plan very seriously. The project team will meet at project initiation to collectively determine the smaller work tasks required to complete the major work activities as established in the Scope of Services. A sequencing plan of these smaller work tasks, using precedence format, will be developed which in turn will determine the overall schedule. The series of work tasks and resulting schedule will be diagrammatically exhibited as a Critical Path Method (CPM) flow chart. This flow chart, which highlights the critical path, will be used to base our determination of the intermediate project milestones.

It is critical that this part of the project management system be flexible and able to accommodate scheduling adjustments that may occur. Our system requires the Project Manager re-plan the project, as necessary, to reflect an accurate and up-to-date schedule. When re-planning, the Project Manager will assess:

- *Work completed;*
- *Work remaining;*
- *Effort required to complete remaining work and when that effort is needed;*
- *Calendar days needed to complete the remaining work.*



Communications Approach

Our approach to this contract includes a "teamwork and partnering" approach with the City. We are hired for our resources, expertise, independent thought, technical background, and problem-solving abilities. Therefore, we understand that it is imperative to work closely with your staff to ensure successful completion of the City's projects.

The Tetra Tech team's goal is to keep the City's staff informed from day one of each project. Communication tools include the formal progress reports, meeting agendas and minutes, e-mail and informal give-and-take approach starting with our Project Manager and extending to every member of the Tetra Tech project team. Our Project Manager will be responsible for all day-to-day communications. However, at the project outset, a chain of command and communication methods will be set-up and agreed upon.

We are proposing to use e-mail to keep you aware of the status of each project. Every other week, we will prepare an e-mail update containing the following:

- *Summary of work performed during the previous two weeks and the proposed work for the upcoming two weeks;*

- *Status of the action items from the latest meeting or e-mail action items;*
- *Schedule of upcoming events/ meetings/ deliveries; and*
- *Summary of any outstanding issues.*

In addition, each month we will submit our invoices as well as prepare a project status report containing the following: summary of permit status/schedule; description of key issues/concerns which have surfaced along with proposed options and solutions; and a project status summary report showing current schedule, budget and earned value analysis tracking system. Methods will be set-up and agreed upon.

Quality Assurance/Quality Control Approach

Tetra Tech's Quality Assurance (QA)/Quality Control (QC) program and procedures grow from a business culture in which they are part of every component of program and project work. This is the result of two conditions: 1) a clear and unequivocal emphasis on proactive quality management from its corporate leadership; and 2) the use of proven project-specific quality planning, assurance, and control techniques. We recently updated our Quality Control Manual to incorporate new ideas, techniques, and procedures further solidifying our commitment to Quality Control for our project teams. It is important to our firm, that our staff have the state-of-the-practice guidelines available as Quality Management is a priority on every project.

Project-Specific Applications of QA/QC

Techniques: A project-specific QA/QC effort must ensure that expectations for controlling costs, schedule, and quality of work are met.

Cost: Controlling project cost starts with good planning and management. Tetra Tech's cost control and reporting system starts during project planning with work breakdown structures (WBS) for establishing budgets. The WBS then is

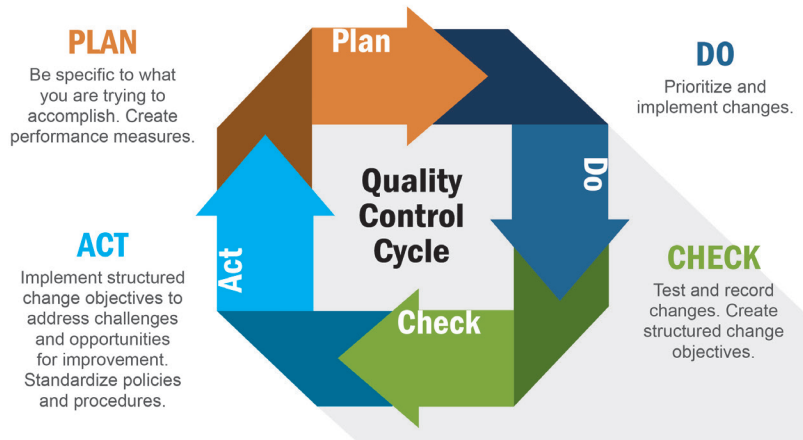
used to accumulate and report costs internally and to the client. Finally, an earned value management approach to assessing costs and technical completion is used to monitor budget compliance and to identify and address unanticipated costs early in the project.

Schedule: Managing a project schedule efficiently starts with a detailed baseline schedule established during project planning. The schedule follows the WBS and reports the progress of cost and schedule as planned. Deviations from the schedule are highlighted during monthly reporting; changes threatening its adherence are discussed with the client and corrective action is agreed upon, if necessary.

Technical Services and Reports: QA techniques start during the planning phase, including defining the performance standards with the client (specifications, guidance, SOPs, testing methods, etc.) and identifying specific QA techniques to be used (storyboards, interim deliverables, review sessions, and value engineering reviews). Before a technical deliverable is released, a QC review is conducted. It involves the following: 1) an editorial review to ensure clarity and readability; 2) a technical review to ensure recommendations are supported by facts; and 3) a final quality review to ensure all agreed upon performance standards were met and the QC reviews were completed appropriately.

Continuous Improvement: Our project teams are Tetra Tech's frontline for ensuring excellent quality performance. They apply these QA/QC actions to all current projects and apply lessons learned to all future

Improving Quality Control with the Plan-Do-Check-Act (PDCA) Model





Section 5: Experience and Qualifications

Summary of Relevant Projects

Our team's success has been built on local knowledge, technical expertise, quality design, fiduciary duty, and development of practical solutions that meet industry standards for sound engineering practices. The representative project descriptions provided below serve as a sampling of projects that validate the depth of our team's local expertise in sewer and storm drain design.

TETRA TECH RELEVANT PROJECT EXPERIENCE												
	SEWER	STORMWATER	STORM DRAIN	PUMP STATIONS	WATER QUALITY	INFILTRATION	FEASIBILITY STUDY	PLANS, SPECIFICATIONS, & ESTIMATE (PS&E)	PERMITTING	ENVIRONMENTAL ASSESSMENT	TOPOGRAPHIC SURVEY	CONSTRUCTION SUPPORT
Hermosa Beach Greenbelt Infiltration, <i>City of Hermosa Beach</i>		■	■	■	■	■	■		■	■	■	
Naples Island Seawall, <i>City of Long Beach</i>		■	■	■	■			■	■		■	■
Mayfair Park Stormwater and Runoff Capture, <i>City of Lakewood</i>	■	■	■	■	■		■	■	■	■	■	■
Vandenberg Landfill Storm Drain, <i>Vandenberg Air Force Base, 30 CES/CEANQ</i>		■	■				■	■			■	
Merced Avenue Greenway, <i>City of South El Monte</i>		■	■		■	■	■	■	■	■	■	
Patton Basin Drainage Outlet Repair, <i>City of San Bernardino</i>		■	■		■		■	■	■		■	■
Vermont Avenue Stormwater and Green Streets, <i>City of Los Angeles</i>		■	■		■	■	■	■	■	■	■	■
Caruthers Park Stormwater Capture, <i>City of Bellflower</i>		■	■	■	■	■	■	■	■	■	■	■
Carriage Crest Stormwater Capture, <i>Los Angeles County Sanitation District</i>	■	■	■	■	■		■	■	■	■	■	■
Bolivar Park Stormwater and Runoff Capture, <i>City of Lakewood</i>		■	■	■	■		■	■	■	■	■	■
Albion Riverside Park Project, <i>City of Los Angeles</i>	■	■	■	■	■		■	■	■	■	■	■
Culver Boulevard Stormwater Infiltration and Corridor Realignment, <i>City of Culver City</i>		■	■		■	■	■	■	■	■	■	■
Municipal Sewer System Improvements, <i>City of Hawthorne</i>	■						■	■				
Sewer Improvements Project, <i>City of Long Beach Water Department</i>	■							■	■		■	■
Sanitary Sewer, Collection System Analysis and Rehabilitation Program, <i>City of Compton</i>	■							■			■	■
Trenchless Sewer System Repairs, <i>City of Norwalk</i>	■						■	■			■	■

Hermosa Beach Greenbelt Infiltration

Hermosa Beach, CA

REFERENCE

City of Hermosa Beach
Department of Public
Works
Doug Krauss
Phone: 310.750.3603
dkrauss@hermosabch.
org

DURATION/VALUE

Started: 2017
Completed: Ongoing
Contract Value: \$710,839

PERSONNEL INVOLVED

Jason Fussel, Project
Manager
Timothy Joyce, Pump
Station Design
Elva Pangilinan, Civil
Nate Schreiner, Civil
Jeff Atijera, Civil
Chris Jansen, Civil
Dan Helt, Survey

Tetra Tech was contracted by the City of Hermosa Beach to design a new regional BMP facility to divert water from a major flood control storm drain and convey it to an underground infiltration system. This project protects and improves Santa Monica Bay water quality by diverting and infiltrating storm water that contains TMDL pollutants fecal indicator bacteria, sediment-borne DDT and PCBs, and trash, as well as typical pollutants in urban runoff (metals and nutrients). The proposed tributary area to be mitigated by this project is 2,914 acres including runoff from all cities in the Beach Cities Watershed Management Group. Additional project benefits include reducing downstream flooding, preserving the existing use of the linear greenbelt as a running path, restoring native coastal dune habitat, and supporting loads associated with municipal vehicles for parkland maintenance. This project is funded in part by the State Water Resource Control Board's (SWRCB) Proposition 1.



Naples Island Seawall Repair Phase 2

Long Beach, CA

REFERENCE

City of Long Beach
Department of Public
Works
Mouhsen Habib
Project Manager
Phone: 562.570.5754
Mouhsen.Habib@
longbeach.gov

DURATION/VALUE

Started: 2016
Completed: Ongoing
Contract Value: \$217,888

PERSONNEL INVOLVED

Jason Fussel, Senior Civil
Engineer
Nate Schreiner, Senior
Civil Engineer
Chris Jansen, Civil
Elva Pangilinan, Civil
Tyler Parra, Civil

Tetra Tech provided studies and design services for the Naples Island Seawall Repair – Phase 2. The construction activities include the installation of 2,148 linear feet of new steel sheet-pile seawall on the water sides of the existing vertical seawalls at The Colonnade, the south side and eastern end of Treasure Island, and the western end of the Naples Peninsula. Additional scope includes new sidewalks, guardrails, drainage improvements, lighting, seven ADA-accessible view areas with public benches, and replacement of existing private boating facilities (access stairways, platforms and dock guide piles). Approximately 42 palms will be removed and replaced.

Tetra Tech provided initial studies to support the design including topographic mapping and hydrologic and hydraulic modeling. During design, Tetra Tech acquired all permits required for construction. With the project now in construction, Tetra Tech is providing construction support services.



Mayfair Park Stormwater and Runoff Capture

Lakewood, CA

REFERENCE

City of Lakewood
Department of Public
Works
Lisa Rapp, PE
Phone: 562.866.9771
LRapp@lakewoodcity.org

DURATION/VALUE

Started: 2015
Completed: 2017 (Design),
Ongoing (Construction)
Contract Value: \$1.25 M

PERSONNEL INVOLVED

Jason Fussel, Design Lead
Project Engineer
Timothy Joyce, Pump
Station Design
Elva Pangilinan, Civil
Nate Schreiner, Civil
Justin Smith, Civil
Jeff Atijera, Civil
Chris Jansen, Civil
Dan Helt, Survey

Tetra Tech was contracted by the City of Lakewood to evaluate and design a Caltrans funded Stormwater and Runoff Capture Project at Mayfair Park in Lakewood. Tetra Tech provided a Project Engineering Study Report (PESR) that included all necessary site investigation, hydrology and hydraulic, water quality data and analyses and geotechnical investigation for deep infiltration to provide a recommendation for treatment train selection and implementation.

The Mayfair Park project consists of an air-inflated rubber dam diversion system to redirect all urban runoff and stormwater runoff from the Del Amo Channel through a pre-treatment system to remove trash, debris, and sediment. A pump station and drainage pipeline will convey the water into a large, buried multi-chambered storage/infiltration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas, discharge to the sanitary sewer and additional filtration for discharge back to the channel. The system will monitor the weather conditions and the facility through a secured cloud-based system.

The goal of the project is to not only help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, but also provide additional benefits, such as revitalized park infrastructure and augmentation of local water supplies. As one of the first cities to receive stormwater funding to support Caltrans with stormwater compliance units, the success of this project will be a model for other agencies to follow.



Vandenberg Landfill Storm Drain

Lompoc, CA

REFERENCE

Vandenberg Air Force
Base
30 CES/CEANQ
Garry Sanchez
Phone: 805.606.7541
Garry.sanchez@
vandenberg.af.mil

DURATION/VALUE

Started: 2011
Completed: 2012
Contract Value: \$39,158

PERSONNEL INVOLVED

Jason Fussel, Senior Civil
Engineer
Dan Helt, Civil

As part of the FY11 Clean Water Act & Water Program Support for Vandenberg Air Force Base, Tetra Tech provided a portion of the detailed design plans, specifications and hydraulic calculations for the undergrounding and redirection of stormwater inflows at the base's landfill. The plans were prepared in accordance with the U.S. Army Corps of Engineers design requirements and the specifications were developed in CSI format.

The main goal of the project was to capture inflow, prevent erosion caused by the stormwater that flowed into the base's landfill, and prevent infiltration of stormwater into the existing landfill area that was to be capped and closed. A topographic survey and extensive onsite reconnaissance were performed. In addition, the channelization conceptual plan prepared as part of the landfill closure was carefully considered. The design originally included an open top concrete channel and placement of fill material through the steepest portions of the existing site drainage. Tetra Tech redesigned the channel to route stormwater underground and moved the alignment of the improvement away from the steepest and most erodible sections of the existing landfill drainage. The final design included 5 manholes and 700 feet of storm drain. The channel connected each of the nearby points of inflow to capture the maximum amount of surface water before it entered the landfill area. Modeling using the USEPA's SMWW program was performed to model the hydrology of the 100-year storm and analyze the peak flow to size the proposed storm drain.



Merced Avenue Greenway

South El Monte, CA

REFERENCE

Council for Watershed
Health for the City of
South El Monte
Eileen Alduenda
Phone: 213.229.9959
eileen@watershedhealth.
org

DURATION/VALUE

Started: 2018
Completed: 2020
Contract Value: \$422,000

PERSONNEL INVOLVED

Jason Fussel, Project
Manager
Elva Pangilinan, Civil
Joe Conroy, Civil
Dan Helt, Survey

Tetra Tech provided concept planning and detailed design services for a multi-benefit stormwater runoff management and street retrofit project. Improvements to the 1.1-mile section of Merced Avenue included the reconfiguration of existing traffic lanes to accommodate water quality improvements and LID/BMP infrastructure retrofits, native revegetation, and planned active transportation components to increase pedestrian safety and mobility throughout the corridor. The primary goal of the project was to manage stormwater runoff at its source in order to meet regulatory compliance by improving water quality and enhancing watershed health. A key component of this project was to demonstrate how stormwater BMP's can be incorporated into existing residential and industrial infrastructure. Upon completion, the project will serve as a model for future LID/BMP retrofit techniques and development throughout Los Angeles County. Additional project benefits will include creating new safe bike and pedestrian connections, reducing the urban heat island effect and its carbon footprint, enhancing public health and beautifying the neighborhood.

Water Quality LID/BMP's included curbside bioretention facilities to reduce pollutant loads, and permeable pavers and below-grade infiltration galleries to promote groundwater recharge. Active transportation components included elevated Class IV Cycle Tracks, ADA compliant curb extensions and ramps, improved crosswalks, and improved pedestrian linkages. The project implemented strategies aimed at reducing urban heat island effect by replacing impervious surfaces with planting areas and permeable pavements, increase tree canopy, and possibly add high albedo hardscape surface coatings to discourage heat absorption and retention.

To reach a consensus with the residents, Tetra Tech and other members of the project team prepared a comprehensive Outreach Community Engagement Plan and participated in community outreach meetings to encourage full and early community/stakeholder participation in the project.



Sanitary Sewer, Collection System Analysis and Rehabilitation Program

Compton, CA

REFERENCE

City of Compton
Public Works Department
Dante Segundo, PE
Phone: 310-605-5505
dsegundo@comptoncity.org

DURATION/VALUE

Started: 2002
Completed: 2004
Contract Value: \$1.5 M

PERSONNEL INVOLVED

Ken Berard, Project Engineer
Erica Jenkins, Design Engineer

The City of Compton received grant funding, and due to delays at the City, was in danger of exceeding the grant funding schedule and losing the funding. In 2002, Tetra Tech prepared construction plans, specifications, and estimates on an accelerated schedule for rehabilitation of approximately 14,000 linear feet of 6 to 8-inch sewer mains including replacement of 4,000 linear feet of 8 and 15-inch sewer main. Tetra Tech met the aggressive design schedule allowing the project to be put to bid in time to utilize the grant funding.

In 2003, Tetra Tech prepared the construction plans, specifications, and estimates for rehabilitation of approximately 20,000 linear feet of 6 to 8-inch sewer mains. The work included removal and replacement of existing sewer mains, point repair of existing sewer mains, reconnection of existing sewer laterals and, in some instances, the removal and replacement of existing manholes or relining of existing sewer manholes.

The projects were located in various sections of the City, including busy commercial districts and residential neighborhoods. All rehabilitation work was completed within the City's schedule and no interruptions to service occurred.



Municipal Sewer System Improvements

Hawthorne, CA

REFERENCE

City of Hawthorne
Arnold Shadbehr, PE
Phone: 310-349-2985
ashadbehr@cityofhawthorne.org

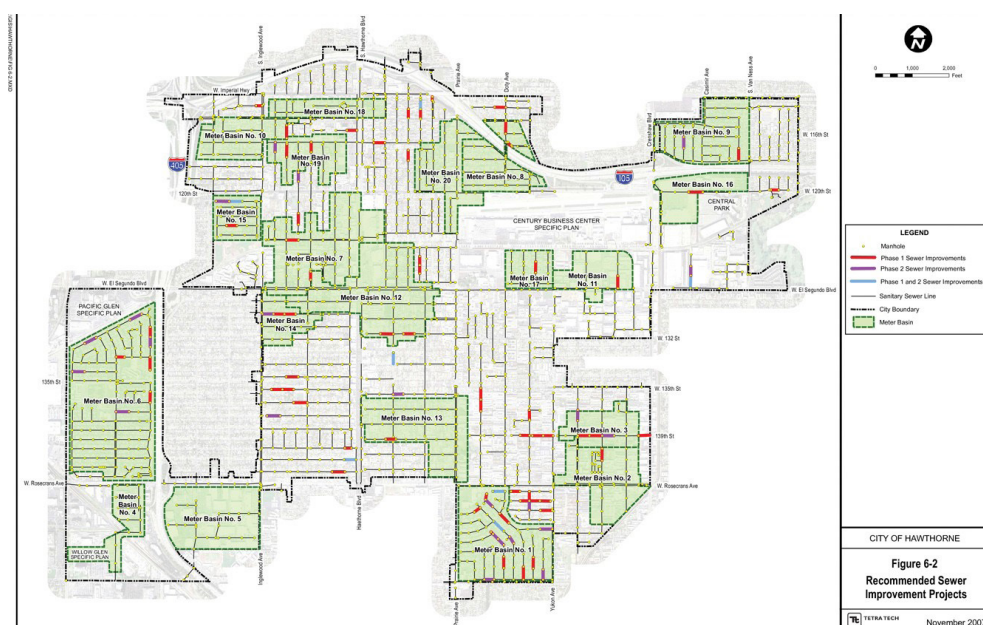
DURATION/VALUE

Started: 2009
Completed: 2020
Contract Value: \$500,000

PERSONNEL INVOLVED

Steve Ellis, Project Manager
Erica Jenkins, Design Engineer
Adrian Lees, Design Engineer

Tetra Tech completed the City of Hawthorne Sewer Master Plan in 2009. The master plan recommended a number of pipeline/manhole replacement and rehabilitation improvements with varying priorities. Tetra Tech completed the design of five phases of improvement projects over the course of the last twelve years with the latest phase occurring in 2020. The improvement projects included traditional open trench construction to upsize existing pipes thus providing additional hydraulic capacity; point repairs to address issues associated with existing pipe sags and offset joints; inversion lining of existing services to extend their useful life; and manhole rehabilitation to extend their useful life. Over this period of time, Tetra Tech has also provided hydraulic and other analyses to account for minor changes in flows and verify the original recommendations. In addition, Tetra Tech has provided technical training in the use of the hydraulic software, H2O Sewer Map.



Sewer Improvement Projects

Long Beach, CA

REFERENCE

Long Beach Water
Department
Garry Sanchez
Wendy Chen
Phone: 562.570.2324
wendy.chen@lbwater.org

DURATION/VALUE

Started: 2012
Completed: 2012
Contract Value: Varies

PERSONNEL INVOLVED

Erica Jenkins, Design
Engineer

Tetra Tech completed four sewer projects in 2012 as part of Long Beach Water Department Capital Improvement Projects for that fiscal year.

Sunrise Boulevard Sewer Improvement Project, Long Beach Water

Department, Long Beach, CA. 2012. Preparation of plans, specifications and cost estimate for the construction of 1,100 linear feet of 8-inch sewer main. This project consisted of the construction of manholes and the reconnection of existing sewer laterals.

47th Street Sewer Replacement Project, Long Beach Water Department, Long Beach, CA.

2012. Project Preparation of plans, specifications and cost estimate for the construction of 600 linear feet of 8-inch sewer main. This project consisted of removing an existing sewer pipeline and manholes and constructing the new sewer pipeline in the same alignment. Construction included manholes and the reconnection of existing sewer laterals.

Orange Avenue; Del Amo Boulevard; Walnut Avenue Sewer Upgrade Project, Long Beach Water Department, Long Beach, CA.

2012. Prepared plans, specifications and cost estimate for the construction of 3,500 linear feet of 12/15-inch sewer main and 900 linear feet of rehabilitation of 12-inch VCP. In addition to the construction of sewer pipe, this project was unique in that four (4) sewer siphons were constructed to go under an existing LACFD Channel and 12'x9' RCB (3 locations). Due to the location of this project, extensive permitting with four (4) agencies (Los Angeles Flood Control District, Union Pacific Railroad, City of Long Beach, and Orange County Sanitation District) was required prior to the start of any construction activity.

15th Street Sewer Replacement Project, Long Beach Water Department, Long Beach, CA.

2012. Project Prepared plans, specifications and cost estimate for the construction of 800 linear feet of 8-inch sewer main. This project consisted of the construction of drop manholes and the reconnection of existing sewer laterals.



References

Tetra Tech has gained the confidence of its clients and regulatory agencies by consistently meeting their expectations and performance goals. Numerous references will attest to this statement and the projects we have successfully completed. We encourage you to contact our references provided in the table below to get a firsthand account of the level of service and expertise our team provides.

CLIENT CONTACT	PROJECT	DESCRIPTION OF SERVICES
City of Lakewood Public Works Department 5050 Clark Avenue Lakewood, CA 90712 Ms. Lisa Rapp, PE (562) 866-9771 LRapp@lakewoodcity.org	Mayfair Park and Bolivar Park Stormwater Capture Projects	Tetra Tech was responsible for evaluating potential site locations and providing design and construction services for two stormwater runoff and capture projects in the City of Lakewood.
Culver City 9770 Culver Boulevard Culver City, CA 90232 Mr. Mate Gaspar (310) 253-5600 mate.gaspar@culvercity.org	Culver Boulevard Stormwater Infiltration and Retention Project, Culver Boulevard Realignment Project	Tetra Tech prepared the design, outreach, and construction support for two stormwater diversion and roadway realignment project.
City of Hawthorne 4455 W. 126th Street, Hawthorne, CA 90250 Mr. Akbar Farokhi (310) 349-2983 AFarokhi@cityofhawthorne.org	Municipal Sewer System Improvements	Three (3) Phases of Sewer Improvements: sewer master plan in 2009, followed by first, second, and third phases of design. Phase 3 improvements include sewer lining, point repairs, and manhole rehabilitations, for approximately 28,000' of pipe.



Experience and Qualifications of Key Personnel

Tetra Tech offers the City of Hermosa Beach leading industry experts that are able to mobilize at a moment's notice. We have established a dedicated, qualified and experienced team of professionals that will provide the City with the technical and managerial qualifications, specialized expertise and professional resources required to successfully complete your project needs as they arise.

Our project team includes engineering experts in multiple professional disciplines, with the right experience necessary to ensure successful completion of the City's projects in a timely and professional manner. The individuals depicted in our Organizational Chart included in Section 3 Project Understanding and Approach to Scope of Work, are available and we commit their time and effort necessary to successfully complete each project.

Assignment of Key Personnel

Tetra Tech understands that the replacement of key personnel will not be permitted without prior consultation with and approval by the City. Tetra Tech confirms that any proposed substitutions of key personnel will be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts.

The table below provides an overview of our key personnel's roles and availability. **As needed, the percent availability can be ramped up to provide additional support for any given task.** Brief resumes for key personnel are included in the following pages.



Availability of Key Personnel

NAME	ROLE	YEARS EXP.	AVAILABILITY
Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP	Principal-in-Charge	17	10%
Nate Schreiner, PE, QSD	Project Manager	14	>60%
Devin Newton, PE, QSD/P	QA/QC Manager	18	20%
Justin Smith, PE	Storm Drain Design Lead	8	>60%
Joe Conroy, PE	Storm Drain Design	11	>60%
Ken Berard, PE	Sewer Design Lead	34	>20%
Erica Jenkins	Sewer Design	26	>30%
Neha Gajjar, PE	Sewer Design	28	>30%
Jamie Sayre, PhD, PE, QSD/P	Water Quality Lead	12	>30%
Clint Boschen, MS	Water Quality Specialist	23	>20%
Tim Joyce, PE	Pump Station Design Lead	25	>30%
Elva Pangilinan, PE, ENV SP, CDT	Stormwater Lead, Cost Estimates/Specifications	13	>60%
Fernando Cuenca, PhD, PE, GE	Senior Geotechnical Engineer	11	>30%
Renee Longman, AIP, LEED AP BD+C	Senior Environmental Planner	18	>30%

Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP

PRINCIPAL-IN-CHARGE

Mr. Fussel's civil engineering experience totals nearly two decades with the majority of it being focused on water projects, including the design of sewer transmission systems, water distribution systems, and storm drain improvements. His professional strengths and key areas of expertise include project management, civil engineering design, preparation of specifications, cost estimating, stormwater analysis and studies, and construction support services. Mr. Fussel's extensive and relevant experience in the water quality and Best Management Practice (BMP) arena includes successful implementation of sustainable design practices for a vast array of improvement projects. His significant involvement in Low Impact Development (LID) and Stormwater Pollution Prevention and reduction projects in Southern California provide the foundation for his continued leadership in the industry. To date Mr. Fussel has been the design lead for the design and implementation of over \$100 million in construction cost.

EXPERIENCE

Hermosa Beach Greenfield Infiltration, City of Hermosa Beach, Hermosa Beach, CA. Project Manager. Mr. Fussel managed the design of a new regional BMP facility to divert water from a major flood control storm drain and convey it to an underground infiltration system. This project protects and improves Santa Monica Bay water quality by diverting and infiltrating storm water that contains TMDL pollutants fecal indicator bacteria, sediment-borne DDT and PCBs, and trash, as well as typical pollutants in urban runoff (metals and nutrients). The tributary area to be mitigated by this project is 2,914 acres including runoff from all cities in the Beach Cities Watershed Management Group. Project benefits include reducing downstream flooding, preserving the existing use of the linear greenbelt as a running path, restoring native coastal dune habitat, and supporting loads associated with municipal vehicles for parkland maintenance. Mr. Fussel supported the City through the public outreach process to develop a project that is sensitive the community's needs.

Mayfair Park Stormwater and Runoff Capture, City of Lakewood, Lakewood, CA. Engineering Design Lead and Engineer of Record. Mr. Fussel is responsible for feasibility, conceptual and detailed design services to prepare final plans, specifications and estimates. Tetra Tech was contracted to evaluate the potential site location and develop this stormwater runoff and capture project. The project consists of an air-inflated rubber dam diversion system to re-direct all urban runoff and stormwater runoff from the Clark Channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline will convey the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas. The system will monitor the weather conditions and the facility through a secured cloud based system. The underground storage system is 4.5 million gallons (13.8 ac-ft). The goal of

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2003

REGISTRATIONS

Registered Professional Engineer, California No. 70879

Registered Professional Engineer, Hawaii No. 15600

Registered Professional Land Surveyor, California No. 9006

Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP), No. 20231

Envision™ Sustainability Professional

LEED® Accredited Professional

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

California Land Surveyors Association

YEARS WITH TETRA TECH

17

YEARS OF EXPERIENCE

17

the project is to not only help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, but also provide additional benefits, such as revitalized park infrastructure and augmentation of local water supplies.

Vandenberg Landfill Storm Drain, Vandenberg Air Force Base, US Army Corps of Engineers, Lompoc, CA. Engineer of Record and Surveyor.

Mr. Fussel was responsible for detailed design plans, specifications and hydraulic calculations for the undergrounding and redirection of a portion of stormwater inflows at the base's landfill. The intent of the project was to capture inflow and prevent erosion of the soil layer above disposed waste caused by the stormwater that flowed into the base's landfill. Additionally, the project improvements were designed to prevent infiltration of stormwater into the existing landfill area that was to be capped and closed. Mr. Fussel performed a topographic survey and extensive onsite reconnaissance in order to verify the conceptual plan prepared as part of the landfill closure. The design team redesigned the project to route stormwater underground and moved the alignment of improvement away from the steepest and most erodible sections of the existing landfill drainage. The final design included five manholes and 700 feet of storm drain. The storm drain connected each of the nearby points of inflow to capture the maximum amount of surface water before it entered the landfill area. The United States Environmental Protection Agency's (USEPA) Stormwater Management Model (SWMM) program was used to model the hydrology of the 100-year storm and analyze the peak flow to size the proposed storm drain.

Merced Avenue Greenway, Council for Watershed Health, South El Monte, CA.

Project Manager. Mr. Fussel oversaw planning and design services for a stormwater retrofit project along the Merced Avenue corridor. The scope of services included assessing existing conditions on Merced Avenue, consulting with agencies on regulations for planning and design,

evaluating pre-design monitoring data and analyzing urban heat island mitigation strategies, providing a preliminary design report, presenting at community design workshops and meetings in collaboration with various stakeholders to create designs for the retrofit. Tetra Tech also be provided final permitting, construction drawings, cost estimates, and a bid package. The goal of the project is to manage stormwater runoff at its source to meet regulatory compliance by improving water quality and enhancing watershed health. Additional benefits include reducing the urban heat island effect and its carbon footprint, creating new safe bike and pedestrian connections, enhancing public health and beautifying the neighborhood. In addition, the project includes active transportation programming and incorporates a community-based approach that provides opportunities for watershed education and neighborhood involvement in designing the project.

Caruthers Park Stormwater and Urban Runoff Capture Project, City of Bellflower, Bellflower, CA. Design Lead.

Mr. Fussel oversaw the pre-design and design services for this Caltrans funded stormwater capture project. Tetra Tech provided a Project Engineering Study Report that included all necessary analyses to provide a recommendation for regional stormwater capture treatment and implementation. The analysis identified the existing site hydrology, water quality, and hydraulics to determine an optimal combination of the inflow rate, storage volume, and outflow. The Caruthers Park Project consisted of a gravity diversion from two separate Los Angeles County Flood Control District storm drain lines. The diverted flows pass through a pretreatment system to remove trash, debris, and sediment. The runoff is then passed into a large buried multi-chambered storage/infiltration facility that will be treated and used to irrigate the park. Flows in excess of the required irrigation demands will pass into the infiltration gallery to be exfiltrated through the soil to eventually combine with the ground water. This project helps the City comply with their bacteria and metals TMDL, while providing additional benefits of potable water offset and park revitalization.

Nate Schreiner, PE, QSD

PROJECT MANAGER

Mr. Schreiner is a civil engineering project manager at Tetra Tech's office in Irvine, California specializing in drainage. He manages domestic projects on behalf of government clients, applying a successful 14-year history of project management, civil engineering design, hydrologic and hydraulic modeling, condition assessments of a variety of infrastructure, and cost estimating. He most recently served as project manager for numerous on-call contracts with various public agencies in the Southern California area including the City of Los Angeles, Orange County Public Works (OCPW), and Los Angeles County Department of Public Works (LACDPW). He has performed hydrologic and hydraulic analyses of various types of drainages including culverts, channels, rivers, and alluvial fans. Previously he was involved in projects involving USACE Periodic Inspections of levees, FEMA levee certification, and master drainage plans. He has inspected around 300 miles of levee in various states and is well versed with USACE facilities. He has been involved in all phases of the project life-cycle including site investigations, preliminary design, PS&E, QA/QC, and construction support. As a Qualified SWPPP Developer (QSD), Mr. Schreiner has experience with providing Stormwater Pollution Prevention Plans (SWPPP) for construction activities.

EXPERIENCE

Naples Seawall Repair Phase 2, City of Long Beach, Long Beach, CA. Senior Civil Engineer. Mr. Schreiner served as the senior civil engineer providing construction design support related to the pump stations, drainage, and grading for the Naples Island Seawall Repair Phase 2 project. Mr. Schreiner also led the obtaining of the stormwater connection permit from the Los Angeles County Department of Public Works (LACDPW). The construction activities included the installation of 2,148 linear feet of new steel sheet-pile seawall on the water sides of the existing vertical seawalls at The Colonnade, the south side and eastern end of Treasure Island, and the western end of the Naples Peninsula. Additional scope included new sidewalks, guardrails, drainage improvements, lighting, seven ADA-accessible view areas with public benches, and replacement of existing private boating facilities (access stairways, platforms and dock guide piles).

Silver Lake Reservoir Stormwater Capture Project, City of Los Angeles Bureau of Engineering, Los Angeles, CA. Project Manager. Managing the pre-design phase of the project to construct stormwater infrastructure to capture stormwater from a 170-acre watershed and divert it to the Silver Lake and Ivanhoe reservoirs in Los Angeles, CA. To offset the potable water demand associated with maintaining historic water levels in the reservoirs, stormwater from the local watershed was proposed to be redirected into the Reservoirs. Various types, sizes, and locations of stormwater infrastructure and BMPs were evaluated and selected to assist the City in meeting their stormwater capture goals. Mr. Schreiner guided the project engineer in the hydrologic and hydraulic modeling and reviewed all project submittals. Mr. Schreiner also coordinated with the City's Street and Stormwater Division project manager and staff at a pre-design review meeting.

EDUCATION

BS, Environmental Engineering,
California Polytechnic State University,
San Luis Obispo, 2006

REGISTRATIONS

Registered Professional Civil Engineer
California No. 74974

Qualified SWPPP Developer (QSD),
Certificate No. C74974

YEARS WITH TETRA TECH

12

YEARS OF EXPERIENCE

14

Caruthers Park Stormwater and Urban Runoff Capture Project, Bellflower, CA.

Senior Civil Engineer. Mr. Schreiner is serving as a senior civil engineer during the bidding and award and construction phases of this large-scale stormwater project to capture, infiltrate and reuse urban runoff collected from County drainage facilities adjacent to the park. The project was planned as part of the Los Cerritos Channel (LCC) watershed and the Lower San Gabriel River (LSGR) Watershed Management Programs (WMPs). Caruthers Park was identified as a potential high priority site for a regional stormwater capture project for non-stormwater runoff as well as first-flush runoff from wet weather events. The project components include site improvements, a diversion structure to divert water from the flood control channel, a pretreatment structure to remove trash and debris from the runoff, an underground structure to infiltrate and store the water that will be treated for landscape irrigation use, and piping systems. Mr. Schreiner was instrumental in obtaining the California Department of Fish and Wildlife (CDFW) 1602 Notification of Lake or Streambed Alteration permit, Regional Water Quality Control Board Los Angeles Regional Clean Water Act Section 401 Water Quality Certification, and the US Army Corps of Engineers, Los Angeles District Section 404 Permit. Mr. Schreiner is also responsible for overseeing the project engineer and their review of RFIs, submittals, construction schedules, and change orders.

Vermont Avenue Stormwater Capture and Green Street Phase 2, City of Los Angeles Bureau of Engineering, Los Angeles, CA.

Project Engineer. Mr. Schreiner served as the project engineer for the design phase of the project to construct green street stormwater infrastructure for a 5-acre watershed located in the vicinity of Vermont and Gage Avenues in Los Angeles, CA. Various types, sizes, and locations of BMPs were evaluated and selected to assist the City in meeting their stormwater goals. Mr. Schreiner served as project engineer for the design of the drainage and stormwater treatment system at one location along the project street corridor. Mr. Schreiner researched the City design guidance, designed the drainage system and required grading, and guided and reviewed the design engineer's drafting in Autodesk's Civil 3D.

Soboba Hydrology and Hydraulic Analysis for Flood Hazard Mitigation, Soboba Band of Luiseno Indians, Soboba Department of Public Works, Hemet, CA.

Mr. Schreiner served as project engineer and performed the numerous hydrologic analysis of the various watersheds throughout the Soboba Band of Luiseno Indians reservation with the aid of the Advanced Engineering Software (AES) computer program. The drainage areas typically drain from the mountains down to the main road that leads through the reservation, where culverts were used to drain the runoff under the roadway. Many of the existing culverts are undersized and needed replacement. Mr. Schreiner also performed hydraulics of existing culverts using the FHWA Culvert Analysis Program, HY-8.

SWPPP for the Biogas Conditioning System at the Joint Water Pollution Control Plant, Carson, CA.

Project Manager. Mr. Schreiner serves as the project manager to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) for this project. The project includes converting an empty paved lot into a methane gas fuel facility. The property was developed by County Sanitation District No. 2 of Los Angeles County. Mr. Schreiner is responsible for guiding the design engineer in the production of the SWPPP and is responsible for reviewing the report once it was complete. During construction, Mr. Schreiner trains the contractor how to perform weekly inspections. As project manager, he is responsible for overseeing project schedule, staffing needs, budget control, quality control, etc. and ensuring they were met. In addition, the Tetra Tech team is tasked with performing pre- and post-storm inspections, quarterly inspections, and annual reporting.

Devin Newton, PE, QSD/P

QA/QC MANAGER

Mr. Newton is a California Licensed Civil Engineer with 18 years of civil engineering design and consulting experience. Mr. Newton is highly skilled in infrastructure design and is able to provide timely, cost-effective design solutions for his clients. He possesses current experience with modern stormwater management and Low Impact Development (LID) practices including hydraulic and hydrologic design of bio-treatment and flood control systems. He is knowledgeable in all phases of the Land Development entitlement process from conceptual planning to construction. Mr. Newton has extensive experience in the design of ADA compliant facilities, property title research, grading design, erosion control, and land surveying.

EXPERIENCE

Willow Springs Wetland, Mia Lehrer & Associates for the City of Long Beach, Long Beach, CA.

Project Engineer. Mr. Newton was responsible for providing design services to prepare final plans, specifications and estimates for the Willow Springs Park, a 48-acre property owned by the City of Long Beach. The project goal was to restore approximately one acre of wetland and ten acres of upland habitat on the 12-acre subarea of Willow Springs Park, to restore and enhance natural wetlands and to respond to the existing, altered site hydrology and drainage patterns. Tetra Tech designed infiltration basins and vegetated swales to divert, treat, and infiltrate stormwater and dry weather flows. Hydrologic and hydraulic calculations were performed to evaluate project impacts to the existing storm drain system which drains 262 acres of urban land through the project site. Onsite stormwater routing helped to improve flood storage capacity. Improvements to an existing regional flood control detention basin facilitated the creation of a constructed spring for educational opportunities and increased wetland habitat.

Final Engineering Services for Margarita Tract 2428, Midland Pacific Homes, San Luis Obispo, CA.

Design Engineer. Mr. Newton was responsible for providing engineering support services and quality control review of construction documents for this 180-lot residential development within the City of San Luis Obispo. The improvement plans for Tract 2428 included the design of roads, sewer, water, and storm drain facilities. Hydrology/hydraulic studies were performed to support the on-site improvements. AutoCAD Civil 3D's Hydraflow Hydrographs was used to determine on- and off-site runoff flow rates and Hydraflow Storm Sewers was used to analyze the storm drain network. 100-year water surface elevations were determined for the existing drainage courses using HEC-RAS to verify that pads are set well above the flood elevation. Survey services provided involved the preparation of the final map, and will include setting monuments and property corners throughout the project area.

Huasna Tract 3045, Coastal Community Builders, Arroyo Grande, CA. Project Engineer. Mr. Newton was responsible for providing engineering construction support services, quality control review, and construction staking oversight for this 12-lot residential hillside development within the City of Arroyo Grande. The improvement plans for Tract 3045 included the horizontal and vertical layout of roads and infrastructure including storm drain and sewer. A hydrologic/hydraulic study was performed to verify that the site conveyed and captured the 50-year flood storm, as well as treats and infiltrates the 85th percentile storm event. Stormwater treatment and infiltration was accomplished with the design of two infiltration basins. Survey services included the preparation of the final map, property corner monument setting, and construction staking.

TETRA TECH

EDUCATION

California Polytechnic State University,
San Luis Obispo, 1996-2000

REGISTRATIONS

Registered Professional Civil Engineer
California No. 72952

Qualified SWPPP Developer (QSD)
and Qualified SWPPP Practitioner
(QSP) No. 01054

YEARS WITH TETRA TECH

6

YEARS OF EXPERIENCE

18

Justin Smith, PE

STORM DRAIN DESIGN LEAD

Mr. Smith brings extensive knowledge in civil engineering from his involvement in a variety of municipal projects of varying size and funding. His design experience includes parking lot and roadway geometrics, pedestrian accessibility improvements, bike trails, parks, construction and post-construction stormwater BMPs, storm drain improvements including hydrologic and hydraulic design, overall utility plans, structural design, and grading activities varying from mass grading to final precise grading plans. His other experience includes cost estimating, preparing specifications, providing construction/post-construction support, performing utility research, and coordinating with the project team and outside agencies. Mr. Smith is currently working with the City on the Lincoln Avenue Pedestrian Pathway and First Street Pedestrian Improvements Projects.

EDUCATION

BS, Civil Engineering, University of Irvine, 2013

REGISTRATIONS

Professional Engineer, California, No. 85736

YEARS WITH TETRA TECH

8

YEARS OF EXPERIENCE

8

EXPERIENCE

First Street Pedestrian Improvements, City of Santa Ana, Santa Ana, CA. Project Engineer. Responsible for the preparation of the PS&E along with the Water Quality Management Plan for this active transportation project. The project involves the widening of the existing sidewalks by three feet by reducing the width of the vehicle travel lanes along a 1.2-mile portion of First Street between Flower Street and Standard Avenue. Improvements include reconstructing ADA curb ramps, reconstructing hardscape (curb & gutter, bus stop pads, asphalt pavement, and driveway approaches), creating bulb-outs at intersections, restriping travel lanes, installing high visibility marked crosswalks, relocating and/or adjusting existing utility features to grade, relocating street furniture, modifying existing pedestrian push buttons, installing new traffic signal detector loops, installing a new traffic signal at the intersection with Lacy Street, retrofitting and/or reconstructing drainage structures, and installing stormwater Best Management Practices (BMPs).

Lincoln Avenue Pedestrian Pathway, City of Santa Ana, Santa Ana, CA. Project Engineer. Responsible for the preparation of the plans, specifications, and estimates (PS&E) for this active transportation project. Services included permitting through the Southern California Regional Rail Authority (Metrolink). The project is funded in part by ATP state grant funds. The pedestrian pathway will run parallel with Lincoln Avenue west of the existing railroad tracks. The improvements will commence at the intersection of Lincoln Avenue and Park Lane, continue north between the back of the residential properties and the railroad tracks, and end at the existing Santiago Trail, under the railroad bridge that crosses Santiago Creek. The improvements include a 12-foot pathway and railroad-approved safety fencing, drought tolerant landscaping, pedestrian lighting, and signage to identify the pathway.

Mayfair Park Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA. Design Engineer. The project consisted of an air-inflated rubber dam diversion system to re-direct all urban runoff and stormwater runoff from the Clark Channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline conveys the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir is treated and used to irrigate the park's landscaped areas. The system monitors the weather conditions and the facility through a secured cloud-based system. The underground storage system is 4.5 million gallons (13.8 ac-ft). The goal of the project was not only to help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, provides benefits such as revitalized park infrastructure and augmentation of local water supply.

Joe Conroy, PE

STORM DRAIN DESIGN LEAD

Mr. Conroy has been involved in a wide variety of civil engineering design projects including storm drain design, roadway design, traffic management and analysis, and GIS mapping. His storm drain design work includes hydrology and hydraulic analysis, horizontal and vertical alignments, bio filtration design, low impact development (LID), cost estimating, and utility coordination. His storm drain design projects, mostly located in southern California, have ranged in scale from small LID project on residential streets to large drainage outlets in flood control drainage basins to complex stormwater capture projects in urban parks.

EXPERIENCE

Santa Monica Clean Beaches Initiative, City of Santa Monica, Santa Monica, CA. Engineering Design Support during Construction. Mr. Conroy is responsible for the design support during construction of the site improvements, diversion structure, pretreatment, underground storage reservoirs, and piping systems. The project objective is to improve Santa Monica Beach water quality by increasing the diversion capacity at the Santa Monica Pier and Pico-Kenter storm drain outfalls. The 85th percentile storm event volume would be treated and diverted from the Pier watershed to the Santa Monica Urban Runoff Recycling Facility (SMURRF) or the sanitary sewer. The project proposes storm drain diversion and runoff storage systems at two separate storm drain outfalls, routed to two subsurface storage areas.

Albion Riverside Park Project, City of Los Angeles Bureau of Engineering, Los Angeles, CA.

Construction Manager. Mr. Conroy was responsible for overseeing the design services during construction for the Albion Riverside Park Project. The project, located adjacent to the Los Angeles River, involves transforming a six-acre site, previously used for dairy warehousing and distribution, into a riverfront park and recreational facility that will benefit nearby disadvantaged low income neighborhoods. In addition, the City is using the redeveloped property to increase the current capacity for managing stormwater runoff. This important water quality project is part of the City's overall efforts through the Proposition O Bond Program to improve water quality and reduce pollutant loads that are currently being conveyed to the rivers, lakes, and oceans.

Carlsbad Desalination Project, Poseidon Resources Corporation, Carlsbad, CA. Design Engineer.

Mr. Conroy was responsible for providing support for grading of the Pipeline Interconnect Facilities Site. 52,000 linear feet of conveyance pipeline which serves the product water from the planned 50 mgd desalination plant in the City of Carlsbad. Pipeline diameter is 54-inch welded steel pipeline operating at a maximum pressure of 500 psi. Tetra Tech provided design services on the \$150 million Design-Build conveyance pipeline and flow regulatory facility. The pipeline is traverses through the cities of Carlsbad, San Marcos, Vista and Oceanside. In addition, there are four bridge crossings, Caltrans right-of-way crossing, railroad crossing, and several bore and jack crossings located throughout the project.

Patton Drainage Outlet Repair, City of San Bernardino, San Bernardino, CA. Project Manager and Engineering Design. Mr. Conroy was responsible for hydrology and hydraulic calculations, site plans, development of 48-inch drainage pipe and outlet plan and profile. Tetra Tech is provided engineer design services and support during construction including site investigation, data collection, hydrology and hydraulic analysis to repair the badly damaged drainage system caused by years of excessive discharges in combination with surface runoff which led to the undermining of 48-inch RCP and collapse of the outlet system and concrete chute off of Victoria Boulevard.

EDUCATION

BS, Civil Engineering, Northeastern University, 2009

REGISTRATIONS

Registered Professional Engineer, California, No. 82944

YEARS WITH TETRA TECH

8

YEARS OF EXPERIENCE

11

Ken Berard, PE

SEWER DESIGN LEAD

Mr. Berard has extensive experience in many facets of water/wastewater engineering. Mr. Berard has performed numerous studies ranging from complete water master plans to efficiency studies. His design experience includes preparing bid documents for sewers, reservoirs, pump stations, wells, pipelines, chlorination facilities, and pressure reducing facilities. Mr. Berard also has extensive experience in hydraulic modeling. He has used and is familiar with more than six software packages in addition to open channel flow software. Rounding out Mr. Berard's experience is work he has done in inspection, construction administration, shop drawing review, and plan checking.

EXPERIENCE

Trenchless Sewer System Repairs, City of Norwalk, Norwalk, CA.

Project Manager for the design of the repair for 12 sewer segments totaling 5,800 linear feet of 8-inch pipe. Preliminary Design Report evaluated traditional cut and cover replacement, pipe bursting, slip lining, cured-in-place pipe, cut and cover spot repairs, mechanical spot repairs, and cured-in-place spot repairs. Design was completed for cured-in-place pipe, cut and cover spot repairs, and mechanical spot repairs. Projects were located in areas varying from a highly congested State Highway to residential easements with sheds, walls, and other superstructure encroaching the easements.

Santa Ana River Interceptor Relocation Project, Orange County Flood Control District, Santa Ana, CA.

Project Manager for preliminary and final design services for relocation of 19,500 linear feet segment of 54-inch trunk interceptor, 6,000 linear feet of 15- and 18-inch sewer mains, flow metering station and the decommissioning of the existing trunk interceptor segment. The project included the installation of two separate siphons below the Santa Ana River using microtunneling construction method while complying with multiple environmental and permitting constraints.

Phase II Sewer Rehabilitation/ Replacement, City of Compton, Compton, CA. Project Engineer for the design of over 20,000 feet of 6- and 8-inch sewer rehabilitation and over 4,000 feet of 8- and 15-inch sewer replacement.

Archibald Trunk Relief Sewer, Inland Empire Utilities Agency, Ontario, CA. Design Engineer for 6,000 linear feet of trunk sewer mains, ranging in size from 30- to 54-inch in diameter, in the City of Ontario. The work included several junction structures and extensive traffic control, as well as permitting.

City of Fontana, Fontana, CA. Design of two inverted sanitary sewer siphons for an existing industrial waste line.

City of Pico Rivera, Pico Rivera, CA. Design all of three phases of 5,000 feet of 12- to 18-inch sewer pipe.

Water & Sewer Feasibility Study, Islamic Community Center of Loma Linda, County of San Bernardino CA.

Project Manager for study that evaluated several alternatives for water and sewer service for a proposed development. The study considered hydraulics, specific alignments and their impediments (channel crossing, freeway crossing, et al), geotechnical, permitting, and costs.

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona, 1986

REGISTRATIONS

Professional Civil Engineer, California, No. 45499, 1992

PROFESSIONAL AFFILIATIONS

American Water Works Association

Inland County Water Association

YEARS WITH TETRA TECH

34

YEARS OF EXPERIENCE

34

Erica Jenkins

SEWER DESIGN

Ms. Jenkins has more than 26 years of experience and has been responsible for the preparation of water/sewer/reclaimed water pipeline projects, and project design reports for various water and sewer facilities. She has been responsible for completing the design, bidding, and construction management of over 50 miles of water/reclaimed water/sewer mains throughout Southern California.

EXPERIENCE

Priority Sewer Improvement Projects 52 & 53, City of Garden Grove, CA.

Design Engineer. The role of Tetra Tech was to provide civil engineering and surveying design services to projects 52 and 53 for the City of Garden Grove. The Lampson Avenue project runs from Beach Boulevard to Dale Street. The Nutwood Street project runs from Garden Grove Boulevard to Stanford Avenue.

Hawthorne Sewer Master Plan Update and Sewer Rehabilitation, City of Hawthorne, CA. Design Engineer for the continuing sewer management program for the City of Hawthorne. Tetra Tech is performing the third phase of work including CCTV and manhole inspection, updating the sewer master plan, hydraulic model and capital improvement program. In addition, the project consists of preparing plans and specifications for the next phase of the sewer rehabilitation program including sewer lining, point repairs and manhole rehabilitation for approximately 28,000 feet of pipe.

Orange Avenue/Del Amo Boulevard/Walnut Avenue Sewer Upgrade Project, Long Beach Water Department, Long Beach, CA. Design Engineer for the preparation of plans, specifications and cost estimate for the construction of 3,500 linear feet of 12/15-inch sewer main and 900 linear feet of rehabilitation of 12-inch VCP. In addition to the construction of sewer pipe, this project was unique in that four sewer siphons were to be constructed in order to go under an existing LACFD Channel and 12'x9' RCB (three locations). Due to the location of this project, extensive permitting with four agencies (Los Angeles Flood Control District, Union Pacific Railroad, City of Long Beach, and Orange County Sanitation District) was required prior to the start of any construction activity.

15th Street Sewer Replacement Project, Long Beach Water Department, Long Beach, CA. Design Engineer for the preparation of plans, specifications and cost estimate for the construction of 800 linear feet of 8-inch sewer main. This project consisted of the construction of drop manholes and the reconnection of existing sewer laterals.

Beach Boulevard Sewer Siphon Replacement Project, City of Buena Park, CA. Design Engineer for the preparation of plans, specifications and cost estimates for the construction of two new 8-inch gravity sewer mains on the east and west side of Beach Boulevard. This project included the abandonment of a two sewer siphons under an existing Orange County Flood Control District Channel and the reconnection of many sewer laterals.

Sewer Rehabilitation, Phase I, City of Hawthorne, Hawthorne, CA. Project involved preparation of plans, specifications and cost estimates for re-lining sewer lines, rehabilitating manholes and replacing pipe segments to improve hydraulics in the manholes and replacing pipe segments to improve hydraulics in the system. First phase of the project included 2,100 linear feet of sewer lining, 111 manhole repairs and 3,400 linear feet of sewer pipe replacement.

EDUCATION

BS, Civil Engineering, California State University, Fullerton, 1996

REGISTRATIONS

Engineer-in-Training, California, No. EX102020

YEARS WITH TETRA TECH

25

YEARS OF EXPERIENCE

26

Neha Gajjar, PE

SEWER DESIGN

Ms. Gajjar has 28 years of experience providing project management, planning, and design of water transmission, distribution, and storage facilities projects. She has significant experience preparing plans and specifications for water/sewer mains, storm drains, pipelines, and has an intimate understanding of these requirements for many municipalities. Her responsibilities as engineering lead include establishing design parameters, planning activities to meet client needs and project schedules, and managing required appropriate technical resources required for each project.

EXPERIENCE

La Salina Wastewater Treatment Plant Decommissioning, City of Oceanside, CA. Assistant Project Manager responsible for preparing plans and specifications for the decommissioning of the existing WWTP after the incoming flows are diverted via a new lift station to the San Luis Rey Water Reclamation Facility. Design considerations included asbestos/lead/hazardous materials abatement, removal of existing wastewater from various facilities, demolition of the aboveground facilities and piping up to five feet below grade, and rough grading for future site usage.

CIP 17-416 Sewer Improvements Project, City of Hermosa Beach, Hermosa Beach, CA. Project Manager to evaluate and design sewer system improvements of four distinct areas: Area 1- Highland; Area 2-Harper Avenue; Area 3-Hermosa Avenue; and Area 4-24th Street. The evaluation included about 2,700 lineal feet of sewer lining; 9,200 lineal feet of sewer replacement and 39 manholes to be rehabilitated. Once the assessment was complete, the design plans included segments of the areas that were to be removed/replaced, have point repairs, be relined with cured-in-placed liner, or have root removals.

Siphon Replacement at Cedar Avenue and 52nd Street Project, Long Beach Water Department, Long Beach, CA. Project Manager to evaluate and size the siphon replacement at the intersection of Cedar Avenue and 52nd Street. The existing 12-inch siphon was installed by LACFCD and is currently damaged. She evaluated the flow monitoring performing by a subconsultant and determined the optimal size, which was a dual 8-inch siphon. Prepared plans, technical specifications and a cost estimate for this design. The project included integral slide gates within the manhole channel to allow diversion of sewage flows from one siphon to the other to provide enough access for maintenance.

Peck and Chestnut Street Sanitary Sewer Replacement Project, Elsinore Valley Municipal Water District, Lake Elsinore, CA. Project Manager. Prepared plans and specifications to replace approximately 2,500 lineal feet of 6-inch sewer main with 8-inch. An additional 1,000 lineal feet of existing 6-inch sewer will be re-lined since there are issues with construction access in the 10-foot alleys east of Main Street. One pipe segment is on a private residence where we propose pipe bursting to mitigate impacts to the owner's garage and property.

Sanitary Sewer Improvements Cerritos Avenue, City of Anaheim, Anaheim, CA. Project Manager for the design of approximately 2,700 lineal feet of 24-inch and 1,200 lineal feet of 6 12-inch sewer pipeline. The project scope involved a comprehensive system analysis to evaluate alternative alignments from anticipated sewer flows from Disneyland's improvement plans. The proposed alignment was in the same alignment as the existing 18-inch diameter sewer main, but a new 24-inch diameter VCP sewer was installed at a lower elevation and still met the downstream trunk sewer elevations for gravity flow.

EDUCATION

BS, Civil Engineering, University of California at Berkeley, 1991

REGISTRATIONS

Professional Engineer, California, No. 55574, 1996

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Society of Women Engineers

YEARS WITH TETRA TECH

2

YEARS OF EXPERIENCE

28

Jamie Sayre, PhD, PE, QSD/P

WATER QUALITY DESIGN LEAD

Ms. Sayre is an hydrology/hydraulics engineer who specializes in urban watershed management and stormwater remediation. Her experience encompasses more than 11 years of work and research in TMDLs and water quality projects. For her doctoral dissertation, she investigated the total maximum daily loads (TMDL) for hydrophobic organic contaminants and performed a cost benefit analysis for reducing stormwater runoff and contamination in the Los Angeles region. Her experience includes conducting water/field sampling, data collection and analysis, laboratory analyses, and experiments to establish TMDLs and baseline conditions for organic contaminants in Ballona Creek and Marina del Rey Harbor polyethylene devices (PEDs) and solid-phase microextraction (SPME). As project engineer for several TMDL special studies and stormwater projects in Los Angeles, Ms. Sayre led the technical development of the projects, authored technical reports, performed quality assurance/quality control reviews, and conducted data analyses. Jaime has managed and led teams to provide public and private sector clients with quality products.

EXPERIENCE

Carson Water Capture Project at Carriage Crest Park, Phase I and II, Sanitation Districts of Los Angeles County. Project Manager. This project consists of the design and construction of a storm drain diversion structure, 11-acre-foot underground storage facility, and pump station to the sewer and return flow to the storm drain. The project is intended to address the City of Carson's water quality actions stated under the Dominguez Channel Watershed Management Area Group's Enhanced Watershed Management Program. Ms. Sayre is leading the project development team and coordinating these efforts with the County Sanitation Districts, LACFCD, and the City Project Team.

AB 466 Upper Los Angeles River and Tributaries Revitalization Plan, Mountains Recreation Conservation Authority, Los Angeles, CA. Project Manager. Ms. Sayre is leading the watershed planning effort to identify and prioritize opportunities for revitalization in urban, underserved communities, including development of baseline hydrologic and hydraulic conditions. She is responsible for the coordination and facilitation of community outreach and engagement. She has developed educational presentations, project technical detail presentations and clear messaging for the project. Facilitated portions of eight community meetings attended by more than 400 residents of the watershed to provide technical details, answer community questions, and gather input for use in project design.

AB 530 Lower Los Angeles River Revitalization Plan, Vernon to Long Beach, CA. Project Manager. This project consisted of the development of a visionary, community-based revitalization plan for the 19-miles of the Los Angeles River. Ms. Sayre was responsible for the daily management activities, client coordination, preparing technical documentation for the Working Group and committees in order to assess the multiple facets of the revitalization plan and the implementation of a robust Community Engagement Program. She led the development, coordination, and facilitation of the 2-phase community engagement process, which included hosting an LA River Movie Night – through which, Working Group and community members were invited to have dinner and watch a movie in the LA River.

EDUCATION

PhD., Environmental Engineering,
University of Southern California

MS, Civil Engineering, West Virginia
University

BS, Civil Engineering, West Virginia
University

REGISTRATIONS

Professional Civil Engineer, California,
80240, 2012

Qualified SWPPP Developer/
Practitioner 24236, California

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

California Stormwater Quality
Association

YEARS WITH TETRA TECH

3

YEARS OF EXPERIENCE

12

Tim Joyce, PE

PUMP STATION DESIGN LEAD

Mr. Joyce has more than 25 years of experience in planning, conceptual design, final design, and construction management of municipal, environmental, and civil engineering projects. Throughout his career, he has been directly involved in the management, design and construction of pipelines, collection systems, and stormwater treatment systems. He has designed stormwater conveyance and treatment facilities for flow rates ranging from 0.1 cfs up to 175 cfs.

EXPERIENCE

Lakewood Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA. Design Lead. Responsible for overall pump station design. Tetra Tech was contracted by the City of Lakewood to evaluate two potential site locations for the development of the Lakewood Stormwater and Runoff Capture Project: Mayfair Park site and the Bolivar Park site. Tetra Tech provided a Project Engineering Study Report (PESR) that represents 10% design completion level and describes the evaluation of the two sites with all site investigation, hydrology and hydraulic, and water quality data and analyses to provide a recommendation for site selection. The project components will include a diversion structure to divert water from one of the major flood control channels, a pretreatment structure to remove debris from the runoff, an underground structure to infiltrate or capture the water that will be treated for landscape irrigation use, and a rehabilitated park surface with new picnic areas.

Carriage Crest Stormwater and Runoff Capture Project, Sanitation Districts of Los Angeles County, Carson, CA. Senior Engineer. Mr. Joyce was responsible for preparing the plans, specifications and estimates, for the pump station design. Carriage Crest Park was identified in the Enhanced Watershed Management Program (EWMP) as a high-priority site for a regional stormwater capture project due to its proximity to two large storm drains with a total drainage area exceeding 1,100 acres. The project components include a diversion structure to divert water from an existing storm drain system, a pretreatment structure to remove debris from the runoff, an underground structure to capture and store the stormwater prior to being discharged back into the existing storm drain system, and a rehabilitated park surface. Design objectives are to eliminate dry-weather flow from the adjacent channel and to maximize wet-weather pollutant capture.

Temescal Canyon Park Stormwater BMP Project, City of Los Angeles, Bureau of Engineering, Los Angeles, CA. Project Manager. Project Manager for a project to assist the City in compliance with the Santa Monica Bay Beaches Bacteria TMDL near Temescal Canyon Road. The engineering services for the project included concept development, preliminary design, detailed design, construction support, hydrologic analyses for the performance of the facility, site surveying, support of CEQA activities, environmental services, archaeological services, geotechnical explorations, permitting (Coastal, City Building and Safety, Caltrans, and Los Angeles County), and community outreach. Components of the BMP are a 22 million gallons per day (mgd) storm drain diversion structure; a hydrodynamic separator; a 1.25 million gallon detention tank; a 3 mgd pump station; new park playground equipment; new park restrooms; 500 feet of new 36-inch storm drain pipe; 1,000 feet of new 16-inch force main; and rehabilitation of 3,000 feet of existing 16-inch force main that discharges into the sanitary sewer for treatment at the Hyperion Wastewater Treatment Plant.

EDUCATION

BS, Civil Engineering, University of Connecticut

REGISTRATIONS

Professional Engineer, California, No. 51596, 1993

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

YEARS WITH TETRA TECH

3

YEARS OF EXPERIENCE

25

Elva Pangilinan, PE, ENV SP, CDT

STORMWATER DESIGN LEAD, COST ESTIMATES/SPECIFICATIONS

Ms. Pangilinan has been a member of the Tetra Tech team for 13 years and has extensive and relevant experience in designing and preparing improvement plans for both municipal and federal projects. She is also experienced with performing various hydrology studies and preparing reports. She has gained knowledge in Best Management Practices (BMP) and Low Impact Development (LID) implementation through her involvement in several important Proposition "O" projects for the City of Los Angeles and various stormwater capture projects throughout Southern California. Additionally, Ms. Pangilinan is a Construction Documents Technology (CDT) Certified Professional, as well as a certified Envision™ Sustainability Professional.

EXPERIENCE

Mayfair Park Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA.

Design Engineer. Responsible for preparation of final plans, specifications, and estimates and for design of the site improvements, storm drain system, and irrigation system to ensure the project meets regulatory requirements. Tetra Tech provided feasibility, conceptual and detailed design services to prepare final plans, specifications and estimates. Tetra Tech was contracted to evaluate the potential site location and develop this stormwater runoff and capture project. The project consists of an air-inflated rubber dam diversion system to re-direct all urban runoff and stormwater runoff from the Clark Channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline will convey the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas. The system will monitor the weather conditions and the facility through a secured cloud based cloud-based system. The underground storage system is 4.5 million gallons (13.8 ac-ft).

Vandenberg Landfill Channel, Vandenberg Air Force Base, Lompoc, CA. Design Engineer. Responsible for construction staking to define the limits of the disposal area. The intent of the project was to capture inflow and prevent erosion caused by the stormwater that flowed into the base's landfill. Additionally, the project improvements were designed to prevent infiltration of stormwater into the existing landfill area that was to be capped and closed. Tetra Tech designed the project to route stormwater underground and moved the alignment of improvement away from the steepest and most erodible sections of the existing landfill drainage. The final design included five manholes and 700-feet of storm drain. The storm drain connected each of the nearby points of inflow to capture the maximum amount of surface water before it entered the landfill area. Modeling using the USEPA's Storm Water Management Model (SWMM) program was performed to model the hydrology of the 100-year storm and analyze the peak flow to size the proposed storm drain.

Carson Stormwater and Runoff Capture Project – Carriage Crest Park, City of Carson, Carson, CA.

Civil Engineer. Responsible for utility research and review of the preliminary design report. Carriage Crest Park was identified in the Enhanced Watershed Management Program (EWMP) as a high-priority site for a regional stormwater capture project due to its proximity to two large storm drains with a total drainage area exceeding 1,100 acres. The project components include a diversion structure to divert water from an existing storm drain system, a pretreatment structure to remove debris from the runoff, an underground structure to capture and store the stormwater prior to being discharged back into the existing storm drain system, and a rehabilitated park surface. Design objectives are to eliminate dry-weather flow from the adjacent channel and to maximize wet-weather pollutant capture.

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2007

REGISTRATIONS

Registered Professional Engineer, California, No. 81113, 2013

Construction Documents Technology (CDT) Certified, 2018

Envision™ Sustainability Professional, 2014

YEARS WITH TETRA TECH

13

YEARS OF EXPERIENCE

13

Robin Nezhad, PE

COMMUNITY OUTREACH

Ms. Nezhad is an experienced project, program and client manager specializing in the delivery of recycled water, water, wastewater and stormwater planning and design projects for treatment, storage, and conveyance facilities. As a project manager, she is accustomed to coordinating complex issues with multi-disciplinary teams. Ms. Nezhad has excellent communication skills that have offered her vast experience in client management and stakeholder coordination for some of the largest municipal clients in the nation. Having managed the wastewater on-call for the City of Los Angeles, Los Angeles Sanitation District, (LASAN) and Bureau of Engineering she is very familiar with working with LASAN departments and is familiar with processes and procedures. Ms. Nezhad has been committed to providing cost-effective, state-of-the-art engineering solutions with an emphasis on stakeholder and community involvement.

EXPERIENCE

On-Call Wastewater Engineering Services, City of Los Angeles, Department of Public Works, Bureau of Engineering, CA. Program Manager. Ms. Nezhad oversaw delivery of this on-call contract that includes providing wastewater and environmental engineering support to the City of Los Angeles. Services provided in this five-year contract included program management, project management, planning, design and construction management services of pumping plants, conveyance systems, treatment facilities, and wastewater facilities. Task orders included:

- TOS 5 CADD Support Services
- TOS 30 Sewer Engineering Support Services
- TOS 37 Terminal Way Pumping Plant Rehabilitation
- Machado Lake Rehabilitation Project

Current On-Call Wastewater Engineering Services, City of Los Angeles Department of Public Works, Bureau of Sanitation, Los Angeles, CA. Program Manager. Ms. Nezhad oversaw this on-call contract for as-needed engineering support services. Responsibilities included serving as individual task order manager, contract advisor, mobilizing additional resources and technical support when needed. Work scope included scientific and technical studies, wastewater facilities planning, stormwater and water quality planning, public outreach and education, financial analysis, regulatory compliance, structural and hydraulic condition assessment, sewer capacity and rehabilitation plan, and solid resources. Key task orders included:

- TOS S2A, SN2B, SN2C Sewer Planning Support Services
- TOS S38 Difficult Access Reaches Sewer Planning
- TOS S43 CCTV Inspection Services
- TOS-S54 Collection System Arc Flash Study
- TOS-S80 Development and Implementation of Collaborative Workspace for Executive Level Reporting
- TOS-SN17 One Water LA Plan Phase 2 Special Studies for Stormwater and Water Reclamation

EDUCATION

BE, Civil Engineering, Environmental Emphasis, Vanderbilt University, 2001

REGISTRATIONS

Registered Professional Engineer, California, No.C-83600, 2014

Professional Civil Engineer, Tennessee, No. 110013, 2006

YEARS WITH TETRA TECH

3

YEARS OF EXPERIENCE

19

Renee Longman, AICP, LEED AP BD+C

ENVIRONMENTAL ASSESSMENTS

Ms. Longman is an environmental planner with 18 years' experience in the preparation and management of CEQA/NEPA technical documents, permitting, and coordination with government and regulatory agencies. She has worked on a variety of projects including infrastructure improvements, stormwater BMP, energy (solar, wind, oil & gas and power plants), transportation (rail, roads and bridges), educational (K-12 and higher education), industrial, and public works. Ms. Longman has experience in permitting complex and often controversial projects. As a planner, she works with public agencies in the identification of existing land use conditions, analyzing a proposed project for compatibility with existing land uses, and assessing the consistency of a proposed project with relevant planning policies and regulations. Ms. Longman also has experience in preparing Application for Certification (AFC), due diligence analysis, land use permitting, aesthetics studies for environmental documents, zoning compliance, and design review.

EXPERIENCE

Hazel Street Improvement Project Categorical Exemption, La Habra, CA.

Ms. Longman helped author a Categorical Exemption for the Hazel Street Improvement project. The proposed project consisted of the alteration of Hazel Street from La Habra Boulevard to First Avenue for southbound one-way operation, and included landscaping, landscaped concrete islands, irrigation, intersection treatment, angled parking, signing, striping, and other work as necessary.

Highline Water Pipeline Repair Project IS/MND, Montecito, CA. Ms. Longman was the CEQA Project Manager for the Highline Water Pipeline Repair Project IS/MND. The proposed project involved the permanent repair in three locations of a 14-inch steel potable water transmission main (highline) servicing the community of Montecito and would replace temporary emergency repairs currently in place. The permanent repairs were needed to ensure no disruption in water service for firefighting and domestic water users within the District.

Culver Boulevard Realignment and Stormwater Treatment Project IS/MND, Culver CA. Ms. Longman was the CEQA project manager of an IS/MND. The Culver Boulevard realignment portion of the project is the continuation of the widening of Culver Boulevard that was completed by Caltrans as part of the 405 Freeway widening in 2009. The proposed project would improve the efficiency of traffic flow and provide for a safer and more aesthetically pleasing street. The project also includes a stormwater treatment component. The City proposed to incorporate structural storm water Best Management Practices (BMPs) as part of the proposed project. The Culver Boulevard Stormwater Treatment component would include an underground storage reservoir beneath the landscaped median and portions of the roadway.

EDUCATION

MS, Urban and Regional Planning, California State Polytechnic University, Pomona, 2005

BA Geography, San Francisco State University, 2001

AA, Geography, Santa Barbara City College, 1999

REGISTRATIONS

Certified Planner, American Institute of Certified Planners (AICP)

LEED accredited professional for new building and construction (LEED-AP BD+C)

YEARS WITH TETRA TECH

5

YEARS OF EXPERIENCE

18

Section 6: Required Forms

RFQ 20-02

City of Hermosa Beach



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

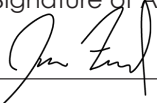
Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:



Printed Name and Title:

Jason Fussel, Vice President

RFQ 20-02

City of Hermosa Beach

6.3.2 Non-Collusion AffidavitRFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

A handwritten signature in black ink, appearing to read 'Jason Fussel', written over a horizontal line.

Printed Name and Title:

Jason Fussel, Vice President

RFQ 20-02

City of Hermosa Beach



6.3.3 Compliance with Insurance Requirements

RFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

A handwritten signature in black ink, appearing to read 'Jason Fussel', written over a horizontal line.

Printed Name and Title:

Jason Fussel, Vice President

RFQ 20-02

City of Hermosa Beach



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

See attached.

Signature of Authorized Representative:

Printed Name and Title:

Jason Fussel, Vice President

Tetra Tech Contract Exceptions

Revise Section 12 (note—reference correct section):

INDEMNIFICATION. 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, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs ~~and fees of litigation~~) of every nature caused by ~~arising out of or in connection with~~ CONSULTANT's negligent acts, errors, or omissions in its 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 to the extent 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.

Delete Section 25

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

Add:

Limitation of Liability. In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Dispute Resolution. The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Standard of Care. Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no other warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Suspension of Work. The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project



TETRA TECH

FEE SCHEDULE

Project Name:
ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER, STORM DRAIN)
RFQ NO. 20-20

Prepared for:
City of Hermosa Beach
Public Works Engineering Division
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach, CA 90254

09.21.2020

Prepared by:
Adams-Streeter Civil Engineers





September 21, 2020

Andrew Nguyen, Project Manager
City of Hermosa Beach
Department of Public Works, Engineering Division
1315 Valley Drive
Hermosa Beach, CA 90254

**SUBJECT: Fee Schedule to Provide On-Call Engineering Design Services for Utilities,
RFQ 20-02**

Dear Mr. Nguyen,

The Standard Fee Schedule for ASCE and subconsultant team-firms are attached in conformance with RFQ requirements. We acknowledge that the pricing and rates provided shall remain valid for the entire two (2) year agreement term. The team also acknowledge that price adjustments and final pricing for all assigned project(s) and/or task(s) may be negotiated by the City.

ASCE's point of contact during the proposal evaluation period is as follows:

Khoon Tan, P.E., Director of Municipal Services
Office: (949) 474-2330 x231, Cell: 949-390-0984, Email: ktan@adams-streeter.com

Please don't hesitate to contact Mr. Tan via e-mail or phone for any questions concerning the enclosed Fee Proposal during the evaluation period. Thank you for your consideration and opportunity to be of service to the City of Hermosa Beach.

Sincerely,

Randal L. Streeter, P.E.
President / Principal In-Charge



ADAMS STREETER CIVIL ENGINEERS 2020 PROFESSIONAL FEE SCHEDULE

CIVIL ENGINEERING SERVICES

Principal	\$185.00/hour
Project Director	\$170.00/hour
Project Manager	\$150.00/hour
Project Engineer	\$135.00/hour
CADD Designer / Technician	\$100.00/hour
Clerical / Word Processing	\$55.00/hour

SURVEYING AND MAPPING SERVICES

2-Man Survey Crew (Field) *	\$250.00/hour
1-Man Survey Crew (Field) *	\$215.00/hour
Survey Office / Mapper	\$150.00/hour

** Prevailing Wage Rates.*

REIMBURSABLE EXPENSES

All out of pocket expenses, such as filing and plan check fees, permit fees, delivery service, reproduction printing, and other project expenses will be extra and invoiced at our direct cost.

SUB-CONSULTANTS

Expenses for sub-consultants employed by Adams Streeter will be marked up by 10%.

MILEAGE

Mileage will be invoiced at the IRS standard mileage rate for 2020.



2019 PROFESSIONAL FEE SCHEDULE

HOURLY RATES BY STAFF CATEGORY

Principal and Associate Engineer/Geologist	\$180
Project Engineer/Geologist	\$146
Senior Staff Engineer/Geologist	\$114
Supervisory Technician	\$114
Staff Engineer/Geologist	\$104
Senior Project Technician	\$104
Project Technician	\$ 96
Staff Technician	\$ 86
Special Inspector	\$ 86
CAD Drafter/Technical Illustrator	\$ 96
Word Processor	\$ 78
Technical Assistant	\$ 66
Prevailing Wage (Soil Technician/Special Inspection Services)	\$118

LABORATORY TESTING

Moisture Content – ASTM D2166.....	\$ 19	Hydroconsolidation/Collapse – ASTM D5333	\$130
Moisture Content & Density	\$ 28	Undisturbed Direct Shear – ASTM D3080	\$200
Atterberg Limits – ASTM D4318	\$160	Undisturbed Direct Shear – Slow – ASTM D3080.....	\$290
Particle-Size Sieve Analysis – ASTM D422.....	\$104	Remolded Direct Shear – ASTM D3080.....	\$250
Finer than No. 200 Sieve – ASTM D1140	\$ 72	Remolded Direct Shear – Slow – ASTM D3080	\$380
Hydrometer Analysis – ASTM D422	\$124	Residual Direct Shear – ASTM D3080.....	\$580
Maximum Dry Density – ASTM D1557.....	\$220	R-Value – CT301/ASTM D2844	\$250
Maximum Dry Density with Oversize		Asphalt Maximum Density – CT308	\$250
Particle – ASTM D1557	\$250	Concrete, Mortar or Grout Compression	
Caltrans 216 Maximum Density.....	\$200	(per cylinder/cube/prism)	\$ 28
Sand Equivalent – ASTM D2419	\$ 93	CMU Grouted Prisms	
Soluble Sulfate Content	\$ 65	- Compression Test ≤8" x 8" x 16"	\$ 195
Expansion Index – ASTM D4829.....	\$166	- Compression Test >8" x 8" x 16"	\$ 270
Consolidation – ASTM D2435.....	\$205	Gunite/Shotcrete Panel Coring & Testing.....	\$109
- For time-rate, add \$38/increment			
- For remolded, add \$54/specimen			
- For reload, add \$105/cycle			

NOTES

1. No additional charges for field vehicle usage, nuclear gauge, or overtime work (except for prevailing wage and double time).
2. Heavy equipment (i.e. drill rig, backhoe, CPT) charges will be invoiced at cost.
3. Delivery and outside reproduction charges will be invoiced at cost.
4. Outside laboratory test charges will be invoiced at cost.



ECORP Consulting, Inc.
Schedule of Hourly Fees

Position	Hourly Rate
Program Manager	\$200.00
QA/QC Manager	\$195.00
Principal Environmental Analyst (CEQA/NEPA)	\$200.00
Senior Environmental Analyst (CEQA/NEPA)	\$185.00
Staff Environmental Analyst (CEQA/NEPA)	\$125.00
Associate Environmental Analyst (CEQA/NEPA)	\$110.00
Assistant Environmental Analyst (CEQA/NEPA)	\$90.00
Principal Biologist	\$200.00
Senior Biologist	\$160.00
Staff Biologist	\$125.00
Associate Biologist	\$100.00
Assistant Biologist	\$90.00
Biological Technician	\$85.00
Principal Botanist/Habitat Restoration	\$155.00
Senior Botanist/Habitat Restoration	\$140.00
Assistant Botanist/Habitat Restoration	\$100.00
Principal Paleontologist	\$160.00
Cultural Resources Principal Investigator	\$185.00
Senior Cultural Specialist/Historian/Lab/Field Director	\$145.00
Cultural Resources Crew Chief	\$115.00
Cultural Resources Field Technician	\$90.00
Principal GIS/CADD/Graphics Specialist	\$160.00
Senior GIS/CADD Specialist	\$145.00
GIS/CADD Technician	\$100.00
Graphics Specialist	\$145.00
Senior Project Accountant/Contracts	\$170.00
Associate Project Accountant/Contracts	\$105.00
Production Coordinator/Proof Reader	\$100.00
Associate Word Processor	\$95.00
Clerical	\$95.00

Expense Reimbursement/Other:

1. Reproduction, equipment and other direct expenses are reimbursed at cost plus a 14-percent administrative handling charge (excluding mileage and per diem).
2. Subcontractor expenses are reimbursed at cost plus a 12-percent administrative handling charge.
3. Mileage is reimbursed at the current IRS rate.
4. Rental vehicles will be charged at the current standard daily rate, typically \$100 per day.
5. Per Diem, depending upon geography, may be charged if overnight stays are required.
6. Expert Witness Testimony, including Depositions, is billed at time and a half.
7. Hourly rates will escalate at a rate of 3% per annum.

September 21, 2020

Andrew Nguyen, Assistant Engineer
City of Hermosa Beach
City Clerk Office
1315 Valley Drive
Hermosa Beach, CA 90254

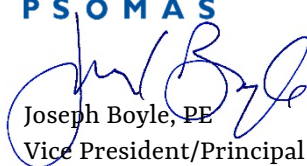
Re: Fee Schedule for On-Call Engineering Design Services for Utilities (Sewer, Storm Drain)
RFQ No. 20-02

Dear Mr. Nguyen:

Psomas looks forward to partnering again with the City of Hermosa Beach to fulfill the City's engineering design needs for upcoming sewer and storm drain projects. Attached please find our fee schedule.

Sincerely,

P S O M A S



Joseph Boyle, PE
Vice President/Principal

5 Hutton Centre Drive
Suite 300
Santa Ana, CA 92707

Tel 714.751.7373
Fax 714.545.8883
www.psomas.com

P S O M A S

Hourly Rates*Effective November 1, 2020 - October 30, 2022*

CLASSIFICATION	RATE (\$)
Streets, Sanitary Sewer, Storm Drain Engineering, Survey, Traffic	
Officer/Principal-in-Charge, Director	\$200 – \$255
Senior Project Manager, Surveyor, QA/QC Manager	\$195 – \$245
Project/Technical Manager	\$165 – \$220
Senior Project Engineer, Senior Surveyor	\$145 – \$205
Project Engineer, Surveyor	\$130 – \$175
Licensed Professional / Associate	\$145 – \$195
Project Designer	\$115 – \$165
Staff Engineer, Surveyor	\$125 – \$150
CAD Designer / Technician / Graphic Artist	\$100 – \$140
Intern, Engineering Assistant	\$75 – \$105
Project Assistant, Administrative Assistant	\$95 – \$105
One-man survey party or SUE crew	\$205
Two-man survey party or SUE crew	\$325
Three-man survey party	\$450
Field Supervisor	\$175

Hourly rates include direct labor, overhead, fringe benefits and fee. Per Diem for survey field crews is calculated at current State Department of Transportation rates (or other appropriate Agency rate).

NOTE: RATES ARE SUBJECT TO CHANGE AFTER OCTOBER 30, 2022

REIMBURSABLE EXPENSES

Mileage for field travel is charged at current IRS allowable rate and parking expenses incurred by office employees are charged at cost. Prints, messenger service, subsistence, air travel, and other direct expenses will be charged at cost plus ten percent. The services of outside consultants will be charged at cost plus five percent.



2020 SCHEDULE OF CHARGES

PROFESSIONAL SERVICES

Document Preparation and Project Services	\$ 97.00/hour
CAD/GIS Design Engineer	\$ 117.00/hour
Staff Engineer or Geologist	\$ 150.00/hour
Senior Staff Engineer or Geologist	\$ 175.00/hour
Project Engineer or Geologist	\$ 195.00/hour
Senior Engineer or Geologist	\$ 230.00/hour
Associate Engineer or Geologist	\$ 245.00/hour
Principal/Director	\$ 270.00/hour

FIELD INSPECTION & TESTING SERVICES

Staff Engineering Technician	\$ 105.00/hour*
• Services provided under direct supervision of a Senior Engineering Technician	
Senior Engineering Technician	\$ 117.00/hour*
• Inspections for soils/grading, asphalt, concrete, batch plants, piles/caissons, etc.	
• Certifications by ACI, ICC, Caltrans, local jurisdictions, etc.	
Registered Special Inspector (<i>No 4-hour minimum</i>)	\$ 117.00/hour*
• Certifications by ACI, ICC, Caltrans, local jurisdictions, etc.	
• Reinforced concrete, Post-Tension, Masonry, Welding, Bolting, Fireproofing	
Instrumentation Engineer	\$ 150.00/hour
• Slope inclinometer and Piezometer monitoring	
• Manometer for floor-level surveys	
• Stormwater turbidity & pH meter	
• Groundwater monitoring - pressure transducer, datalogger, water chemistry meter, etc.	
• Pipeline video camera for drains, wells, etc.	
Engineering Seismological Technician (includes 3-channel seismograph)	\$ 150.00/hour
• Blast vibration monitoring	
• Construction vibration & noise monitoring (pile driving, drilling, demolition, etc.)	

***Notes:**

- (1) Rates include vehicle, nuclear density gauge, and equipment for testing, inspection, and sampling.
- (2) No 4-hour minimum charges apply.
- (3) Overtime is charged at 1.5 times the base rate. Overtime is defined as time worked on the project in excess of 8 hours per day and all time on Saturdays, Sundays, and holidays.
- (4) Additional hourly surcharge for Prevailing Wage projects for Field Personnel per CA Labor Code §1720, et seq. Add \$ 25.00/hour

LABORATORY TESTING SERVICES

Laboratory Testing	\$ 120.00/hour
<i>(For special materials testing and laboratory costs on a per-test basis, see GMU's Laboratory Fee Schedule)</i>	

OTHER CHARGES

Outside Services	Cost + 15%
Reimbursables & Reprographics	Cost



**Fee Schedule for
City of Hermosa Beach
On-Call Engineering Design Services
For Utilities (Sewer, Storm Drain)
RFQ No. 20-02**



September 21, 2020

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Fee Schedule

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS

Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

**Current rates by classification are listed below:

Classification	Rate/Hr	Classification	Rate/Hr
Principal Project Manager	\$240	Construction Manager	\$225
Senior Project Manager	\$225	Senior Resident Engineer	\$200
Senior Engineer	\$210	Senior Scientist	\$200
Associate Engineer	\$190	Associate Scientist	\$180
Assistant Engineer	\$175	Resident Engineer	\$180
Junior Engineer	\$165	Assistant Resident Engineer	\$165
Designer	\$155		
GIS Analyst	\$150		
Technician	\$150		
Engineering Trainee	\$120		

Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$350 per hour. Court or deposition time as an expert witness is charged at \$450 per hour.

Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/20



Schedule of Fees

1. Employee Classification	Hourly Rate
06 - Engineering Assistant.....	70.00
18 - Project Administrator	100.00
04 - Engineering Designer I	120.00
10 - Engineering Designer II	145.00
03 - Project Engineer/Project Manager	165.00
25 - Project Engineer II	175.00
02 - Professional Engineer/Licensed Surveyor	190.00
17 - Senior Professional Engineer/Surveyor	205.00
52 - Principal II.....	245.00
01 - Principal	215.00
15 - Structural Engineer	220.00
05 - Permit Expediter I	95.00
11 - Permit Expediter II	110.00
09 - Project Coordinator.....	130.00
07 - Surveyor.....	110.00
08 - Senior Survey Specialist/ Party Chief.....	150.00
00 - Two man survey crew*	325.00*
22 - One Man Survey Crew with Robotics*	225.00*
90 - Project Manager I	145.00
54 - Entitlement Director	175.00
125 - Assistant Project Manager.....	130.00
91 - Project Manager II.....	165.00

*Prevailing Wage Rates based on current State of California Prevailing Wage Rate Schedule and the assigned project office location.

The hourly rate for client authorized overtime and for representation at hearings and meetings after 6:00 p.m. will be invoiced at 1.5 times the posted rate.

The above rates are inclusive of phone charges, fax charges, software and licensing fees, and photocopying charges.

2. Mileage, Travel and Per Diem

Auto Mileage: IRS Rate plus 15 percent

Air Travel and Auto Rental: Actual cost plus 15 percent

Per Diem: Actual cost of lodging and meals, plus 15 percent

3. Materials and Supplies

Office and CADD supplies are included in the hourly rates. Prints, plots and reproductions are charged at cost plus 15 percent from commercial blueprint companies. In-house reproduction charges are as follows:

	Prints	Plots	Color Plots
Bond	\$.95/s.f.	\$.95/s.f.	\$6.00/s.f.
Vellum	1.35/s.f.	1.65/s.f.	7.50/s.f.

4. Reimbursable Expenses

Will be billed at cost plus 15 percent. Client will pay directly for all permit and agency fees; otherwise cost plus 15%. Subconsultant invoices will be billed at cost plus 15%.

5. Insurance Coverage

General Liability: \$5,000,000

Errors/Omissions: \$1,000,000

California Workers' Compensation - Statutory

Certificates of insurance coverage will be provided upon request.

Fee Schedule: 2020SC

Escalation Rate: 3% per year



P2S INC.
RATE SCHEDULE FOR ENGINEERING SERVICES
ON A TIME AND EXPENSE BASIS

Category	Rate		
	<u>2020</u>	<u>2021</u>	<u>2022</u>
PRINCIPAL ENGINEER	\$310	\$319	\$329
ENGINEER GRADE 05	\$260	\$268	\$276
ENGINEER GRADE 04	\$251	\$259	\$267
ENGINEER GRADE 03	\$216	\$222	\$229
ENGINEER GRADE 02	\$199	\$205	\$211
ENGINEER GRADE 01	\$177	\$182	\$187
DESIGN ENGINEER GRADE 05	\$216	\$222	\$229
DESIGN ENGINEER GRADE 04	\$199	\$205	\$211
DESIGN ENGINEER GRADE 03	\$177	\$182	\$187
DESIGN ENGINEER GRADE 02	\$156	\$161	\$166
DESIGN ENGINEER GRADE 01	\$139	\$143	\$147
DESIGNER GRADE 04	\$148	\$152	\$157
DESIGNER GRADE 03	\$139	\$143	\$147
DESIGNER GRADE 02	\$127	\$131	\$135
DESIGNER GRADE 01	\$121	\$125	\$129
CAD/BIM DESIGNER GRADE 04	\$122	\$126	\$130
CAD/BIM DESIGNER GRADE 03	\$112	\$115	\$118
CAD/BIM DESIGNER GRADE 02	\$99	\$102	\$105
CAD/BIM DESIGNER GRADE 01	\$90	\$93	\$96
COMMISSIONING GRADE 05	\$260	\$268	\$276
COMMISSIONING GRADE 04	\$225	\$232	\$239
COMMISSIONING GRADE 03	\$192	\$198	\$204
COMMISSIONING GRADE 02	\$153	\$158	\$163
COMMISSIONING GRADE 01	\$132	\$136	\$140
PROJECT ASSISTANT	\$90	\$93	\$96

In addition, for direct out-of-pocket expenses (if and when they occur) we quote the following:

- 1) Automobile: at current IRS rate per mile from home office for travel outside Los Angeles, Orange, San Diego, San Bernardino and Riverside counties
- 2) Travel Expense: at Cost
- 3) Subsistence: While away from home office for more than 1 day: at Cost, but not to exceed \$250 per day per person.
- 4) Plan Check Fees: at Cost plus 10% markup
- 5) Third Party Services: at Cost plus 10% markup
 - Printing and copy services
 - Consultant and subcontract professional fees
 - Surveying / Soils Investigation
 - Testing Laboratory Work

LIABILITY LIMITS

Professional Liability	\$ 2,000,000.
General Liability	\$ 5,000,000.

RFQ No. 20-02. On-Call Engineering Design Services for Utilities

City of Hermosa Beach



Fee Schedule

Billing Title	2021 Bill Rate	2022 Bill Rate
Sr. Director	\$225.00	\$231.75
Director	\$200.00	\$206.00
Project Manager 3	\$190.00	\$195.70
Project Manager 2	\$165.00	\$169.95
Project Manager 1	\$140.00	\$144.20
Environ. Planner 6	\$185.00	\$190.55
Environ. Planner 5	\$154.00	\$158.62
Environ. Planner 4	\$134.00	\$138.02
Environ. Planner 3	\$114.00	\$117.42
Environ. Planner 2	\$104.00	\$107.12
Environ. Planner 1	\$93.00	\$95.79
Cultural Resources Specialist 6	\$165.00	\$169.95
Cultural Resources Specialist 5	\$134.00	\$138.02
Cultural Resources Specialist 4	\$118.00	\$121.54
Cultural Resources Specialist 3	\$103.00	\$106.09
Cultural Resources Specialist 2	\$92.00	\$94.76
Cultural Resources Specialist 1	\$73.00	\$75.19
Biologist / Botanist 6	\$185.00	\$190.55
Biologist / Botanist 5	\$149.00	\$153.47
Biologist / Botanist 4	\$129.00	\$132.87
Biologist / Botanist 3	\$113.00	\$116.39
Biologist / Botanist 2	\$103.00	\$106.09
Biologist / Botanist 1	\$93.00	\$95.79
GIS Technician 4	\$147.00	\$151.41
GIS Technician 3	\$122.00	\$125.66
GIS Technician 2	\$107.00	\$110.21
GIS Technician 1	\$99.00	\$101.97



STANDARD FEE SCHEDULE

PERSONNEL - CONSULTING & TESTING SERVICES

A) Principal Engineers & Geologists	\$260.00/hr
B) Senior Engineers & Geologists	\$200.00/hr
C) Project Engineers & Geologists	\$160.00/hr
D) Staff Engineers & Geologists	\$135.00/hr
E) Deputy Grading Inspector/Deputy Soils Technician	\$135.00/hr
F) Senior Technician	\$90.00/hr
G) Technician	\$85.00/hr
H) Laboratory Services	\$80.00/hr
I) Drafting	\$100.00/hr
J) Expert Witness & Depositions	\$500.00/hr
K) Clerical	\$60.00/hr
• Additional Copies (Reports)	\$10.00/ea
• Additional Copies (Oversize Plans)	\$10.00/pg

GEOTECHNICAL LABORATORY TESTING

A) Visual Classification by Engineer/Geologist	\$5.00/ea
B) Moisture Content (ASTM D-2216)	\$16.00/ea
C) Density of Undisturbed Sample	\$12.00/ea
D) Organic Content by Combustion (ASTM D-2974)	\$100.00/ea
E) Atterberg Limits (ASTM D-423/429)	\$150.00/test
F) Expansion Index EI (Expansion Index) Test (UBC Standard 18-2)	\$150.00/test
G) Specific Gravity (ASTM D-854)	\$80.00/test
H) Grain Size Analysis	
• Mechanical Analysis (Sand or Gravel)	\$70.00/test
• Including Wet Wash over No. 200 Sieve	\$120.00/test
• Hydrometer Analysis	\$125.00/test
• Mechanical and Hydrometer Analysis (ASTM D-422)	\$150.00/test
• Wet Wash over No. 200 Sieve Only (ASTM D-1140)	\$70.00/test
• Sand Equivalent	\$100.00/test
I) Maximum Density Determination (with Curve)	
• Standard Proctor (ASTM D-698/AASHTO T-99)	\$160.00/test
• Modified Proctor (ASTM D-1557/AASHTO T-180) 4 inch Mold	\$160.00/test
• Modified Proctor (ASTM D-1557/AASHTO T-180) 6 inch Mold	\$190.00/test
J) R-Value	\$275.00/test
K) California Bearing Ratio – Per Point	\$190.00/test
L) Unconfined Compression	
• Pocket Penetrometer	\$4.00/test
• Full Unconfined Compression of Undisturbed Sample, with Curve	\$90.00/test
M) Direct Shear (Including 3 Points)-Soil	\$230.00/set
N) Consolidation Testing (Including Curve)	
• Time Rate With Maximum 12.8 ksf Load	\$500.00/test
• Single Point	\$150.00/test
• Consolidation/Collapse, No Time Rate Data	\$150.00/test
• Swell Percent and Pressure	\$200.00/test
O) Sulfates	\$50.00/test
P) pH/Resistivity	\$125.00/test
Q) Chlorides	\$75.00/test

Note: Prices for geotechnical laboratory testing services not included above will be quoted upon request.

NOTES

- 1) Projects will be invoiced biweekly for services performed during the previous billing period. All invoices are due upon receipt, and late fees of 1.5% per month will be charged on all balances more than 30 days past due, not to exceed the maximum allowable under California state law.
- 2) All personnel services and time charged portal/portal.
- 3) Direct non-salary expenses for engineering and technical personnel charged at cost + 15%.
- 4) The personnel billing rates are applicable to normal working hours; overtime rates are applicable for services in excess of 8 hours per day, performed outside the hours of 7 am to 6 pm, as well as Saturdays, double time rates for Holidays and Sundays. Overtime is billed at 130% of standard rates and double time is 200% of standard rates. Minimum monitoring fee 3 hours per trip.

EFFECTIVE JANUARY 1, 2019

FEE SCHEDULE
STANDARD HOURLY BILLING RATES AND DIRECT COSTS
TETRA TECH – 2020-2022

ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

On-Call Consultant Services
Tetra Tech Billing Rates for Proposed Team

Team Member	Project Title	Billing Title	Bill Rate*
Jason Fussel, PE, PLS, LEED AP, QSD/P, ENV SP	Principal-in-Charge	Principal-in-Charge	350.00
Nate Schreiner, PE, QSD	Project Manager	Project Manager 2	210.00
Devin Newton, PE, QSD/P	QA/QC Manager	QA/QC Manager	180.00
Justin Smith, PE	Storm Drain Design Lead Engineer	Project Engineer 1	150.00
Joe Conroy, PE	Storm Drain Design Engineer	Project Engineer 2	180.00
Ken Berard, PE	Sewer Design Lead Engineer	Sr Engineer 3	265.00
Erica Jenkins	Sewer Design Engineer	Senior Engineering Designer	165.00
Jaime Sayre, PhD, PE, QSD/P	Water Quality Lead	Sr Engineer 1	200.00
Clint Boschen, M.S.	Senior Environmental Scientist	Principal Scientist	260.00
Tim Joyce, PE	Pump Station Design Lead Engineer	Program Manager	275.00
Chris Jansen, PE	Pump Station Engineer	Engineer 3	130.00
Elva Pangilinan, PE, ENV SP, CDT	Stormwater Lead Engineer	Project Engineer 1	150.00
Tyler Parra, PE	Stormwater Engineer	Project Engineer 1	150.00
Peter Skopek, PhD, PE, PG	Principal Geotechnical Engineer	Principal Geotechnical Engineer	250.00
Fernando Cuenca, PhD, PE, GE	Senior Geotechnical Engineer	Geotechnical Senior Engineer	170.00
Robin Nehzad, PE	Community Outreach Specialist	Program Manager	340.00
Renee Longman, AICP, LEED AP BD+C	Senior Environmental Planner	Senior Environmental Planner 2	160.00
Dan Helt, PE, PLS	Senior Land Surveyor	Sr Land Surveyor	210.00
Kyle Streeter, LSIT	Land Surveyor	Survey Crew Chief	135.00
Jeff Atijera, PE	Construction Design Support Engineer	Project Engineer 1	150.00

Reimbursables	
Photo Copies (B&W 8.5"x11")	0.20/Each
Photo Copies (B&W 11"x17")	0.50/Each
Color Copies (up to 8.5"x11")	2.00/Each
Color Copies (to 11"x17")	3.00/Each
Compact Discs	10.00/each
Large format copies	0.50/S.F.
Mileage-Company Vehicle	0.80/mile
Mileage-POV	0.58/mile**

Notes:

1. *Rates are requested to be renegotiated with City with each optional 1-year contract extension.
2. **Current GSA POV mileage is subject to change.
3. All ODCs and any other services performed by subcontractors will be billed at cost plus 10%.

FEE SCHEDULE
STANDARD HOURLY BILLING RATES AND DIRECT COSTS
TETRA TECH – 2020-2022

ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

Standard Billing Rates and Expense Reimbursable Schedule

Personnel	Hourly Rate*
Management	
Principal in Charge	350.00
Project Manager 1	190.00
Project Manager 2	210.00
Sr Project Manager	250.00
Program Manager	275.00
QA/QC Manager	180.00
Engineers	
Engineer 1	110.00
Engineer 2	120.00
Engineer 3	130.00
Project Engineer 1	150.00
Project Engineer 2	180.00
Sr Engineer 1	200.00
Sr Engineer 2	230.00
Sr Engineer 3	265.00
Principal Engineer	340.00
Engineering Designers	
Engineering Technician	70.00
Engineering Designer	90.00
Senior Engineering Designer	165.00
Geotechnical Engineering	
Principal Geotechnical Engineer	250.00
Geotechnical QA/QC Manager	170.00
Geotechnical Project Manager	140.00
Geotechnical Senior Engineer	170.00
Geotechnical Project Engineer	140.00
Geotechnical Staff Engineer	120.00
Geotechnical Designer	160.00
Geotechnical Drafter	120.00
Geotechnical Project Administrator	95.00
Geotechnical Field Technician	124.00
Office Surveying	
Survey Tech 1	105.00
Survey Tech 2	120.00
Survey Crew Chief	135.00
Project Surveyor 1	145.00
Project Surveyor 2	170.00
Sr Land Surveyor	210.00
Survey Crew (Non-Prevailing)	
1-person Survey Crew	165.00
2-person Survey Crew	240.00

Personnel	Hourly Rate*
3-person Survey Crew	315.00
Survey Crew (Prevailing)	
1-person Survey Crew	210.00
2-person Survey Crew	325.00
3-person Survey Crew	440.00
Landscape Architects	
Landscape Architect Designer	130.00
Computer Aided Design (CAD)	
CAD Designer 1	100.00
CAD Designer 2	115.00
CAD Designer 3	130.00
Sr CAD Designer	150.00
Scientists	
Scientist 1	80.00
Scientist 2	105.00
Scientist 3	135.00
Senior Scientist 1	150.00
Senior Scientist 2	180.00
Senior Scientist 3	200.00
Principal Scientist	260.00
Environmental Planners	
Environmental Planner 1	90.00
Environmental Planner 2	100.00
Environmental Planner 3	115.00
Senior Environmental Planner 1	140.00
Senior Environmental Planner 2	160.00
Senior Environmental Planner 3	180.00
Principal Environmental Planner	260.00
General and Administrative	
Project Assistant 1	65.00
Project Assistant 2	80.00
Project Administrator	95.00
Senior Project Administrator	115.00
Reimbursables	
Photo Copies (B&W 8.5"x11")	0.20/Each
Photo Copies (B&W 11"x17")	0.50/Each
Color Copies (up to 8.5"x11")	2.00/Each
Color Copies (to 11"x17")	3.00/Each
Compact Discs	10.00/each
Large format copies	0.50/S.F.
Mileage-Company Vehicle	0.80/mile
Mileage-POV	0.58/mile**

Notes:

- *Rates are requested to be renegotiated with City with each optional 1-year contract extension.
- **Current GSA POV mileage is subject to change.
- All ODCs and any other services performed by subcontractors will be billed at cost plus 10%.

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
BETWEEN THE CITY OF HERMOSA BEACH AND ADAM STREETER CIVIL ENGINEERS**

This AGREEMENT is entered into this 27TH day of OCTOBER 2020, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and ADAM STREETER CIVIL ENGINEERS ("CONSULTANT").

RECITALS

- A. The City desires to obtain engineering design services for utilities (sewer, storm drain) on an on call basis with Adam Streeter Civil Engineers.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1. CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total not to exceed amount of \$500,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2. SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."
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 schedule incorporated in "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 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 to perform work under this Agreement is KHOON TAN. 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.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 27, 2023, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.

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

12. INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, 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 to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. 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 to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. 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.
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 it is 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. 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.

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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or

deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. SOLICITATION. CONSULTANT 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.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein are generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

23. 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.
24. 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.
25. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
26. 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.
27. 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.
28. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
29. 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 _____ Consultant Initials _____ **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 _____ Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney



CITY OF
HERMOSA
BEACH



PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES
(SEWER, STORM DRAIN)

RFQ# 20-02



ADAMS STREETER
Civil Engineers

EXHIBIT A

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<ul style="list-style-type: none"> • Certification of Proposal • Non-Collusion Affidavit • Compliance with Insurance Requirements • Acknowledgement of Professional Services Agreement 	

I. COVER LETTER

September 21, 2020

Andrew Nguyen, Project Manager
City of Hermosa Beach
Department of Public Works, Engineering Division
1315 Valley Drive
Hermosa Beach, CA 90254



SUBJECT: Proposal to Provide On-Call Engineering Design Services for Utilities, RFQ 20-02.

Dear Mr. Nguyen,

Adams Streeter Civil Engineers (ASCE) appreciates the opportunity to submit our Statement of Qualifications (SOQ) to the City of Hermosa Beach Public Works Engineering Division in response to the Request for Qualifications (RFQ) to provide On-Call Engineering Design Services for Utilities (Sewer, Storm Drain).

ASCE is a full-service civil engineering and land surveying firm that specializes in project delivery for local and regional public agencies, special districts and private developers, and have been providing engineering, surveying and related services for the past thirty-nine years. We are committed to working seamlessly with your staff and has the expertise and resources necessary to assist the City in providing the necessary on-call engineering and related services in a timely, efficient and cost-effective manner. We have also included ECORP Consulting and NMG Geotechnical on our team to provide CEQA environmental and geotechnical related services in support of on-call projects within the span of this two-year contract. ASCE takes pride in our ability and commitment to complete every project successfully and have not refused or failed to complete any contracts that was previously undertaken.

This SOQ is made without collusion with any other person, organization or party submitting a proposal and it is in all respects fair and in good faith without collusion or fraud. This SOQ shall remain valid for a period of not less than ninety (90) calendar days from the date of submittal. The signer of this Proposal has the full authority to bind Adams-Streeter. The point of contact during the proposal evaluation period is as follows:

Khoon Tan, P.E., Director of Municipal Services

Office: (949) 474-2330 x231, Cell: 949-390-0984, Email: ktan@adams-streeter.com

Secondary Contact: Mohammed Abadi, P.E. (949) 474-2330 x209, Email: mabadi@adams-streeter.com

Thank you for this opportunity to be of service to the City of Hermosa Beach. Please don't hesitate to contact Mr. Tan for any questions about any portion of this Proposal during the evaluation period.

Sincerely,

Randal L. Streeter
President / Principal In-Charge

II. FIRM PROFILE

FIRM QUALIFICATIONS

AREAS OF EXPERTISE

**CIVIL ENGINEERING &
LAND SURVEYING**

SELECT AWARDS

HomeAid Orange County & OC United – *Recognition of Contribution to the OC United THRIVE Quad Development, 2019*

Family Assistance Ministries & HomeAid Orange County – *Recognition of Contribution to the Calle Canasta House, 2016*

American Society of Civil Engineers, Orange County Branch – *Land Development Project of the Year Award for Lambert Ranch, 2013*

American Public Works Association, Southern California Chapter – *2016 Storm Water Quality Project of the Year for the Glassell Campus LID Retrofit & Parking Rehabilitation Project*

American Society of Civil Engineers, Orange County Branch – *2017 Outstanding Sustainable Engineering Project, 2017.*

American Society of Civil Engineers, Region 9 (CA) – *2010 Outstanding Community Improvement Project for the Irvine Ranch Outdoor Education Center*

Orange County Engineering Council – *2010 Engineering Project Achievement Award for the Irvine Ranch Outdoor Education Center*



ADAMS STREETER CIVIL ENGINEERS is a premier civil engineering and surveying firm that specializes in project delivery for local and regional public agencies, special districts and private developers. We are a client-centered, service-oriented small business dedicated to providing exceptional services through thoroughness, rapid turnaround, cost efficiency and quality work.

FIRM BACKGROUND

Adams Streeter is founded by Jan Adams and Randal Streeter in 1981, and is headquartered in Irvine, California. The firm is a small business enterprise with over 38 years of experience and specializes in private and public-realm design through innovative and cost-effective design solutions for dozens of public municipalities and private entities throughout California. The firm is currently staffed by twenty-three employees, comprising of fourteen civil engineers and technicians, six surveyors and mappers, and three administrative staff.

EXPERIENCE

Parks, Open Space & Trails
Street Beautification, Improvement, Rehabilitation
Public Facility Improvements and Renovations
Office and Retail Facilities
Single and Multi-Family Residential Developments
Urban In-Fill/Mixed-Use Developments
Affordable Housing
Campus Housing Planning and Design
Commercial and Industrial Site Development
Retail Site Development
Public and Commercial ADA Upgrades

CAPABILITIES

Streetscape and Parking Lots
Parks & Open Space
Low Impact Development, Stormwater Management and Water Quality
Hydrology and Hydraulics
Site Development, Planning and Due Diligence
Site Grading & Earthwork
Site ADA Evaluations
Storm Drainage and Sanitary Sewer
Domestic and Reclaimed Water
Plan Check / Plan Review
Boundary Surveys, Land Title Surveys, Topographic Survey, Construction Staking, As-built Surveys and Mapping Services

BUSINESS INFORMATION

- A. Legal Name & Address:** Adams Streeter Civil Engineers, Inc.
16755 Von Karman Avenue, Suite 150
Irvine, CA 92606
- B. Organizational Structure:** California "C" Corporation
- C. Federal Employer I.D.** 953567440
- D. Certification** Small Business Enterprise (Certification No. 59891)
- E. Years in Business:** 39 Years (Under Present Business Name)
- F. Firm Contact:** Randy Streeter, PE
949-474-2330 x203; rstreeter@adams-streeter.com
- G. Primary Proposal Contact:** Khoon Tan, PE, QSD
949-474-2330 x231; ktan@adams-streeter.com

Adams Streeter Civil Engineers (ASCE) is a full-service civil engineering and surveying firm that specializes in project delivery for local and regional public agencies, special districts and private developers, and have been providing civil engineering and surveying services in Southern California since 1981 to both our public and private sector clients. ASCE is a California "C" corporation that was incorporated in January 8, 1981 by Jan Adams and Randal Streeter and is a small business enterprise (SBE) based in Irvine, California. ASCE is not a subsidiary company that is owned by another parent or holding company. Over the last thirty-nine years of business, the company has earned a reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work and is one of Orange County's premier firms for civil engineering and surveying services. ASCE takes pride in the fact that ninety percent (90%) of our business comes from repeat clientele due in part to our quality of work, competitive prices and our ability to meet deadlines.

ASCE have extensive experience and a proven track record in providing Public Works related services encompassing the civil engineering, survey and mapping fields to various cities, municipalities and districts including, but not limited to the following:

City of Aliso Viejo	City of Newport Beach	Chino Basin Desalter Authority
City of Anaheim	City of Orange	Eastern Municipal Water District
City of Buena Park	Coast College	Irvine Ranch Water District
City of Diamond Bar	Concordia University	Irvine Campus Housing Authority
City of Fullerton	City of Perris	Jurupa Community Services Dist.
City of Garden Grove	City of Redlands	Long Beach City College
City of Hermosa Beach	City of Riverside	Orange County Water District
City of Huntington Beach	City of San Clemente	Santa Margarita Water District
City of Irvine	City of San Juan Capistrano	Riverside County Flood Control District
City of La Habra	City of Santa Ana	Trabuco Canyon Water District
City of Laguna Niguel	City of Tustin	University of California, Bakersfield
City of Lake Elsinore	City of Villa Park	University of California, Irvine
City of Loma Linda	City of Yorba Linda	Vanguard University
City of Mission Viejo	County of Orange	California Department of Transportation
City of Moreno Valley	County of Riverside	

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

ASCE have also provided services on numerous development and facility improvement-based projects (residential, commercial, industrial) to our private clientele that involves extensive public infrastructure improvements including, but not limited to the following:

Amgen	Irvine Unified School Dist.	Sukut Construction
Armada, LLC	John Laing Homes	SunCal Companies
Arnel Development	Joseph Nicholas Homes	Sunrise Communities
Artisan Communities	K. Hovnanian Companies	Taylor Morrison Homes
Barratt American	Kaufman & Broad	The Garrett Group
Baywood Development	Keystone Pacific	The Irvine Company
Boeing Realty Corporation	Koll Company	The Olson Company
Brookfield Homes	Lambert Ranch	Valeo Companies
CalAtlantic Homes	Lennar Communities	Warmington Homes
California Pacific Homes	Mastercraft Homes	William Lyon Homes
Centex Homes	MBK Homes	Catalina Freight Line
Citation Homes	Oak Tree Industries	Schafer Logistics
Cook Hill Properties	O Hill Partners	Travis Companies, Inc.
D. R. Horton Homes	Pacific Communities	Urban Commons
Fieldstone Development	Pardee Construction	Ferrado
Griffin Communities	Pulte Homes	Shlemmer Algaze Assoc
Habitat for Humanity	Rancho Mission Viejo Co	TD Architects, Inc.
Irvine Apt. Communities	Red Mountain Retail Group	Trico Realty
Irvine Community Dev.	Richmond American Homes	Ware Malcomb Architect
California Building & Maintenance Industries, Inc.	Grand Valley Healthcare Skilled Nursing Facility	The Irvine Ranch Outdoor Education Center
Coast to Coast Commercial, LLC	Newport Partners, LLC	Santa Margarita Ford

Our in-house survey department also provides survey and mapping related services in support of engineering projects undertaken by ASCE's engineering department, inclusive of capital projects for public agencies. Land surveying and mapping related services typically performed by ASCE includes the following:

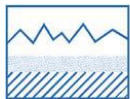
Aerial Mapping & Aerial Control Surveys	Monitoring Well Surveys
ALTA/ACSM Surveys	Monumentation
Boundary and Property Surveys	Parcel, Tract and Final Maps
Condominium Mapping	Legal Descriptions for Easements and R/W
Construction As-Built Surveys	Quantity Surveys and Earthwork
Construction Staking	Record of Surveys
Control Surveys	Records and Title Research
Digital Terrain Modelling	Right-of-Way Surveys, Mapping and Exhibits
Entitlements	Subdivision Planning and Mapping
Environmental Surveys	Subdivision Plan Checking
FEMA Elevation Certificates	Topographic Surveys and Design Surveys
GPS/GIS Surveys	Utility Research & Utility As-Built

ASCE brings over 39 years of experience working concurrently with public agencies and private entities on projects ranging from site planning/due diligence to infrastructure design and facility improvements, and is very familiar with the scope of work as provided in the Request for Qualifications (RFQ). ASCE is well qualified to perform the required work and is confident in our ability to provide exceptional services to the City of Hermosa Beach in a timely and cost-effective manner.

III. SUBCONSULTANT FIRM PROFILE

ASCE have included NMG Geotechnical and ECORP Consulting, our team subconsultants that will be responsible for performing the geotechnical and CEQA environmental scope of work for the project. An overview of team subconsultant firms is provided below.

SUBCONSULTANT FIRM	OFFICE	DISCIPLINE	INCEPTION	STAFF	CERTIFICATIONS
NMG Geotechnical	Irvine	Geotechnical	1994	50+	SBE
ECORP Consulting	Santa Ana	Environmental	1987	100+	-



NMG Geotechnical (NMG) - NMG has been providing geotechnical and construction observation/inspection services across southern California for over 25 years. We serve a broad range of private and public clients with over 50 employees based out of our office and soils and materials testing laboratory in Irvine. NMG's team includes six geotechnical engineers, six engineering geologists, and a staff of 16 field/laboratory technicians and materials testing inspectors. NMG's field coverage and observation and testing services are very dynamic and we are able to cover the southern California region, from San Diego to Santa Clarita and into the Inland Empire, very effectively. NMG is also a Small Business Enterprise (SBE) as certified by the State of California. NMG's team of licensed professionals have extensive experience with assessment and characterization of geologic conditions and hazards to a site. Our engineering geologists collect critical site information and work closely with our geotechnical engineers to provide valuable information for the project's design and construction process. Our approach and innovative solutions can significantly enhance project feasibilities, design, budgets and schedules. Our soil and materials laboratory is capable of performing a multitude of soil engineering tests, in accordance with Caltrans and ASTM guidelines. Our laboratory is AASHTO accredited, has Los Angeles Department of Building and Safety approval, Caltrans certified, and is an accepted soil laboratory by California Department of State Architect (DSA). NMG project types vary from public works, institutional, to large acreage master planned communities. NMG has performed numerous geotechnical investigations and design studies for utility and infrastructure improvements. A sampling of public clients includes municipalities/agencies (Port of Los Angeles, Tustin, Irvine, Anaheim, Newport Beach, OCTA, Caltrans), water districts (Irvine Ranch, Orange County, Santa Margarita, Metropolitan, Mesa Consolidated) and school districts (Los Angeles Unified, Capistrano Unified, Tustin Unified, and Irvine Unified). A significant portion of NMG's service to the private sector includes the design and construction of the backbone drainage facilities, utilities and streets. [Address: 17991 Fitch, Irvine, CA 92614 | \(949\) 442-2442](#)








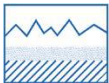


ECORP Consulting, Inc. (ECORP) is a California "S" Corporation. ECORP was founded in 1987 and has over 115 experienced staff members that specializes in assisting government agencies and private clients with a wide range of environmental services including technical expertise in land use planning; biological, cultural, and water resources; and regulatory compliance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), Clean Water Act, federal and state Endangered Species Acts, National Historic Preservation Act (NHPA), and other laws and regulations. ECORP has well-established working relationships with the resources agencies, including the U.S. Army Corps of Engineers (USACE), California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), and the U.S. Fish and Wildlife Service (USFWS). ECORP is a financially sound firm with five offices (Santa Ana, Redlands, San Diego, Rocklin, and Chico) serving clients throughout California. Additionally, ECORP maintains offices in Flagstaff, Arizona and in Santa Fe, New Mexico. ECORP is registered with the Department of Industrial Relations DIR: #1000012875 (exp. 6/30/22). ECORP is a California Small Business-Public Works (SB-PW) and a Federal Small Business under NAICS code 541620, among others. ECORP's current clients include the City of Anaheim, City of Baldwin Park, City of Costa Mesa, City of Irwindale, City of Santa Ana, Orange County Public Works, and the Los Angeles County Public Works. [Address: 2861 Pullman Street, Santa Ana, CA 92705; \(714\) 648-0630](#)

IV. EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL

Key personnel for the project are assigned based upon their experience, project management abilities, technical expertise and design competency, prior involvement with projects of similar scope, and prior experience with the public sector. Brief resumes of the key team personnel assigned to perform the scope of work is provided as follows:

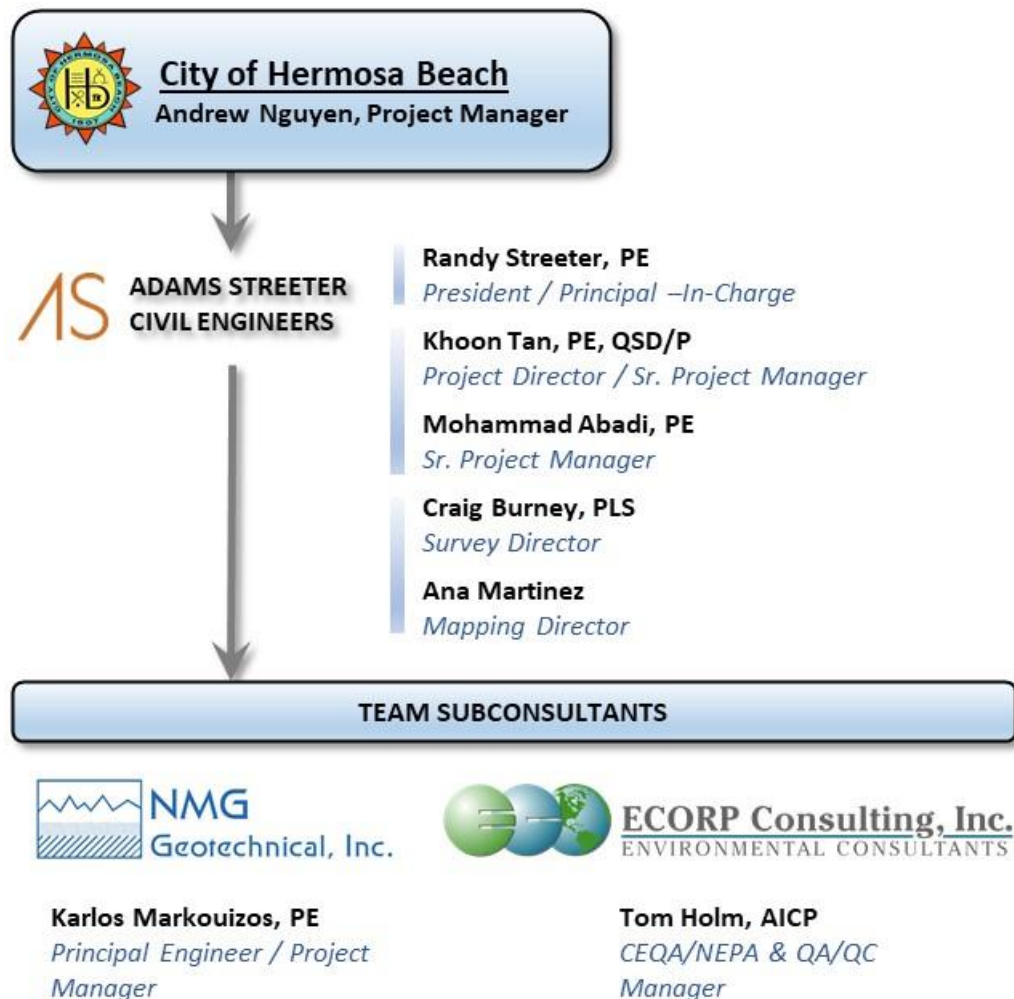
PERSONNEL	EXPERIENCE	HIGHLIGHTS, EDUCATION AND CERTIFICATIONS
Randy Streeter, PE Principal-In-Charge  <i>39 Years w/ ASCE</i>	43 Years (Civil and Survey) 	<ul style="list-style-type: none"> President and Principal-in-Charge w/ extensive experience in civil engineering and surveying, and licensed to practice both disciplines in the State of California and Arizona. Directed numerous City & County engineering and survey projects involving road and utility improvements, public parks, public buildings and low-income housing. BS in Civil Engineering Degree, California State University, Long Beach, California (1971); Registered Civil Engineer (CA RCE 25083 and AZ RCE No. 25846). PE License Expiration Date: December 31, 2021
Khoon Tan, PE, QSD Project Director and Sr. Project Manager  <i>10 Years w/ ASCE</i>	32 Years (Civil) 	<ul style="list-style-type: none"> Experienced project manager with broad knowledge and hands-on experience in engineering design and construction. Private and public-sector practice including ten years of public agency experience in managing capital improvement projects and construction. CIP projects managed is inclusive of, but not limited to local, arterial street and state highway improvements, pavement rehabilitation, parks and open space development, storm drainage, sanitary sewer, domestic and reclaimed water infrastructure improvements, project grant funding and management. BS in Civil Engineering, Oklahoma State University, Oklahoma; Registered Civil Engineer (CA RCE 60131); Qualified SWPPP Developer / Practitioner (No. 20862). PE License Expiration Date: June 30, 2022
Mohammad Abadi, PE Sr. Project Manager  <i>32 Years w/ ASCE</i>	35 Years (Civil) 	<ul style="list-style-type: none"> Experienced project and technical engineering manager. Possesses extensive background and hands-on knowledge in engineering design and construction with specific expertise in drainage design. Extensive technical expertise in Infrastructure Planning, Development and Design encompassing site layout, grading, roadway improvements, storm drainage, sewer and water facilities, Hydrology and Hydraulics, and water quality. BS in Civil Engineering, University of California, Irvine, California; Registered Civil Engineer (CA RCE 42615). PE License Expiration Date: March 31, 2022

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PERSONNEL	EXPERIENCE	HIGHLIGHTS, EDUCATION AND CERTIFICATIONS
Craig Burney, PLS Survey Director  30 Years w/ ASCE	31 Years (Survey) 	<ul style="list-style-type: none"> Experienced survey manager and field surveyor. Oversees daily survey crew operations. Extensive experience in performing ALTA, boundary, aerial, topographic, GPS, and construction surveys. BA in Psychology, CSU, Long Beach, California; Licensed Land Surveyor (PLS 7732); GPS Certificate Program, UC Riverside. PLS License Expiration Date: December 31, 2021
Ana Martinez Mapping Director  15 Years w/ ASCE	37 Years (Mapping) 	<ul style="list-style-type: none"> Experienced mapping professional serving the regions of Orange, Los Angeles, San Bernardino and Riverside Counties. Extensive experience in Boundary Analysis, Title Report Due-Diligence, Record of Surveys, ALTA Surveys, Final Parcel Maps, Tract Maps, Lot Line Adjustments, Easement Rights & Exhibits and Legal Descriptions. Rancho Santiago College, County of Orange, California
Karlos Markouizos, PE Principal Engineer / Project Manager 	32 Years (Geotechnical) 	<ul style="list-style-type: none"> Experienced in field exploration and monitoring, field and laboratory soil testing, grading and earthwork, slope stability analysis, design of shallow and deep foundations, shoring and retaining structures, settlement analysis, seismic hazard analysis, structural pavement design, and construction of underground utilities. BS in Civil Engineering, CSU, Long Beach, California; Graduate Study in Civil Engineering, Carnegie-Mellon University, Pittsburgh, Pennsylvania Registered Civil Engineer (CA RCE 50312).
Tom Holm, AICP CEQA/NEPA QA/QC Manager 	37 Years (Environmental) 	<ul style="list-style-type: none"> Diverse planning and environmental experience involving environmental, natural resource, and regulatory compliance. Provides updates on CEQA and Planning Law to local APA and AEP chapters. Former Planning and Transportation Commissioner for City of Mission Viejo and Board Member of the Orange County Natural History Foundation. Masters of Arts in Urban & Regional Planning, Environmental Policy & Management emphasis, UCLA; Bachelor of Arts in Political Science, UC Irvine; American Institute of Certified Planners (AICP).

V. ORGANIZATIONAL CHART

A project team organizational chart identifying communication/reporting relationships and key personnel that will perform the work for the project is provided as follows:



Role Assignments: All project engineering services provided under the leadership of ASCE will be managed by Mr. Tan, who is also the designated City liaison. Mr. Abadi, the designated technical and production manager, and will also serve as the secondary liaison to the City for redundancy. Mr. Burney and Ms. Martinez will administrate field surveying and mapping related services to support engineering design.

Commitment of Assigned Personnel: ASCE is committed to maintaining the selected key personnel indicated on the above organizational chart for the duration of the project. In the event that substitution or addition in key personnel and/or sub-consultant is necessary due to circumstances that are outside of our control, a written request will be made to the City for the proposed change(s) for consideration and approval. Any proposed substituted person will be as qualified and billed at the same or lower rate as the original personnel being replaced. Key personnel indicated have been specifically assigned to this endeavor. If selected for the project, ASCE will ensure the identified personnel are available to undertake and complete all assigned projects and tasks.

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

VI. PROJECT UNDERSTANDING

ASCE understands that the City of Hermosa Beach is seeking Statement of Qualifications (SOQs) from qualified consultants to perform engineering design services to meet the City's utilities needs on an as-needed basis. As stipulated on the RFQ, qualified firms will be retained on a two-year contract with up to three one-year extensions. As per the RFQ Scope of Services, our anticipated role if selected, would be to provide design and construction support services to the Engineering Division of the Public Works Department in implementing the various sewer and storm drain projects that are adopted by the City's Capital Improvement Program (CIP).

Five projects related to sewer and storm drain improvements are identified in the FY 2019/20 Capital Improvement Program that was adopted in June 2018, as referenced below.

Goal	CIP NO.	PROJECT NAME	Sewer Fund	Storm Drain Fund	RTI Undersea Cable Fund	Capital Improvement Fund	TOTAL Current Year Request	Remaining Prior Year Funding		TOTAL CIP FUNDING FY 19-20
			160	161	190	301		Fund	Amount	
SEWER/STORM DRAIN IMPROVEMENTS										
3	416	Sewer Improvements - Various Locations	1,145,750				1,145,750	160	1,054,250	2,200,000
3	417	Storm Drain Improvements - Various Locations		354,910		80,000	354,910	161	645,090	1,000,000
							80,000	301	0	80,000
TOTAL FOR PROJECT										1,080,000
4	419	16th Street Storm Drain Trash Capture Box		100,000			100,000	161	0	100,000
3	421	Annual Sewer Improvements	250,000				250,000	160	0	250,000
3	422	Annual Storm Drain Improvements		200,000			200,000	161	0	200,000
SEWER/STORM DRAIN IMPROVEMENTS SUBTOTAL			1,395,750	654,910	0	80,000	2,130,660		1,699,340	3,830,000

Based on available information, we understand that Capital Improvement Project (CIP) 416 was advertised for construction bids in April 2019 and the project closed-out in April 30, 2020. The four other projects pertaining to CIPs 417, 419, 421 and 422 are identified for final engineering by an on-call design firm(s) to prepare project plans and specifications.

CIP 419 stands out as a priority project that calls for the installation of a State Board-approved full capture device/system to the County-owned 16th Street Storm Drain System at the Hermosa Valley School location to address the Santa Monica Bay Debris Total Maximum Daily Load (TMDL). This project seeks to utilize a large-scale full trash capture device to remove and prevent trash and plastic raw materials from discharging into the Santa Monica Bay. The full trash capture device/system is intended for use in lieu of individual pipe screen installations at upstream catch basin locations to help reduce long-term maintenance requirements and cost. The Municipal Separate Storm Sewer System (MS4) seeks to achieve 100% trash reduction by March 20, 2020, which has since passed thereby making project implementation a priority. Per the Hermosa Beach Storm Drain Master Plan dated June 2018 (SDMP), a full trash capture device/system installed at the Hermosa Valley School location would cover a drainage area of 291 acres and cost approximately \$760,000 to construct, exclusive of design related cost. Further evaluation of requirements and costs will be needed as part of the final design process to verify budgetary costs for construction. If implemented, this large-scale full trash capture device would negate the need and cost to install individual pipe screens at eighty-eight upstream catch basin locations. Debris Separating Baffle Box (DSBB), Nutrient Separating Baffle Box (NSBB), Continuous Deflective Separator (CDS) and/or other systems may be considered for use, and likely in conjunction with an upstream diversion structure to apportion flows to multiple full capture devices connected in parallel due to the large peak flows anticipated. The selected system must also be a State Board-certified high-flow capacity trash treatment control device that is verified for vector control accessibility in accordance with the Trash Amendments updated in July

STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

2020. Other device-specific considerations should include the ability to capture sediment, and suspends trash and debris in a dry state to minimize nutrient leaching, bacteria growth and odors. Removing solids in a dry state during the maintenance process would negate the removal of large quantities of water, which results in a lower cost for maintenance. The proposed facility design should also consider the potential future upsizing of the 16th Street Storm Drain at this location from a 72" to 84" diameter pipe, as identified on the SDMP, including hydraulic impacts of the devices to ensure upstream flooding is not exacerbated.

CIP 417 and CIP 422 both seek to implement storm drain improvements as identified in the SDMP to address deficiencies, ponding, repairs, and for new infrastructure. The CIP detail sheets do not provide a scope or list of locations that will be included as part of the improvements. However, the fund allocations / programming and adopted funding amounts as shown in the CIP detail sheets suggests that CIP 417 may seek to implement (design and construct) the highest project priorities identified within the SDMP that may either be required prior to completing high priority improvements, and/or to reduce flooding in flood prone areas. The four highest priority projects identified by the SDMP involves upsizing undersized storm drain pipes to address 10-year flooding associated with the 18th Street, 19th Street and 20th Street Outfall projects and the 16th Street project. Corresponding storm drain systems are City-owned, with the exception of the 16th Street Storm Drain which is a County-owned facility. The SDMP also provides the estimated cost to construct these projects as follows:

SDMP PROJECT NO.	OWNERSHIP	PIPE IMPROVEMENTS	PIPE LENGTH (FT)	CONSTRUCTION COST
Project 1	City	18 th Street Outfall	928	\$680,000
Project 2	City	19 th Street Outfall	320	\$250,000
Project 3	City	20 th Street Outfall	262	\$240,000
Project 4	County	16 th Street	1978	\$2,600,000

Based on a construction fund allocation of \$752,400 and the estimated individual project construction costs shown above, our assumption is that CIP 417 may potentially involve improvements associated with Project 1, or a combination of Projects 2 and 3. The adopted funding for CIP 417 also includes a \$80,000 funding to install storm drain trash excluder retrofits, which is anticipated for "downstream" catch basins as part of the project scope to address the Santa Monica Bay Debris Total Maximum Daily Load (TMDL). CIP 422 represents an annual (cyclic) program to address drainage related issues that may include engineering design and/or construction to be performed within the CIP programming cycle, depending on fund availability. Current program adoption only includes \$200,000 for final engineering design with a \$400,000 construction cost listed for future fund adoption. It is unclear what the scope of CIP 422 would entail based on the fund programming, other than to prepare shelf-ready plans in anticipation of potential grant funding opportunities and/or project construction when the necessary funds become available.

CIP 421 represents an annual (cyclic) program to address capacity and structural deficiency issues of the City's aging sewer system, as identified by the City's Sewer Master Plan dated August 2017. Current program adoption of \$250,000 includes final engineering design with \$1,600,000 of construction cost indicated for future adoption. Design is indicated to include improvements for multiple fiscal years which suggest the preparation of shelf-ready plans in anticipation of construction that may be phased, depending on the fund availability. As mentioned, the CIP detail sheet do not provide a scope or list of locations that will be included as part of the improvements. Therefore, we anticipate that the project scope may potentially encompass a combination of items, including for the replacement and/or rehabilitation of existing deficient pipe segments, and rechanneling, rehabilitation and/or replacement of existing manholes.

The potential project scope as described above is based on our current understanding and limited information available on what the City intends to specifically implement. Regardless of the specific scope of work required, ASCE is well qualified to perform the tasks at-hand and stands ready to assist the City when needed.

VII. APPROACH TO WORK PROGRAM

ASCE's primary goal and objective is to provide the City with responsive service and complete each assignment in a timely, efficient and cost-effective manner. We are dedicated to team-work and also committed to having senior-level staff involvement in every stage of the process to ensure a successful project. Our approach consists of an intensive, focused process tailored specifically to the goals, project issues, budget, and scope of work identified for each task order. We see our role as an extension of City staff and as such, strongly believe that consistent, open dialogue is a critical part of ensuring a successful project. We are committed to the following in emphasizing clear communications and quality control:



- ✓ Identify/verify City expectations, objectives, timelines and constraints.
- ✓ Research and identify background information relevant to the assigned task(s) and/or project(s).
- ✓ Apply the knowledge and experience of the project team to discern prospective issues and analyze appropriate mitigation measures prior to execution of the task(s) and/or project(s). The project team's knowledge base may encompass applicable City policies and procedures; regional, state and federal legislation, regulations and guidelines; new and emerging technology and trends in the practice, etc.

In providing quality service to the City, we are also committed to the following:

- ✓ Maintain positive working relationships with all project participants.
- ✓ Maintain clear/comprehensive communication with City staff/representatives and others.
- ✓ Ability to discern controversial issues and provide notice to City staff of any potentially emerging issues.
- ✓ Ability to meet established deadlines.
- ✓ Ability to suggest innovative and cost-effective solutions.

Upon notification of work task(s) and/or project(s), the team will:

- ✓ Coordinate and get directions from the City and arrange to obtain any related documents pertinent to the task at hand.
- ✓ Conduct a kick-off meeting with City staff if necessary, to discuss cost and project/task schedule outlining tasks, milestones and critical paths.
- ✓ Prepare a fee proposal for each requested service and submit to the City for consideration and approval prior to initiation of work, as required.
- ✓ Provide support to City staff in coordinating the project with all other agencies or stakeholders of the project, as necessary.

ASCE will perform the scope of work with the City's underlying vision and guiding principles for sustainability in mind; to demonstrate environmental leadership, retain a high quality of life without compromising the ability for future generations to meet their needs, contribute to the City's economic and fiscal stability, and be a catalyst for innovation. The scope of work as provided in the RFQ entail the performance of engineering design services for storm drain and sewer improvements that results in final contract documents inclusive of plans, specifications and cost estimates for various projects on an as-needed basis. In conjunction with the development of detail plans, specifications and estimates (PS&E), topographic survey and mapping, geotechnical engineering, and CEQA environmental documentation related services are anticipated to support the assigned project(s). Required services also includes bidding and construction support services, as identified in the RFQ. The typical process/methodology/approach that will be undertaken for the performance and delivery of the anticipated services, subjected to City preferences, process, and approval is as follows:

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NO.	CAPITAL IMPROVEMENT PROJECT DESIGN (FINAL PS&E)	DELIVERABLES
1.	Respond and communicate with the City's project manager to discuss scope, fee, scheduling, grant funding and/or other requirement to establish project/task requirements, costs and constraints upon receiving a project/task request. Prepare a cost proposal for the City's consideration based on the required work. If applicable, present a work schedule outlining tasks, milestones and critical paths. Initiate work upon issuance of <i>Notice-To-Proceed</i> by City.	Cost Proposal, Project Schedule (As-Needed), Project Meetings and Coordination
2.	If required, assist the City to perform an environmental review of the project and prepare a Categorical Exemption (CE) and/or other environmental documentation required to meet CEQA or NEPA requirements.	(See Approach for CEQA Documentation)
3.	Obtain and review existing record/as-built plans and record information. Notify, request/obtain and review utility plans from utility purveyors for existing utilities within the project limits. Coordinate with utility purveyors for potential utility conflicts, relocations, etc. as needed.	Utility Notification Letters and Responses, and Utility Coordination
4.	Perform a detailed topographic survey, mapping and field engineering evaluation required for the task/project. Prepare a base plan (or site plan) incorporating all data obtained for the project that will be used as the basis for design.	Topographic Map and Base Plan (See Approach for Topographic Survey)
5.	Order a title report for the property/properties involved, if required. Perform a mapping analysis to establish legal lines pertaining to right-of-way, property boundaries, easements to support the development of the base plan, and/or for other project-specific purposes. If needed, prepared easement exhibits, legal descriptions, or other mapping related documents as required for the project.	Title Report(s), Mapping Related Documents
6.	Perform geotechnical investigation, percolation / infiltration testing and other analysis as required by the project. Provide a Geotechnical Report with result of analysis and recommendations for project design.	Geotechnical Report
7.	If applicable, perform preliminary design development to identify concepts and alternatives for the project and communicate with the City for concurrence and concept approval prior to preparation of final PS&E. Community and stakeholder involvement, and City commission / council approval process and requirements will also be determined, if required.	Feasibility Study or Preliminary Development Report (PDR)
8.	Perform potholing to identify conflicting utilities, including for the existence, type and location of underground utilities.	Utility Coring Results / Report
9.	Prepare a 60% detail plans (PS&E package) and supporting documents. Submit to City for independent design check. Supporting documents may include items such as Hydrology and Hydraulics Report, Low Impact Development (LIP) Report, Storm Water Pollution Prevention Plan (SWPPP) and/or other reports/documents, as applicable.	24" x36" Plans (3 Sets) Electronic Copies of Special Provisions, Bid Schedule, Cost Estimates, Reports and Calculations
10.	Prepare a 100% detail plans (PS&E package) and supporting documents. Submit to City for review and approval.	24" x36" Signed and Sealed Plans (3 Sets), Electronic Copies of Documents Per Item #9
11.	Prepare Final Detail Plans, Specifications, and Estimates. Submit bid package to the City in preparation for bid advertisement for project construction.	Mylar & Electronic Signed Plans and Documents Per Items #9 and #10

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A Project Environmental Review may be performed as needed to determine the environmental documentation that is needed to meet the requirements of the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) during the design phase. It is anticipated that “as-needed” projects that will be assigned only include evaluation under the CEQA Guidelines that does not involve federal funding, federal environmental laws and regulations. In this case, the Preliminary Environmental Study (PES) and the National Environmental Policy Act (NEPA) compliance documents will not be needed. Review under CEQA guideline may encompass the following:

NO.	STATUTORY OR CATEGORICAL EXEMPTION	DELIVERABLES
1.	Using project information provided by the City, it will be determined if the project fits the requirements for a statutory or categorical exemption. An initial review will be performed to determine if the Project may qualify for a Class 1 or Class 2 exemption (CEQA Guidelines – Existing Facilities §15301 or Replacement or Reconstruction §15302). The Exemption Form (Appendix E of the CEQA Guidelines) will be prepared and filed at the County Clerk’s office and the State Clearinghouse. A receipt of filing will be obtained from both entities. In support of the Categorical Exemption (CE), a memorandum will be prepared substantiating the exemption class and address exceptions (a) through (f) of CEQA Guideline 15300.2. The City may determine that technical studies are needed or desirable to support the CE. The need and type of environmental studies to support a CE will be vetted with the City (and Caltrans if this applies as a Local Assistance Project) at the earliest stages of project initiation and scoping. Mitigated Negative Declarations, Notices of Determination, and public circulation are not required for Categorical Exemptions.	Copy of Categorical Exemption Form and Receipt of Filing
NO.	INITIAL STUDY / MITIGATED NEGATIVE DECLARATION	DELIVERABLES
1.	An Initial Study (IS) will be prepared leading to a determination as to the type of CEQA document required to support project approvals, such as for an Initial Study/Negative Declaration (IS/ND) or a Mitigated Negative Declaration (IS/MND). Each of the 17 resource areas in the IS will be analyzed to determine significance under CEQA. Preparation of the IS/MND will conform to the City’s environmental review guidelines. Technical information drawn from project studies prepared by others and technical memoranda prepared per Task A below will be used to provide substantial evidence to support impact conclusions in the IS. The tasks associated for CEQA documentation is as follows:	
a.	Administrative Draft IS/MND: An IS will be prepared using the approved checklist format from the City and/or Appendix G of the CEQA Guidelines. A description of the project will be prepared including the location of the project area and a project map; a brief description of the environmental setting; an identification of environmental effects using the above-referenced checklist format; a brief substantiation of the checklist entries; and a list of references and preparers. Mitigation measures will be provided (if required) that can be developed using existing data. A site visit by an Environmental Analyst will be conducted. In addition, record/database searches for cultural/historic and paleontological resources will be conducted. Technical memoranda for (1) Construction Air Quality impact and Greenhouse Gas analysis, and (2) Construction Noise impacts will be prepared as appendices and summarized in the text of the IS/MND. The Administrative Draft IS/MND will be submitted to the City electronically for review and comment.	Project Description and Electronic copy of Administrative Draft IS/MND

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NO.	INITIAL STUDY / MITIGATED NEGATIVE DECLARATION - CONTINUED	DELIVERABLES
b.	Prepare Draft IS/MND: After receipt of one (1) set of integrated comments on the Administrative Draft IS/MND from the City, we will revise the IS/MND accordingly. Twenty (20) copies of the document will be mailed to addressees on the mailing list and fifteen (15) copies to the State Clearinghouse. It is assumed that the mailing list will be assembled collaboratively with the City.	5 Bound, 1 Unbound Reproducible Copy and Electronic Copy of Revised IS/MND
c.	Prepare Public and Agency Notices: The Notice of Intent (NOI) to Adopt a Mitigated Negative Declaration, Notice of Completion (NOC, State Clearinghouse Cover), Notice of Determination (NOD), and AB 52 Native American Consultation Notice(s) will be prepared as required by CEQA. One copy each of the NOI, NOC, and NOD notices will be filed with the County Clerk and the State Clearinghouse, as appropriate. It has been assumed that the City will arrange for the NOI to be published in a newspaper of general circulation. AB 52 notices will be prepared and sent to tribal groups that have requested such notice by the City, as applicable.	Electronic Copy of NOI, NOC, NOD Notices, and Newspaper Ad for NOI
d.	Final IS/MND and MMRP: The City (lead agency) must consider any comments received on the MND when making a decision on the project. There is no requirement to prepare formal responses to comments; however, the Lead Agency should have information in the administrative record explaining why the comment does not affect the findings in the MND. In practice, a response to comments document, which is included in the Final IS/MND, is usually prepared. The Final IS/MND will also include any changes to the Draft IS/MND and the Mitigation Monitoring and Reporting Program (MMRP, if required), prepared in accordance with CEQA Guidelines Section 15097. The MMRP will be prepared in a table format with input from the City and the design team. An Administrative Final IS/MND and MMRP (if required) will be prepared. After review by the City, the Final IS/MND and MMRP will be provided. The Final IS/MND and MMRP will be sent to agencies, organizations, and individuals that commented on the project, and also notify them of the date and time of the public hearing for consideration of the project, as required by CEQA.	1 electronic copy of the Administrative Final IS/MND and MMRP (if required), and 1 electronic copy of the Final IS/MND. 5 bound copies will be mailed to commenting agencies and interested parties.
NO.	ENVIRONMENTAL IMPACT REPORT (EIR)	DELIVERABLES
1.	<p>If the technical studies and IS identify an impact that would remain significant after mitigation (potentially requiring an Environmental Impact Report), the team and City will immediately be notified to determine if there may be an engineering solution to minimize or avoid the impact. If the impact cannot be reduced to less than significant, an EIR will be required as described in the scope of work below. It is our approach that the majority of the documentation in the EIR will be focused on those issues where more information or analysis was required, and a determination of significance could not be made in the IS.</p> <p>As determined by CEQA, the purpose of an EIR is to provide decision makers, public agencies, and the general public with an objective and informative document that facilitates a basic understanding of the proposed project, including direct, indirect, and cumulative environmental effects. The EIR also identifies feasible mitigation measures to mitigate significant environmental effects. The City and other agencies will use the EIR to issue permits, agreements, and approvals to implement portions of the project under their respective authorities.</p>	

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NO.	ENVIRONMENTAL IMPACT REPORT (EIR) - CONTINUED	DELIVERABLES
a.	<p>Notice of Preparation: Prepare a Notice of Preparation (NOP) through soliciting participation in determining the scope of the EIR. The IS will be attached to the NOP. Distribute thirty (30) copies of the approved IS/NOP package for distribution to the County Clerk, various public agencies whose approval and/or comments are required (Responsible Agencies), agencies with resources affected by the project (Trustee Agencies), and interested parties and groups. Within the 30-day public review and comment period, Responsible Agencies, Trustee Agencies, and members of the public may provide comments about the EIR contents and the project in general.</p> <p>Public Scoping Meeting: A public scoping meeting shall be scheduled to help the City further understand community concerns and support for the project. A Public Meeting in an Open House format will be held at the City offices during the 30-day NOP review period. The team will plan and facilitate the meeting, provide exhibits, handouts/fact sheets, and refreshments, and provide staff for the sign-in table. At least one of these staff members will be English-Spanish bilingual. We have assumed that the City will schedule (or provide a contact at the City to schedule) the meeting room, and that tables, chairs, etc. will be provided by the City. The team project manager, environmental project manager and one other technical staff would attend this meeting with the City to answer questions.</p>	Copy of NOP, Attendance to Scoping Meeting
b.	<p>Administrative Draft EIR: An Administrative Draft EIR will be submitted to the City for review and comment prior to the preparation of the Draft EIR. The EIR will be prepared using technical reports provided by the City and those prepared for the project. The EIR will include the topics for which impacts were identified either as “potentially significant” or “less than significant with mitigation incorporated” in the IS checklist. It is important to carry forward the mitigation required in the IS to the EIR, so that it will be documented in the MMRP. However, it is our approach that the majority of the documentation in the EIR will be focused on those issues where more information or analysis was required, and a determination of significance could not be made in the IS. In addition, the EIR will discuss the extent to which the project promotes growth directly or indirectly. The Administrative Draft EIR will be provided to the City for review and comment. A meeting with the City will be scheduled to review the comments if necessary. Prior to circulation of the Draft EIR, a screencheck copy of the document will be provided to the City for approval.</p>	3 Copies of Administrative Draft EIR and Copy of Screencheck
c.	<p>Draft EIR and Notices: After review and comment on the Draft EIR, sufficient copies of the revised EIR will be printed for public review. The Notice of Completion (NOC) and Notice of Availability (NOA) will be prepared to accompany the Draft EIR and for publication in a newspaper of general circulation. The following is assumed regarding document and notice circulation:</p> <ul style="list-style-type: none"> ○ Fifteen (15) copies will be sent to the State Clearinghouse. ○ Fifteen (15) hard copies and ten (10) electronic copies (PDF and MS WORD formats) of the Draft EIR will be provided to the City. ○ One (1) hard copy will be provided to the local library. 	31 hard copies and 10 electronic copies of the EIR

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NO.	ENVIRONMENTAL IMPACT REPORT (EIR) - CONTINUED	DELIVERABLES
	<ul style="list-style-type: none"> ○ A list of interested agencies and other interested parties will be developed in conjunction with the City. These agencies/individuals will be mailed a complete copy of the EIR. It is assumed that the list will contain no more than 15 addresses. ○ The City will provide a list of surrounding property owners. These owners will receive a Notice of Availability, stating that the EIR is available for review at the Community Development Department and at the library. ○ The NOA will be posted with the County Clerk. We will arrange to have the notice published in the newspaper and that the City will pay all fees associated with newspaper publication and with County Clerk filing. 	
d.	Administrative Final EIR/Draft MMRP: An Administrative Final EIR will be prepared consisting of copies of comment letters received on the Draft EIR, responses to these comments, any errata sheets required based on the comments, and the Draft MMRP. We have assumed that up to 10 comment letters will be received each with an average of four comments, or approximately 40 comments total. The Administrative Final EIR and Draft MMRP will be prepared for City review. If necessary, a second round of review and comment on the Administrative Final EIR and Responses to Comments will be scheduled.	3 Copies of Administrative Final EIR and Draft MMRP
e.	Final EIR/Final MMRP/Notice of Determination: After City comments on the Administrative Final EIR and Draft MMRP, we will prepare the Final EIR, MMRP, and the Notice of Determination (NOD). We will file the NOD with the County Clerk and mail the Final EIR to the required agencies and individuals. We have assumed printing of ten (10) Final EIRs. We will also provide electronic copies for the City in PDF and MS WORD formats on compact discs. We have assumed that the City will pay all filing fees associated with the County Clerk.	10 Copies, Including Electronic Files of Final EIR
f.	Statement of Overriding Considerations/Findings: If necessary, a Statement of Overriding Considerations and Findings will be prepared. One draft copy and one final copy will be submitted to the City.	1 Draft and 1 Final Copy of Statement

Geotechnical Analysis is also anticipated to evaluate soil conditions for the construction of storm drainage and sewer improvements, including for infiltration / percolation testing to support the implementation of BMPs for drainage and water quality purposes. The anticipated geotechnical approach for the “as-needed” utilities projects would encompass the following:

NO.	GEOTECHNICAL EXPLORATION, ANALYSIS AND REPORTING	DELIVERABLES
1.	Background Review, Project Initiation, and Permitting: Review of available published and unpublished geotechnical and groundwater data pertaining to the site. Review of the initial project design information and coordination with the project team. All necessary “no fee” encroachment and temporary water access permits will be acquired for drilling and percolation testing.	Geotechnical Report w/ Summary of Results and Recommendations

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NO.	GEOTECHNICAL EXPLORATION, ANALYSIS AND REPORTING - CONTINUED	DELIVERABLES
2.	Subsurface Exploration and Percolation Testing: Perform a site reconnaissance to review and mark boring locations. Prior to drilling, we will coordinate with USA and the City for existing utility clearance. Once utilities have been marked, we will review the field markings for potential conflicts and make any necessary adjustments. Drilling of hollow-stem auger borings may range from 10 to 50 feet deep (or refusal). Soil will be sampled at 2.5- to 5-foot intervals utilizing Modified California sampling methods. Percolation testing is anticipated and assumed to evaluate storm water infiltration feasibility and provide design infiltration rates for test locations. Percolation testing will be performed in accordance with the County of Los Angeles guidelines. Borings may be left open for 24 to 48 hours in order to conduct testing after completion of drilling. All borings will be backfilled after conclusion of percolation testing. Percolation testing will require the use of select materials. The soil cuttings generated at these locations will not be able to be placed back into the boring. Excess soil cuttings will be spread thinly along adjacent dirt roadway shoulders or other designated areas within City property.	
3.	Laboratory Testing: Laboratory testing will include moisture content and dry density of the collected samples, grain-size distribution, and hydro-consolidation.	
4.	Geotechnical Analysis: Geotechnical evaluation and analysis of existing and collected data with respect to infiltration of storm water at the site and associated design parameters. Engineering analyses for grading, liquefaction, and storm water infiltration will be performed.	
5.	Geotechnical Report: One report will be prepared summarizing our findings and providing recommendations for project improvements and infiltration BMPs. The report will include our boring logs, laboratory data, percolation test data, and a boring location map. Assessment of contaminated soils or other environmental issues are not anticipated or included in the scope of services.	

Community and Stakeholder Outreach efforts is typically initiated during the conceptual / preliminary project phase and is not generally anticipated as part of the final engineering phase involving PS&E preparation. Outreach efforts are also not typically performed for utility related improvements with the exception of storm drain / water quality related projects (such as projects that seek to address the Santa Monica Bay Debris TMDL). It is unclear if outreach efforts were included in the adopted funding for final engineering design of the utilities project. However, if outreach efforts are intended as part of the on-call projects scope of work, we anticipate it may be focused on an education campaign that speaks to the prevention of litter from entering and passing through the City's storm drain system to the bay. The campaign which would largely rely on public participation and cooperation to be successful, which could minimally be achieved through project signages, brochures, and other means, in conjunction with City services for frequent street sweeping in high-density neighborhoods and commercial areas, and through water-quality and trash capture related implementations. The outreach means and method to be employed can be further discussed with the City for implementation, as needed.

A Topographic Survey (also referred to as a *contour survey*) is performed to collect survey data on natural and man-made features and improvements within a subject property or land, including corresponding vertical elevations. Topographic surveys are required by many local jurisdictions to determine the existing conditions and elevations of a site and are typically used by engineers and architects to create accurate and appropriate

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designs based on existing conditions. Topographic surveys show the location, size, and height of natural and manmade features and improvements, as well as gradual changes or contours in elevation with measurements made either with a survey-quality global positioning system (GPS) or an electronic distance measurement (EDM) instrument. Data captured by these instruments are used to generate digital maps representing the existing topographic landform that can be used by engineers and architects as a basis for planning and/or design of planned improvements. A detailed topographical survey will be required to support final engineering design of the anticipated utility projects. Typical approach in performing a topographic survey involves the following:

NO.	TOPOGRAPHICAL SURVEY	DELIVERABLES
1.	Conduct an initial online research for public records on the County's website to obtain information regarding the subject property/properties.	Topographic Survey Map
2.	Conduct a research with the local jurisdiction for any pertinent as-built plans, roadway tie-ins, rights-of way, record maps and other pertinent information to establish the horizontal and vertical control as the basis of survey.	
3.	Request title report(s) from the title company including deeds and other underlying documents, if applicable.	
4.	Perform a detailed physical survey to locate all existing monuments and cultures including any structures, improvements, utilities and other facilities within the extents of the property, as applicable to the scope of work.	
5.	Perform a mapping analysis where field data obtained is compared to the paper boundary derived from research. Necessary adjustments are then applied to determine the final location of all boundary lines, if applicable.	
6.	Prepare a topographic survey map detailing all appurtenant information related to the property including the property boundary, location, elevation and description of existing individual surface cultures such as buildings, fences, walkways, roads, sidewalks, and utilities. Surface contours in the appropriate elevation intervals are also shown on the map to describe the topography of the existing land surface.	

Construction Support Services during the construction phase will entail the following scope and approach:

NO.	CONSTRUCTION SUPPORT (BID AND CONSTRUCTION PHASES)	DELIVERABLES
1.	Review and respond to bidder inquiries during the bidding phase for clarifications to plans and specifications. Prepare addenda, as needed for distribution to potential bidders.	Copies of Issued Addenda
2.	Attend the pre-construction meeting.	Meeting Attendance
3.	Review and/or approve all construction submittals and shop drawings from the Contractor. The typical turnaround time for reviewing and responding to each submittal is two (2) working days.	Copies of Approved Submittal & Shop Drawings
4.	Review and respond to written Requests for Information (RFI) during construction. Provide clarifications to discrepancies in the contract document within three (3) working days, or less.	Copies of Responses to RFI's
5.	Review construction change order requests (CCO's) and provide recommendations to the City for approval, or for an alternate solution. The typical turnaround time for reviewing and responding to each CCO is two (2) working days.	Alternate Solutions, Recommendations for Approval (Written Responses)
6.	Prepare final "as-built" drawings based on field redline prints supplied by the Contractor/City for submittal.	Signed Mylars of Record Drawings

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In addition to utilities (sewer and storm drainage) design, ASCE is also able to provide a myriad of other civil engineering related services, as needed. The overall firm capabilities in providing engineering services is summarized in Section II (page 3) of this SOQ. Typical capital improvement related projects that we can assist the City with includes, but is not limited the following:

ADDITIONAL SERVICES – DESIGN, STUDIES, AND PLAN CHECKING	
A.	Street Improvements, Beautification, Rehabilitation, Realignment, Green Streets, Bikeway and Walkway Improvements
B.	Park Improvements
C.	Parking Lot Improvements & ADA Improvements
D.	Master Plans and Studies
E.	Development Plan Checking

Land surveying services that can be performed in support of capital improvement projects or as individual tasks includes, but is not limited to the following:

ADDITIONAL SERVICES – LAND SURVEYING	
Aerial Mapping & Aerial Control Surveys	Monitoring Well Surveys
ALTA/ACSM Surveys	Monumentation
Boundary and Property Surveys	Legal Descriptions for Easements and R/W
Construction As-Built Surveys	Quantity Surveys and Earthwork
Construction Staking	Record of Surveys
Control Surveys	Records and Title Research
Digital Terrain Modelling	Right-of-Way Surveys, Mapping and Exhibits
Environmental Surveys	Topographic Surveys and Design Surveys
FEMA Elevation Certificates	Utility Research & Utility As-Built
GPS/GIS Surveys	

Miscellaneous mapping support services that can be performed in support of capital improvement projects or as individual tasks includes, but is not limited to the following:

ADDITIONAL SERVICES – MISCELLANEOUS MAPPING	
A.	Easement/Parcel Deeds and Right-of-way Mapping: Tasks includes conducting research for underlying maps and information to generate a base map with the information. Deed may be obtained via title report from a title company, if one is not provided.
B.	Encumbrance Maps: Encumbrance maps if needed, will be prepared based on boundary, deed and easement information (to be provided by client or a title company), and legal description and exhibits generated based on the encumbrance map.
C.	Plats and Legal Descriptions: Prepare plats and legal descriptions pertaining to the project locations needed that identifies the boundaries of improvements within existing right-of-way and property boundaries.

VIII. PROJECT MANAGEMENT PLAN

- A. Team Communication and Flow of Information:** A key element to project success is team communication. An essential part of ASCE's project protocol is to establish and maintain a line of communication between interdisciplinary team members and City staff during the entire course of the project. A designated team project manager and/or City liaison will function as a focal point for all communications between interdisciplinary team members and the City's project manager and other City departments as needed. All pertinent project information will also be disseminated through the designated team project manager to ensure that proper flow of information is maintained. The team project manager will also facilitate regular project updates and discussions via electronic mail, phone and/or on-line conference calls and/or meetings throughout the course of the project, in direct coordination with the City's project manager. Communication protocols for coordinating with other City departments, agencies and the community will be as directed by the City's project manager and established prior to project/task initiation.
- B. Schedule and Resource Control:** As a professional design firm, ASCE project managers routinely handle a myriad of projects at any given point in time, working in conjunction with team sub-consultants. To effectively manage workloads, the project manager will identify project/task scheduling requirements with the City prior to the *Notice-to-Proceed*. Scheduling requirements are then discussed internally and with team sub-consultants as applicable, to identify and resolve any potential schedule conflicts and/or manpower issues. If necessary, the project manager will create a project schedule / Gantt chart with integrated team work commitments and timeline to identify and resolve any potential schedule conflicts and manpower issues to meet the City's project scheduling requirements.
- C. Quality Assurance (QA) / Quality Control (QC) & Cost Philosophy:** The ASCE team is committed to the City in providing the best possible product and services whereby QA/QC is continuously practiced from project inception to completion. "Checks and balances" procedures are conducted regularly between key staff members and team sub-consultant(s) to ensure appropriate concepts and/or designs are derived and implemented for the project, in consideration of constructability and cost considerations. Milestone checks and continuous coordination between management and production staff members during the development phase through production phase are performed to ensure proper work quality of deliverables are achieved and maintained throughout the process. A final check is also conducted prior to each formal submittal to the City. This streamlined method of integrating QA/QC within the development and final design process also results in better control of the budget and project schedule. The practice typically considers the review of following items:
- ✓ Concept & Scope Development
 - ✓ Environmental Compliance
 - ✓ Design Details and PS&E Preparation
 - ✓ Constructability and Cost Considerations (Value Engineering)
 - ✓ Conformity to CAD/Drafting Standards
 - ✓ Fulfilling City Related Requirements, Comments and Considerations
 - ✓ Completeness and Quality of Deliverables

In addressing and responding to City comments, the project team will conduct a review within each discipline as necessary to determine if any comments require any further clarification / discussion / instruction / coordination to properly address the items in question. A list will be compiled and provided to the City's project manager as the basis for discussion and coordination to ascertain that each comment is adequately addressed in order to avoid repetitious items during subsequent reviews.

IX. RELEVANT PROJECTS AND REFERENCES

GLASSELL CAMPUS LID RETROFIT (DEMONSTRATION CAMPUS)



Location - Orange, California | Client – Orange County Public Works



Adams Streeter lead this multi-benefit project in conjunction with the landscape architect (Schmidt Design Group), geotechnical engineer (NMG Geotechnical) and other third-party vendors for the development of schematic designs and concept plan drawings, and for the preparation of final construction documents for this **9.4-acre Low-Impact Development (LID) retrofit** of the County's Glassell Campus Facility which consists of three parcels located on Glassell Street and Bristol Lane in the City of Orange. The team also provided construction support services for the project.

The Glassell Campus LID Retrofit project is funded through a Proposition 84 grant and showcase the transformation of an existing 9.4-acre industrial/commercial site with 95% impervious area into a state of the art MS4 compliant storm-water capture, treatment, outreach and research center. The project restored the pre-development hydrologic conditions by constructing various LID BMPs such as porous asphalt, porous concrete, porous pavers, bio-remediation swales and planters, media filter, modular wetlands, above-ground cistern and subterranean water storage structures. The project also required extensive re-construction of the existing parking lots and the County's paved maintenance yard facility.

This site now serves as an educational venue for the public, informing visitors of the function and purpose of each BMP while providing relief from urbanism to the residing tenants. The project was completed on-time and on-budget and received the 2016 APWA Regional Storm Water Quality Project of the Year and 2017 ASCE Outstanding Sustainable Engineering Project awards.

PRIME FIRM: Adams Streeter Civil Engineers

AWARDS: APWA Regional Storm Water Quality Project of the Year, 2016
ASCE Outstanding Sustainable Engineering Project Award, 2017

COMPLETED: 2016

CLIENT REFERENCE:

Orange County Public Works

Robert McLean, Senior Civil Engineer

OC Infrastructure Programs, Hydrology Section

(714) 647-3951

robert.mclean@ocpw.ocgov.com



BALL ROAD BASIN SITE DEVELOPMENT ANALYSIS



Location - Anaheim, California | Client – Orange County Water District



Adams Streeter assisted the Orange County Water District (OCWD) in performing a site development analysis as part of the feasibility and planning study to assess development of its Ball Road Recharge Basin located south of Ball Road in the City of Anaheim for commercial/industrial use. A mapping and boundary analysis of this 29-acre site consisting of multiple parcels was initially performed to re-establish both property boundary and easement constraints over the property. Conceptual Site Grading and earthwork to allow mass grading and pads establishment was developed in consideration of constraints imposed by adjacent streets (Ball Road, Phoenix Club Drive and the Santa Ana River service road), drainage patterns, dry and wet utilities infrastructure, proposed facilities (injection wells, etc.), significant easements and other factors. Off-site and on-site hydrology, drainage analysis and water quality assessments were also performed in consideration of the City of Anaheim's 42" Sanderson Avenue and 36" Auto Center Drive storm drain systems and the Orange County Flood Control District's (OCFCD) Chantilly Regional Storm Drain System (12' x 9.5' RCB) that discharges in to the recharge basin. This effort resulted in the development of a Conceptual Storm Drain Plan that provide options for the extension, re-routing and discharging of the various City and regional storm drain facilities (including for the local storm drain collection system) to the Santa Ana River and/or proposed water quality basin. A Conceptual Sewer and Water Plan was also developed to indicate required improvements within Phoenix Club Drive for connection into the City of Anaheim's public sewer system. Preliminary cost estimates to develop the site was prepared in accordance with the various concept plan improvements.

PRIME FIRM: Adams Streeter

COMPLETED: 2017 / On-Going On-Call Engineering Services

CLIENT REFERENCE:

Orange County Water District

Bruce Dosier, Director of Information Services & Property Management

714-378-3298

bdosier@ocwd.com

INTERSTATE 5 / STATE ROUTE 74 HIGHWAY INTERCHANGE STORM DRAIN AND WATER QUALITY TREATMENT PROJECT



Location – San Juan Capistrano, California | Client – City of San Juan Capistrano

Adams Streeter assisted the City of San Juan Capistrano in providing final engineering design for this water quality driven project involving storm drain and water quality enhancements / structural BMP retrofits at a busy downtown commercial district along Del Obispo Street immediately south of Ortega Highway for the treatment of storm water run-off into City streets originating from the construction of the I-5 / SR-74 Ortega Highway Interchange Project that was administered and recently completed by Caltrans. This project was initiated through a Cooperative Agreement between Caltrans and the City of San Juan Capistrano. Design was completed on-time and on a minimum budget.



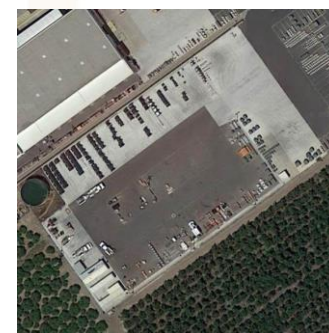
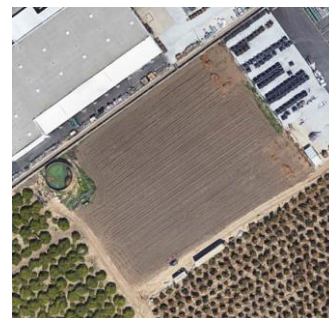
PRIME FIRM: Adams Streeter Civil Engineers
COMPLETED: Design Completed 2017, Construction Completed 2019
CLIENT REFERENCE: **City of San Juan Capistrano**
 George Alvarez, PE, TE, Consulting Project Manager (former City Engineer)
 (949) 443-6351, galvarez@sanjuancapistrano.org

SCE VENTURA STORAGE EXPANSION



Location – Ventura, California | Client – Ware Malcomb for Southern California Edison

The project consists of 1.62 acres of vacant dirt lot that was converted to an SCE storage expansion lot at their Ventura facility. Low Impact Development techniques were employed for the project to mitigate the additional storm water run-off generated by the increased impervious surface area of the paved lot. Post-construction run-off conditions was designed to mimic the pre-construction sheet flow that drains to the adjacent orchard. The difference in the run-off was detained and infiltrated on-site and a weir structure with rip-rap was designed to mimic the pre-construction condition. On-site run-off is captured via a series of inlets and conveyed to a dual corrugated metal pipe system with a CDS pre-treatment structure for storage and treatment respectively. Infiltration of the detained storm water quality design volume (SWQDV) is provided through four (4) modified MaxWell IV dry wells that penetrates into permeable soil at thirty (30) feet below grade.



PRIME FIRM: Adams Streeter for Ware Malcomb
COMPLETED: 2017
CLIENT REFERENCE: **Southern California Edison**
 Daniel Slider, Manager
 (805) 654-7238, Daniel.Slider@sce.com
 Ware Malcom Project Manager: Felix Gonzalez, PE
 (949) 430-2531, FGonzalez@adams-streeter.com



ICHA UNIVERSITY HILLS STORM DRAIN IMPROVEMENTS

AS

Location – Irvine, California | Client – Irvine Campus Housing Authority

The ICHA University Hills Storm Drain Improvement Project is part of a 28-acre Planning Area 11 development for the Irvine Campus Housing Authority (ICHA) that involved mass excavation operations and includes the installation of water quality BMPs consisting of a 51,000 cubic-foot storm drain retention and infiltration system with upstream storm filtration units for pre-treatment purposes. The scope of work for corresponding off-site improvements within the public right-of-way also includes the reconfiguration of a 30" public storm-drain by-pass system to intercept and redirect off-site storm run-on. The 1,600 feet linear storm drain system with a 58-cfs capacity was reviewed and approved by both City of Irvine and Orange County Flood Control District and was completed in 2016.

PRIME FIRM:

Adams Streeter

COMPLETED:

2016

CLIENT:

Irvine Housing Campus Authority

Victor Van Zandt, President of Planning and Construction
949-824-4827, victor.vanzandt@icha.uci.edu

ALSTON DEVELOPMENT AS

Location – Anaheim, California | Client – Tri Pointe Homes

The Alston Development Project is a 12-acre residential development in City of Anaheim consisting of 75 single family residential lots, open space areas utilized as community parks with bio-swales, proprietary bio-filtration systems and underground detention chambers. Detention chambers are utilized to capture the storm water runoffs from the majority of development site since infiltration for the project site is infeasible. The underground detention chambers for the project site are designed as a series of corrugated metal pipes (CMP) sized to hold both the Design Capture Volume (DCV) which is the 85th percentile, 24-hour storm event with peak flows per 100-year storm event. Peak flows are mitigated to equal or be less than the site pre-development flows. Low flow from the detention chambers is conveyed into a proprietary bio-filtration structure for treatment. The bio-filtration structure is a Modular Wetland System (MWS) designed specifically as a volume-based structure to both treat the DCV and drawdown the DCV within 48 hours. For portion of the site that does not drain into detention chambers, flows from the street are conveyed by series of curb opening into a vegetated bio-swale for treatment. The vegetated bio-swale system provides for pollutant removal through settling and filtration via the vegetation lining the channels. The bio-swale also incorporates a sub-drain system that connects to the storm drain system where treated flow is captured and conveyed to the storm drain system.

PRIME FIRM:

Adams Streeter

COMPLETED:

2017 (Other Phases On-Going)

CLIENT:

TRI Pointe Homes

Rick Wood, Vice President of Project Management
949-478-8638; Rick.Wood@TRIPointehomes.com



FACULTY HOUSING, UNIVERSITY HILL PLANNING AREA 10-2



Location - Irvine, California | Client – Irvine Campus Housing Authority



Adams Streeter assisted the Irvine Campus Housing Authority (ICHA) in providing engineering design for a 45-single family residential lot faculty housing development located at the University Hills Planning Area 10-2 that includes street, sanitary sewer, storm drainage and domestic water infrastructure. The Irvine Campus Housing Authority functions as their own “municipality” apart from the City of Irvine that builds and maintains their own infrastructure. Final engineering design was completed and approved in late 2015, followed by construction in early 2016 that was completed the same year.



PRIME FIRM: Adams Streeter Civil Engineers

COMPLETED: Late 2015 - Design
Late 2016 - Construction

CLIENT REFERENCE:

Irvine Campus Housing Authority
Victor Van Zandt, CEO & President
1083 California Ave. Irvine, CA 92617
Office: 949.824.4827
Cell: 949.294.2354
victor.vanzandt@icha.uci.edu

FACULTY HOUSING, UNIVERSITY HILL PLANNING AREA 11-1



Location - Irvine, California | Client – Irvine Campus Housing Authority



Adams Streeter assisted the Irvine Campus Housing Authority (ICHA) in providing engineering design for sanitary sewer and water improvements for Phase 1 of 5 phases of the faculty housing at University Hills Planning Area 11-1, a residential development situated in Irvine at the northwest corner of Bonita Canyon Drive and Shady Canyon Drive. The Irvine Campus Housing Authority essentially functions as their own “municipality” which builds and maintains their own infrastructure. This particular phase connected two other neighborhoods of multi-family residential phases; one to the south and one to the west. The northerly phases continued to be single family residential. In addition to water improvement plans, Adams Streeter also provided the design for a recycled water system for irrigation and the water system connection to the community pool for this 50-lot neighborhood. This project was designed and approved in late 2017. Construction commenced in early 2018 and was completed the same year.

PRIME FIRM: Adams Streeter Civil Engineers

COMPLETED: Design Completed Late 2017.
Construction Completed Late 2018.

CLIENT REFERENCE:

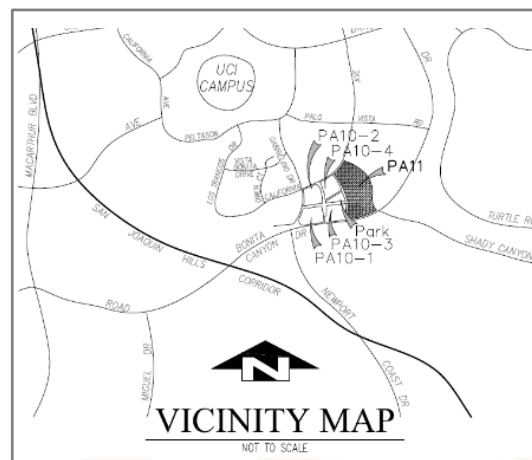
Irvine Campus Housing Authority

Bryce Bunker, Manager Planning & Construction

1083 California Ave. Irvine, CA 92617

Office: 949.824.4084

Cell: 949.933.8758



TRI-POINTE HOMES AT ESENCIA, PLANNING AREA 2.2



Location – Rancho Mission Viejo, California | Client – Tri-Pointe Homes / Rancho Mission Viejo Company



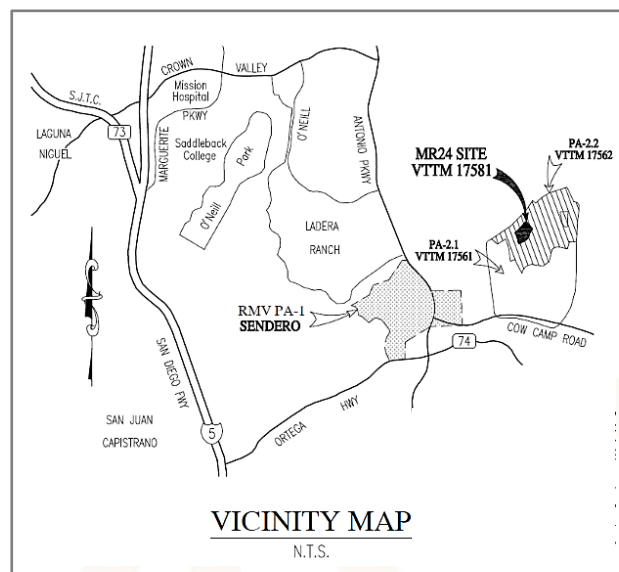
Adams Streeter assisted the Rancho Mission Viejo Company in providing engineering design for sanitary sewer, domestic water and storm drain improvements for this 72-lot hillside single family residential development located at the MR24 site within Planning Area 2.2. Adams Streeter was involved in the design and construction of five (5) tracts within this planning area that consisted of a total of fifteen (15) separate tracts. New infrastructure includes streets, domestic water, reclaimed water, sanitary sewer, storm drain facilities, rough and precise grading. Sewer and water plans were designed in accordance with Santa Margarita Water District (SMWD) standards and specifications. This project was designed and approved in early 2018. Project construction commenced in late 2018 and was completed recently, in late 2019.

PRIME FIRM: Adams Streeter Civil Engineers

COMPLETED: Design Completed 2018.
Construction completed in Late 2019.

CLIENT REFERENCE:

Rancho Santa Margarita Water District
Karla Houlihan, Plan Check Engineer
26111 Antonia Pkwy, Rancho Santa Margarita,
California 92688
Office: 949.459.6581
Cell: 949.392.0385



STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES

Currently active on-call services with other public agencies is provided below with summarized project descriptions, period performed and contact information:

LISTING OF CURRENTLY ACTIVE “ON-CALL” SERVICES		
1.	PROF. CONSULTING SERVICES FOR ENGINEERING, BUILDING & ARCH. SERVICES (2019-Renewed)	
	Agency:	City of San Juan Capistrano
	Address:	32400 Paseo Adelanto, San Juan Capistrano, CA 92675
	Name & Title:	Mr. Thomas Toman, Public Works Director
	Phone:	(949) 234-4580
	E-mail:	ttoman@sanjuancapistrano.org
	Description:	Engineering services inclusive of comprehensive design, plan & map checking, survey & mapping and other related services (landscape, geotechnical, environmental, structural). Projects and tasks performed between 2015 and 2019 includes: (1) PS&E for the Alipaz Street Drainage Improvement Project to alleviate street flooding within a residential and commercial district; assistance with OCTA Measure-M Eligibility and OCTA Semi-Annual Review (SAR); assistance with the development of the Cook-Cordova Park and Good Neighbors Park projects; development plan review for River Street Development; and other miscellaneous tasks.
2.	PROJECT ENGINEERING SERVICES AT THE ORANGE COUNTY GREAT PARK (2019)	
	Agency:	City of Irvine
	Address:	1 Civic Center Plaza, Irvine, CA 92623
	Name & Title:	Mr. Steve Torelli, Senior Management Analyst
	Phone:	(949) 724-6381
	E-mail:	storelli@cityofirvine.org
	Description:	Civil engineering and related support for the OC Great Park inclusive of site planning & development, drawings, master plan assistance, plan check and plan review, intergovernmental coordination (i.e. Navy, OC Health, IRWD, EPA), environmental coordination (SWPPP, WQMP), surveying, mapping, structural, and other services. Current 2019-20 tasks include (2) Pretend City Legal Descriptions; (2) Building & Hangar Structural Evaluations; (3) Administration Building Geotechnical Services; (4) Western Sector Concept Plan Review; (5) Serrano Creek Development Plan Check; (6) Festival Parking Lot Lighting; (7) Administration Building Plan Review; and (8) Remedial Plan Update for the former El Toro Marine Corps Air Station.
3.	ENGINEERING SERVICES FOR IRVINE CAMPUS HOUSING AUTHORITY (1995 To Present)	
	Agency:	Irvine Campus Housing Authority (ICHA)
	Address:	1083 California Avenue, Irvine, CA 92617
	Name & Title:	Mr. Victor Van Zandt, CEO and President
	Phone:	(949) 824-4827
	E-mail:	victor.vanzandt@icha.uci.edu
	Description:	ICHA’s “on-call” civil engineering firm for over 25 years in shaping the UC Irvine community since 1994. Recent services include design and construction support for the Planned Community and Faculty Housing at University Hills for Planning Area 10-2 thru 10-4, and Planning Area 11-1 thru 11-5, and Geographic Information System (GIS) to manage ICHA’s community-wide infrastructure network system assets.

Summerly Recycled Waterline, Lake Elsinore

Client: RW Beck

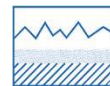
Project Period: 2009-2010

Contact: Mr. Stephen Dopudja, Vice President

West Yost (formerly RW Beck)

(949) 517-9060

sdopudja@westyost.com



Field exploration, soil testing, design and construction services for a 30-inch waterline for the Elsinore Valley Municipal Water District. The new line extended over 5,000 linear feet and included a crossing under the San Jacinto River which required 35- to 50-foot deep jack and bore pits. Excavations and dewatering during construction showed very permeable conditions in the native earth units.

Corporate Yard Infiltration Ponds, City of Corona

Client: City of Corona

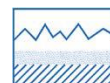
Project Period: 2014

Contact: Mr. Vernon R. Weisman, P.E., District Engineer

City of Corona Department of Water and Power, Public Works Department

(951) 739-4912

vernon.weisman@CoronaCA.gov



City improvement project consisting of geotechnical exploration and infiltration study within an existing 3.4-acre infiltration pond. NMG provided geotechnical review and field percolation testing to evaluate soil layers below the basin. Percolation testing was performed at depths between 5 and 20 feet to assist in design of basin reconfiguration and grading to achieve increased infiltration performance.

Veterans Park Storm Water Diversion and Infiltration, Redondo Beach

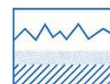
Client: AKM Consulting Engineers

Project Period: 2017

Mr. John Loague, Engineer

(949) 753-7333 x103

jloague@akmce.com



Exploration including borings and in-situ percolation testing for proposed storm drain improvements and a network of subterranean infiltration galleries. The exploration involved city encroachment permitting and exploration and testing within an active/existing public park. Percolation testing was governed by County of Los Angeles Guidelines. The project included a feasibility study and development of a design infiltration rates.

Camellia Court, City of Alhambra, California

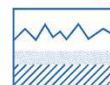
Client: Lennar

Project Period: 2018 – 2020

Client: Mr. Dan Hosseinzadeh, Project Manager

(949) 349- 8215

Dan.Hosseinzadeh@lennar.com



This approximately 12-acre mixed use development utilized both infiltration chambers and deep drywell systems. NMG performed Cone Penetration Testing (CPTs) to obtain continuous soil stratigraphic information coupled with hollow-stem auger borings in order to develop a subsurface stratigraphic profile of the site. Both near surface and deep percolation testing was performed, up to 60 feet below existing grade, in order to provide design infiltration rates for the proposed infiltration systems.

ON-CALL ENVIRONMENTAL SERVICES CONTRACT, RIVERSIDE COUNTY



Client/Owner: Riverside County Flood Control and Water Conservation District

Performance Period: 2020 -- Ongoing Since 2011

ECORP has held two on-call contracts with the Riverside County Flood Control and Water Conservation District (District) to provide environmental and regulatory services for District projects throughout western Riverside. Examples of task orders conducted as part of this contract include:

- IS/MND, Technical Studies, and Regulatory Permitting for the Gilman Home Channel Improvement Project (Banning)
- Short Notice Environmental Services Response to Emergency Situations during the El Niño Rain Season
- Biological, Cultural, and Air Quality Services for the Woodcrest Dam Outlet Modification Project
- Addendum EIR, Technical Studies, and Regulatory Permitting for the Lakeland Village Master Drainage Plan
- Invasive Species Control Habitat Mitigation and Monitoring Plan (HMMP) for the Banning Master Drainage Plan Line H Stage 1 Project
- IS/MND, Air Quality/Greenhouse Gas Memorandum, Aquatic Resources Delineation and Cultural and Biological Surveys for the Wildomar Master Drainage Plan Lateral C Revision Project
- Construction Worker Training for Archaeological Resources Paleontological Resources, and Hazardous Materials for Three District Construction Projects

References

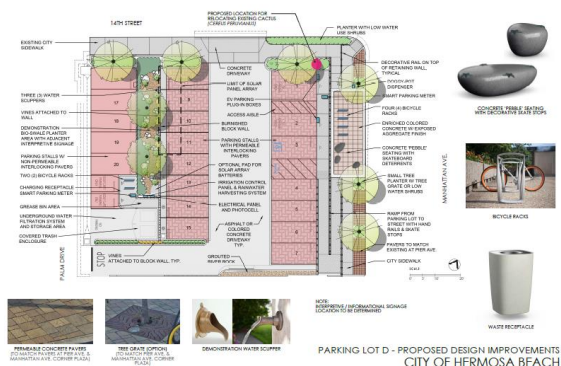
- Joan Valle, Associate Engineer, Riverside County Flood Control and Water Conservation District (951) 955-8856, jvalle@rivco.org
- Nancy Sansonetti, AICP, Planner III, San Bernardino County Department of Public Works (909) 387-7876, nancy.sansonetti@dpw.sbcounty.gov
- George Zakhari, Associate Water Quality Engineer, Golden State Water Company (760) 515-8322, George.Zakhari@gswater.com

CITY PARKING LOT D IMPROVEMENTS, HERMOSA BEACH, LOS ANGELES COUNTY



Client/Owner: City of Hermosa Beach (subcontractor to Adams-Streeter Civil Engineers, Inc.)

Performance Period: 2018



ECORP prepared a CEQA Categorical Exemption (CE) with Technical Studies for improvements to a 0.25-acre public parking lot that is in disrepair. This multi-benefit demonstration project is the first of its kind undertaken by the City as a pilot program for potential future implementation at other City facilities. Project water quality enhancements include: Storm water collection via permeable paver system, storm water treatment via a Modular Wetlands unit, storm water storage, harvesting and reuse via a cistern/pump manhole and irrigation control system, and storm water infiltration via bioswale demonstration planter. The project includes drought tolerant

landscaping, tree planting, ADA improvements, enhanced lighting and electrical upgrades, a bicycle corral, electric vehicle charging stations, and storm water capture and retention.

Reference: Reed Salan, Associate Engineer, Public Works Department, (310) 318-0229, rsalan@hermosabch.org

X. FEE SCHEDULE

The Fee Schedule is submitted in a separate sealed envelope and comprise of the Standard Fee Schedules for ASCE and subconsultant team members. The team acknowledge that the pricing and rates provided shall remain valid for the entire two (2) year Agreement term. The team also acknowledge that price adjustments and final pricing for all assigned project(s) and/or task(s) may be negotiated by the City.

XI. REQUIRED FORMS

Required forms consisting of the Certification of Proposal, Non-Collusion Affidavit, Compliance with Insurance Requirements, and Acknowledgement of Professional Services Agreement are provided in the Appendix section of this SOQ.

APPENDIX

- Certification of Proposal
- Non-Collusion Affidavit
- Compliance with Insurance Requirements
- Acknowledgement of Professional Services Agreement



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Randal L. Streeter", written over a horizontal line.

Printed Name and Title:

Randal L. Streeter, President

6.3.2 Non-Collusion AffidavitRFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Randal L. Streeter", written over a horizontal line.

Printed Name and Title:

Randal L. Streeter, President

6.3.3 Compliance with Insurance RequirementsRFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Randal L. Streeter", written over a horizontal line.

Printed Name and Title:

Randal L. Streeter, President

6.3.4 Acknowledgement of Professional Services AgreementRFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

12. INDEMNIFICATION. CONSULTANT shall indemnify, ~~defend~~ ^{adjudicated} with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and 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, ^{in compliance with SB496,} and will survive termination of this Agreement.

Signature of Authorized Representative:

Handwritten signature of Randal L. Streeter in blue ink.

Printed Name and Title:

Randal L. Streeter, President

FEE SCHEDULE

Project Name:
ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER, STORM DRAIN)
RFQ NO. 20-20

Prepared for:
City of Hermosa Beach
Public Works Engineering Division
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach, CA 90254

09.21.2020

Prepared by:
Adams-Streeter Civil Engineers





September 21, 2020

Andrew Nguyen, Project Manager
City of Hermosa Beach
Department of Public Works, Engineering Division
1315 Valley Drive
Hermosa Beach, CA 90254

**SUBJECT: Fee Schedule to Provide On-Call Engineering Design Services for Utilities,
RFQ 20-02**

Dear Mr. Nguyen,

The Standard Fee Schedule for ASCE and subconsultant team-firms are attached in conformance with RFQ requirements. We acknowledge that the pricing and rates provided shall remain valid for the entire two (2) year agreement term. The team also acknowledge that price adjustments and final pricing for all assigned project(s) and/or task(s) may be negotiated by the City.

ASCE's point of contact during the proposal evaluation period is as follows:

Khoon Tan, P.E., Director of Municipal Services
Office: (949) 474-2330 x231, Cell: 949-390-0984, Email: ktan@adams-streeter.com

Please don't hesitate to contact Mr. Tan via e-mail or phone for any questions concerning the enclosed Fee Proposal during the evaluation period. Thank you for your consideration and opportunity to be of service to the City of Hermosa Beach.

Sincerely,

Randal L. Streeter, P.E.
President / Principal In-Charge



ADAMS STREETER CIVIL ENGINEERS 2020 PROFESSIONAL FEE SCHEDULE

CIVIL ENGINEERING SERVICES

Principal	\$185.00/hour
Project Director	\$170.00/hour
Project Manager	\$150.00/hour
Project Engineer	\$135.00/hour
CADD Designer / Technician	\$100.00/hour
Clerical / Word Processing	\$55.00/hour

SURVEYING AND MAPPING SERVICES

2-Man Survey Crew (Field) *	\$250.00/hour
1-Man Survey Crew (Field) *	\$215.00/hour
Survey Office / Mapper	\$150.00/hour

** Prevailing Wage Rates.*

REIMBURSABLE EXPENSES

All out of pocket expenses, such as filing and plan check fees, permit fees, delivery service, reproduction printing, and other project expenses will be extra and invoiced at our direct cost.

SUB-CONSULTANTS

Expenses for sub-consultants employed by Adams Streeter will be marked up by 10%.

MILEAGE

Mileage will be invoiced at the IRS standard mileage rate for 2020.



2019 PROFESSIONAL FEE SCHEDULE

HOURLY RATES BY STAFF CATEGORY

Principal and Associate Engineer/Geologist	\$180
Project Engineer/Geologist	\$146
Senior Staff Engineer/Geologist	\$114
Supervisory Technician	\$114
Staff Engineer/Geologist	\$104
Senior Project Technician	\$104
Project Technician	\$ 96
Staff Technician	\$ 86
Special Inspector	\$ 86
CAD Drafter/Technical Illustrator	\$ 96
Word Processor	\$ 78
Technical Assistant	\$ 66
Prevailing Wage (Soil Technician/Special Inspection Services)	\$118

LABORATORY TESTING

Moisture Content – ASTM D2166.....	\$ 19	Hydroconsolidation/Collapse – ASTM D5333	\$130
Moisture Content & Density	\$ 28	Undisturbed Direct Shear – ASTM D3080	\$200
Atterberg Limits – ASTM D4318	\$160	Undisturbed Direct Shear – Slow – ASTM D3080.....	\$290
Particle-Size Sieve Analysis – ASTM D422.....	\$104	Remolded Direct Shear – ASTM D3080.....	\$250
Finer than No. 200 Sieve – ASTM D1140	\$ 72	Remolded Direct Shear – Slow – ASTM D3080	\$380
Hydrometer Analysis – ASTM D422	\$124	Residual Direct Shear – ASTM D3080.....	\$580
Maximum Dry Density – ASTM D1557.....	\$220	R-Value – CT301/ASTM D2844	\$250
Maximum Dry Density with Oversize		Asphalt Maximum Density – CT308	\$250
Particle – ASTM D1557	\$250	Concrete, Mortar or Grout Compression	
Caltrans 216 Maximum Density.....	\$200	(per cylinder/cube/prism)	\$ 28
Sand Equivalent – ASTM D2419	\$ 93	CMU Grouted Prisms	
Soluble Sulfate Content	\$ 65	- Compression Test ≤8" x 8" x 16"	\$ 195
Expansion Index – ASTM D4829.....	\$166	- Compression Test >8" x 8" x 16"	\$ 270
Consolidation – ASTM D2435.....	\$205	Gunite/Shotcrete Panel Coring & Testing.....	\$109
- For time-rate, add \$38/increment			
- For remolded, add \$54/specimen			
- For reload, add \$105/cycle			

NOTES

1. No additional charges for field vehicle usage, nuclear gauge, or overtime work (except for prevailing wage and double time).
2. Heavy equipment (i.e. drill rig, backhoe, CPT) charges will be invoiced at cost.
3. Delivery and outside reproduction charges will be invoiced at cost.
4. Outside laboratory test charges will be invoiced at cost.



ECORP Consulting, Inc.
Schedule of Hourly Fees

Position	Hourly Rate
Program Manager	\$200.00
QA/QC Manager	\$195.00
Principal Environmental Analyst (CEQA/NEPA)	\$200.00
Senior Environmental Analyst (CEQA/NEPA)	\$185.00
Staff Environmental Analyst (CEQA/NEPA)	\$125.00
Associate Environmental Analyst (CEQA/NEPA)	\$110.00
Assistant Environmental Analyst (CEQA/NEPA)	\$90.00
Principal Biologist	\$200.00
Senior Biologist	\$160.00
Staff Biologist	\$125.00
Associate Biologist	\$100.00
Assistant Biologist	\$90.00
Biological Technician	\$85.00
Principal Botanist/Habitat Restoration	\$155.00
Senior Botanist/Habitat Restoration	\$140.00
Assistant Botanist/Habitat Restoration	\$100.00
Principal Paleontologist	\$160.00
Cultural Resources Principal Investigator	\$185.00
Senior Cultural Specialist/Historian/Lab/Field Director	\$145.00
Cultural Resources Crew Chief	\$115.00
Cultural Resources Field Technician	\$90.00
Principal GIS/CADD/Graphics Specialist	\$160.00
Senior GIS/CADD Specialist	\$145.00
GIS/CADD Technician	\$100.00
Graphics Specialist	\$145.00
Senior Project Accountant/Contracts	\$170.00
Associate Project Accountant/Contracts	\$105.00
Production Coordinator/Proof Reader	\$100.00
Associate Word Processor	\$95.00
Clerical	\$95.00

Expense Reimbursement/Other:

1. Reproduction, equipment and other direct expenses are reimbursed at cost plus a 14-percent administrative handling charge (excluding mileage and per diem).
2. Subcontractor expenses are reimbursed at cost plus a 12-percent administrative handling charge.
3. Mileage is reimbursed at the current IRS rate.
4. Rental vehicles will be charged at the current standard daily rate, typically \$100 per day.
5. Per Diem, depending upon geography, may be charged if overnight stays are required.
6. Expert Witness Testimony, including Depositions, is billed at time and a half.
7. Hourly rates will escalate at a rate of 3% per annum.

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
BETWEEN THE CITY OF HERMOSA BEACH AND PSOMAS**

This AGREEMENT is entered into this 27TH day of OCTOBER 2020, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and PSOMAS ("CONSULTANT").

RECITALS

- A. The City desires to obtain engineering design services for utilities (sewer, storm drain) on an on call basis with Psomas.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1. CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total not to exceed amount of \$500,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2. SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."
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 schedule incorporated in "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 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 to perform work under this Agreement is JOSEPH BOYLE. 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.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 27, 2023, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.

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

12. INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, 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 to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. 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 to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. 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.
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 it is 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. 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.

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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or

deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. SOLICITATION. CONSULTANT 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.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein are generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

23. 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.
24. 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.
25. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
26. 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.
27. 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.
28. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
29. 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 _____ Consultant Initials _____ **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 _____ Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney

PSOMAS



ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

City of
Hermosa Beach

RFQ#20-02
09.21.2020

EXHIBIT A

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September 21, 2020

Andrew Nguyen, Assistant Engineer
City of Hermosa Beach
City Clerk Office
1315 Valley Drive
Hermosa Beach, CA 90254

Re: On-Call Engineering Design Services for Utilities (Sewer, Storm Drain)
RFQ No. 20-02

Dear Mr. Nguyen:

Psomas looks forward to partnering again with the City of Hermosa Beach to fulfill the City's engineering design needs for upcoming sewer and storm drain projects. In doing so, our mission is clear: to offer professional services that will benefit the City and its constituents in the near and long term.

Since 1946, Psomas has established a reputation on the front lines of sustainable engineering. Our engineers combine strong client relationships and project management skills with technical and procedural expertise to deliver projects that are both environmentally contextual and cost effective. Focusing on project delivery, Psomas' Engineering team has the right mix of professionals to verify sewer and storm drain (drainage) projects are designed and constructed efficiently. To us, this means being able to fully serve the City on sewer and storm drain projects that involve feasibility studies, environmental clearance, preliminary plans, all the way through final design and construction. As demonstrated in our proposal, our capabilities and experience include projects involving:

- ▶ Sewer, Storm Drain Master Plan and Studies
- ▶ Feasibility Study and Analysis
- ▶ Assessment and Rehabilitation of Sewer and Storm Drain Facilities
- ▶ Water Quality Management and Post-Construction Mitigation
- ▶ Sewer and Storm Drain Design

Our clients have included the City of Hermosa Beach, as well as numerous cities and counties throughout Los Angeles County and the greater Southern California area.

The Psomas Team has the required resources, track record, and relevant experience in successfully delivering identical services to other cities and local agencies. As Contract Manager, I (**Joseph Boyle, PE**) have learned the most important attributes a consultant can offer a City are responsiveness, flexibility, and understanding of technical issues and the community. This awareness will be reinforced by our Project Managers, **Maira Salcedo, PE, ENV SP**, and **Ryan Lynch, PE, QSD, LEED AP**, who are experts in sewer and storm drain design, respectively, and have successfully designed numerous similar projects in Los Angeles County.

555 South Flower Street
Suite 4300
Los Angeles, CA 90071
Tel: 213.223.1400
www.Psomas.com

EXHIBIT A

Andrew Nguyen
September 21, 2020
Page 1-2

All of these attributes are the reasons Psomas is a solid choice for the City. As an on-call consultant, the Psomas Team is an extension of your staff and, thus, it is important to be good stewards of tax dollars and sensitive to community concerns.

When you select the Psomas Team, you can expect the following benefits:

Responsiveness: Being responsive to an as-needed task order request is second nature to Psomas, especially to myself as Contract Manager, as well as Maira Salcedo and Ryan Lynch. As a firm, we have more numerous on-call public agency contracts, with a majority of them coming from repeat clients. One of the keys to successfully managing as-needed contracts is my commitment to responsiveness and meeting the City's response time for all task orders. Being responsive and delivering on promises is at the core of as-needed contract management, as well as the basis of good, professional service.

Contextualized: Design services will be performed to be consistent with the Sewer and Storm Drain Master Plans. Any task and assignment performed will consider these master plans as the City's 'big picture' goal in meeting its current and future needs. Such mindfulness allows Psomas to provide the City with the most cost-effective professional services during design and especially for construction.

Flexibility: Demonstrating flexibility means being able to expand and contract to the needs of the City on short notice. This can be difficult for many firms given they may not have the resources to deliver these types of services, but not for Psomas. To augment the staff we have named in this proposal, Psomas can draw upon additional resources throughout the firm.

Understanding the Hermosa Beach Community: As a vibrant city in the South Bay region, the City of Hermosa Beach has a stellar reputation for being a great place to live and visit. This reputation has come as a result of both staff and your consultants understanding the community they are serving, as well as a commitment to going above and beyond. The Psomas Team understands the City's goals for delivering projects on time and within budget, and Psomas is the right firm to deliver innovative, timely and cost effective professional engineering solutions to enhance the community and quality of life of your residents. Our Team is committed to delivering the highest quality services based on our experience serving the communities of Redondo Beach, Manhattan Beach, Newport Beach, Laguna Beach, Dana Point, and other Southern California beach cities.

As a Vice President of Psomas, a California corporation, I am authorized to bind the firm and will serve as the point of contact during the proposal process. Psomas has not received any addenda to the City's RFP for this project. This proposal is valid for a period of 90 days from the date of submittal.

As a Southern California based firm, Psomas is in the position to respond to the City's needs quickly and with staff that are qualified and firm, but fair. We are excited about the opportunity to provide the City of Hermosa Beach with Professional Engineering Design Services and we look forward to your favorable review of our statement of qualifications.

Sincerely,

PSOMAS



Joseph Boyle, PE
Vice President/Principal



Section 2

FIRM PROFILE

Psomas

Dedicated to balancing the natural and built environment, Psomas provides sustainably engineered solutions to public and private clients worldwide. As a full-service consulting firm, we help our clients create value and deliver complex projects.

Markets served include transportation, water, site development, and energy with the following services offered:

- ▶ Civil engineering
- ▶ Land surveying and geospatial services including use of drones, 3D laser scanning and subsurface utility locating
- ▶ Site development engineering
- ▶ Transportation and traffic engineering
- ▶ Structural engineering
- ▶ Water and wastewater engineering
- ▶ Environmental planning and resource management
- ▶ Land planning and urban design
- ▶ Land use entitlements
- ▶ Construction management
- ▶ GIS consulting

Sustainable practices are incorporated into all of our services. From designing Institute for Sustainable Infrastructure (ISI) certified projects such as removing pollutants from urban stormwater runoff to site design for LEED™-certified projects, Psomas is in the forefront of the sustainable design movement. We currently have over 100 staff who are ENV SPs (Envision Sustainability Professionals through ISI) and/or LEED APs.

Official Name/Address

Psomas

555 South Flower Street, Suite 4300, Los Angeles, CA 90071

Primary Point of Contact

Joseph Boyle, PE

555 South Flower Street, Suite 4300, Los Angeles, CA 90071
joeboyle@psomas.com | 714.481.8060

Type of Business Entity

Psomas is a California Corporation.

Federal Employer ID No.

95-2863554

Years of experience providing required, equivalent, or related services

More than 70 years.

Any failures or refusals to complete a contract

None.

California

Los Angeles | 555 South Flower Street
Suite 4300, Los Angeles, CA 90071
Phone: 213.223.1400 | Fax: 213.223.1444

Santa Ana | 5 Hutton Centre Drive
Suite 300, Santa Ana, CA 92707
Phone: 714.751.7373 | Fax: 714.545.8883

Culver City | 100 Corporate Pointe
Suite 265, Culver City, CA 90230
Phone: 310.703.1371 | Fax: 310.703.1388

Pasadena | 225 South Lake Avenue
Suite 1000, Pasadena, CA 91101
Phone: 626.351.2000 | Fax: 626.351.2030

Auburn | 11661 Blocker Drive
Suite 200 Auburn, CA 95603
Phone: 530.885.7072 | Fax: N/A

Bakersfield | 1430 Truxtun Avenue
5th Floor, Bakersfield, CA 93301
Phone: 661.437.4398 | Fax: 661.437.4399

Riverside | 1500 Iowa Avenue
Suite 210, Riverside, CA 92507
Phone: 951.787.8421 | Fax: 951.682.3379

Roseville | 1075 Creekside Ridge Drive
Suite 200, Roseville, CA 95678
Phone: 916.788.8122 | Fax: 916.788.0600

Sacramento | 3550 Watt Avenue
Suite 140, Sacramento, CA 95821
Phone: 916.979.7640 | Fax: N/A

San Diego | 401 B Street, Suite 1600
Wells Fargo Plaza, San Diego, CA 92101
Phone: 619.961.2800 | Fax: 619.961.2392

Valencia | 27220 Turnberry Lane
Suite 190, Valencia, CA 91355
Phone: 661.219.6000 | Fax: 661.775.2718

Walnut Creek | 1660 Olympic Boulevard
Suite 300, Walnut Creek, CA 94596
Phone: 925.933.2300 | Fax: N/A

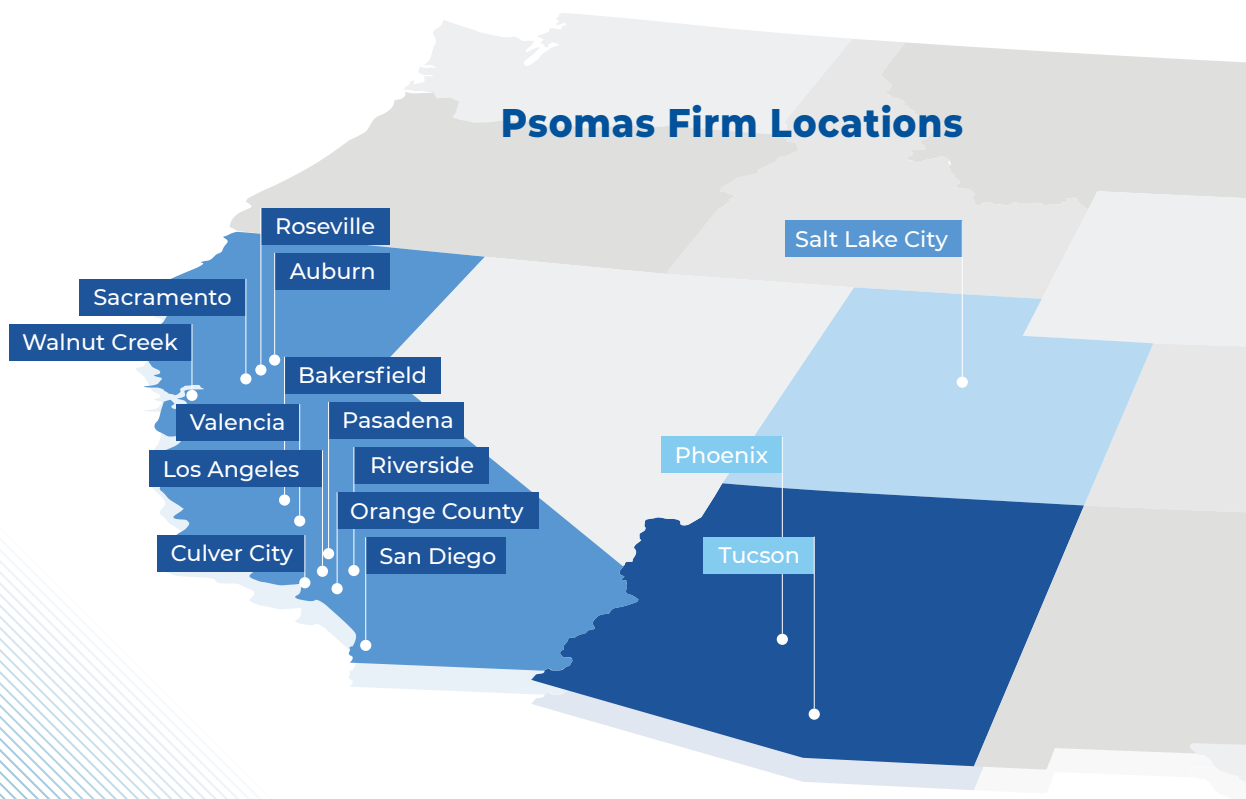
Arizona

Tucson | 333 E. Wetmore Road
Suite 450, Tucson, AZ 85705
Phone: 520.292.2300 | Fax: 520.292.1290

Phoenix | 4600 E Washington Street
Suite 300, Phoenix, AZ 85034
Phone: 602.222.8260 Fax: N/A

Utah

Salt Lake City | 4179 Riverboat Road
Suite 200, Salt Lake City, UT 84123
Phone: 801.270.5777 | Fax: 801.270.5782





Section 3

PROJECT UNDERSTANDING AND APPROACH

Project Understanding

Psomas' multi-disciplinary teams of experts thrive on providing practical, creative, and cost-effective solutions. In so doing, our approach and considerations have always been geared and focused on our clients' short- and long-term needs. Relative to upcoming sewer and storm drain improvement projects, they entail:

Our approach and considerations have always been geared and focused on our clients' short- and long-term needs

- ▶ Sewer Preliminary Design Technical Memorandum considers all feasible alignment, diversion and sizing alternatives and meets build-out capacity requirements
- ▶ Sewer design identifies all potential utility conflicts and includes extensive potholing to eliminate construction surprises – consider utility relocation or construction of storm drain “squash boxes” as solution to sewer alignment
- ▶ Recommended sewer project is the optimum alternative based on all aspects including cost, construction, permitting, impacts on the community, and operational considerations
- ▶ Careful analysis of existing drainage patterns for mitigation opportunities
- ▶ Verification of existing hydrology/hydraulic studies, as applicable, and accurate implementation of hydrology studies based on land use conditions and the City's zoning criteria
- ▶ Storm drain alignment that considers impacts to residential, commercial/retail, and institutional (i.e., schools) neighborhoods, both quantitative and qualitative
- ▶ Design that considers existing utility crossings and the respective allowable ground cover, slopes, and potential conflicts
- ▶ Design that considers optimum cost of construction, which implies a conservative alternative analysis and value engineering during the Project Design Study
- ▶ Design must allow for future storm drain connections and Low Impact Development (LID) alternatives in accordance with the Master Plan
- ▶ Construction cost estimate that reflects most recent bid results and up-to-date information on construction items

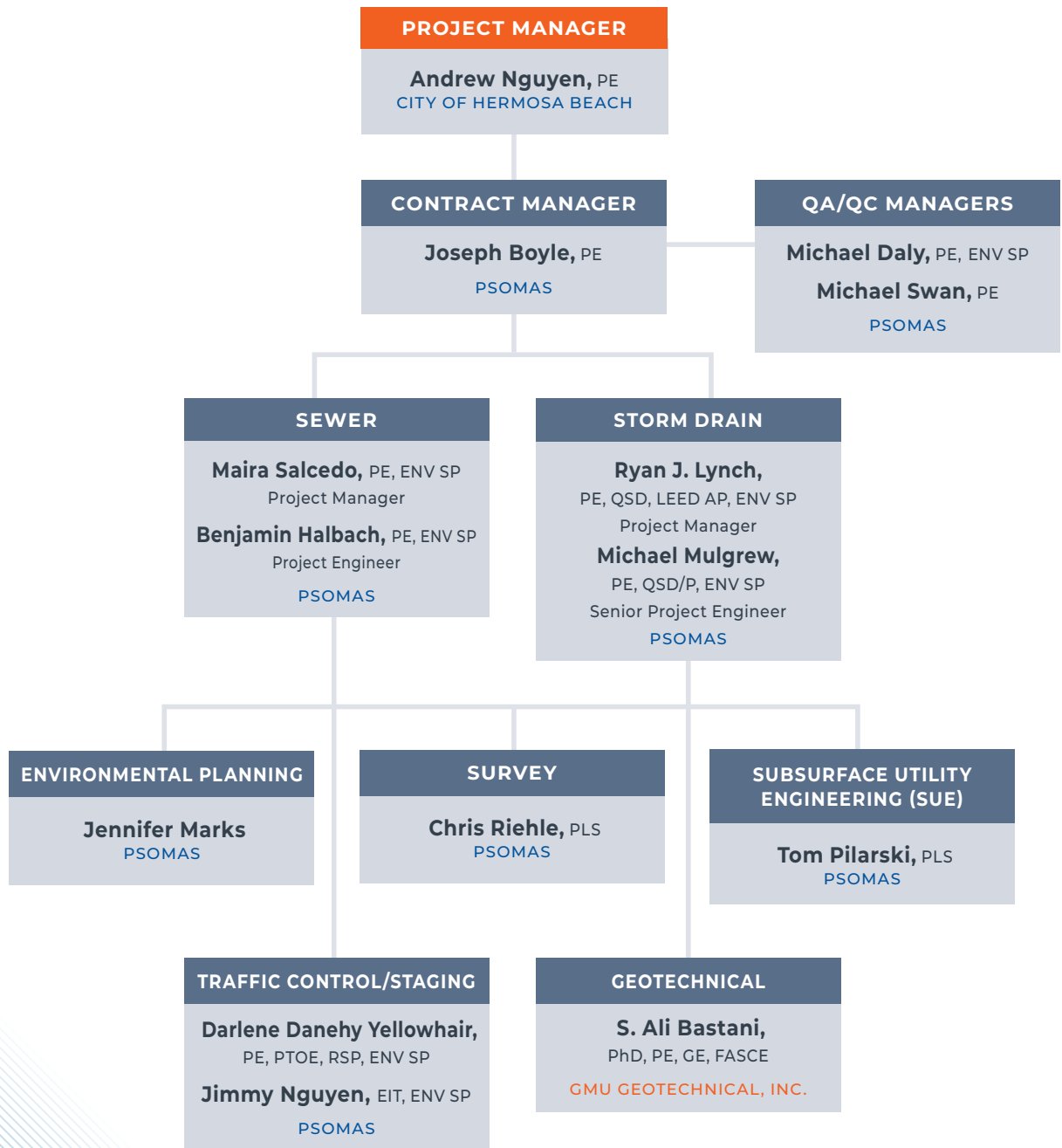
Key Reference Documents

In performing Scope of Services associated with Sewer and Storm Drain improvement projects, Psomas team members will review and utilize the following guiding documents, among others:

- ▶ PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program, adopted August 2017
- ▶ PLAN Hermosa Environmental Impact Report, certified August 2017
- ▶ Hermosa Beach 2019/20 Capital Improvement Program, adopted June 2018

- ▶ City's Master Plan of Sanitary Sewers
- ▶ Water Quality Management Templates and Guidelines
- ▶ City's Storm Drainage Master Plan Program
- ▶ City Public Works Department Standard Plans and Details
- ▶ Los Angeles County Hydrology Manual
- ▶ Los Angeles County's SUSMP Guideline
- ▶ Standard Plans for Public Works Construction (SPPWC, latest edition)
- ▶ Standard Specifications for Public Works Construction (SSPWC, latest edition and its supplements)
- ▶ Caltrans Standard Plans and Specifications, latest edition, as applicable to drainage/sewer infrastructure

Organization Chart



Approach to Work Program

Psomas proposes to complete the City's Sewer and Storm Drain Improvement projects based on the following workflow:

1. Preliminary engineering work, which usually culminates in a Preliminary Design, Technical Memorandum, Study or Report;
2. Final engineering work, which will result in a complete Plans, Specifications, and Estimates package; and,
3. Bidding and Construction Phase services, where Psomas can assist the City as requested during construction of proposed improvement projects.

At the beginning of each project, the Psomas Team will initiate a project meeting with the City, review the proposed scope of work, and integrate the requirements and objectives of the identified project. The kick-off meeting will include Psomas team members, City staff, and other affected parties and agencies, and will provide the forum to identify clear lines of communication and review the final scope, schedule, milestones and other pertinent project details.

The kick-off meeting is often followed by a field visit to the project site to review existing conditions and determine all of the issues that may be affected by the proposed improvements.

Task 1: Research and Data Collection

In addition to the field review, any preliminary plans, studies, and reports that may exist regarding the project or project area will be researched and obtained from the City, County and pertinent local utility providers. Available site infrastructure will be collected. Such data may include right-of-way maps, as-built plans, preliminary planning or studies, hydrology/hydraulic calculations in the case of drainage improvements, utility plans, and other data. Additionally, Psomas will review relevant design considerations for existing conditions, and assess deficiencies and the need for corrective action.

Task 2: Topographic Survey and Base Map

Psomas will perform survey of the project site under the direction of a professional land surveyor or civil engineer properly registered in the State of California. This survey will consist of a field topographic survey and cross-sectional survey. The survey information will produce a Topographic Base Map at appropriate scale with all elevations tied to City/County benchmark(s).



At the completion of the project, all survey notes will be turned over to the City in their original format for permanent recordkeeping. A typical Topographic Survey/Base Map includes the following:

- ▶ Survey Control
- ▶ Researched City/County records with centerline ties and benchmarks near and within the project
- ▶ Locate sufficient number of monuments to plot the centerline and right-of-way
- ▶ Topographic survey of project area/limits
- ▶ Perform detailed survey with cross sections at a specified interval

- ▶ Dip existing storm drain catch basins, sewer and storm drain manholes, as required
- ▶ Reduce, adjust, and process the field collected survey data
- ▶ Plot points into CADD drawing, draw breakline, and generate digital terrain model
- ▶ Research, calculate and plot the centerline and right-of-way in the project area
- ▶ Provide ASCII file, CADD drawing and field notes
- ▶ Upon completion of field work, the survey data will be reduced, imported and plotted into an AutoCAD drawing with field edits to ensure the accuracy and completeness of the drawing

Task 3: Geotechnical Investigation

Working with our subconsultant, GMU Geotechnical, Psomas will perform soil testing which may include bearing, trench/backfill constraints, groundwater presence, and other types of testing to gather information and characterize subsurface soil for purposes of trench excavations, bedding, backfill materials, and slopes and embankment construction.

Task 4: Environmental

With the support of our in-house Environmental Services Team, Psomas will prepare pertinent environmental documentation to meet the requirements of CEQA and NEPA. The team will submit environmental findings to Caltrans' Environmental section, subject to the approval of City Council. Technical studies to the project will be prepared.

For qualified projects, Psomas staff typically provides a project description and graphic, as well as fills out the City's Environmental/Project Information Form and a Notice of Exemption for City staff to process. Public meetings and workshops may be part of the environmental process and documentation.

Task 5: Utility Notification/Research/Mapping

Psomas will perform a detailed utility investigation of the project site. This will include a request through Dig Alert and an investigation of available records for data needed to avoid design conflicts. Available plans from the City's Public Works Department will also be obtained. Notices will be sent out to utility companies known to be present within the project limits requesting utility locations, atlas maps and plans. A project log of all utilities will be generated showing the status of each information request. The log will be updated during the life of the project.

Psomas' Subsurface Utility Engineering (SUE) team will pothole and locate utilities that are deemed to be critical and may be impacted by the proposed underground construction. Considering the gravity nature of either a storm drain or sewer pipeline, the importance of utility conflict detection and resolution cannot be overstated.

A topographic base map will be used to prepare a utility base map that will show estimated alignment of underground utilities combined with the above ground utilities located in the topographic base map. The utility base map will be an AutoCAD drawing at appropriate scale and will be used to determine if any

utility relocations, either horizontal or vertical, may be needed for the proposed improvements.

Upon completion and approval of Preliminary Engineering work (prior to Draft submittal), a second utility notice with preliminary plans will be sent, requesting verification of facilities and required coordination of anticipated relocation or protection of existing facilities. Final improvement plans will be transmitted to all utility companies whose facilities are within the project site, informing them of the anticipated bidding period, anticipated construction schedule, and proposed timeframe of any relocation required of them.

Task 6: Preliminary Engineering

On sewer and storm drain projects, Preliminary Engineering work will typically include considerations and analysis of multiple alternative pipe alignments and the evaluation of right-of-way constraints, environmental, utility impacts, and stakeholders' interests.



Sewer Manhole - CIP 17-416 Project

Based on the aforementioned, a preliminary horizontal and vertical layout will be produced, along with details, sections and renderings, as necessary.

On sewer improvement projects, we will utilize the load values and capacities noted in the City's current Sewer Master Plan to verify proposed improvement sizes. If requested, we will prepare a Preliminary Design Technical Memorandum evaluating replacement in kind or alternative alignments. Once the proposed improvement is determined, we will prepare plans, specifications and a cost estimate as noted in the RFP.

For sewer rehabilitation projects, Psomas' NASSCO-certified PACP and MACP engineers will review videos of the sewers and manholes to determine the appropriate means of rehabilitation including lining, spot repairs, or replacement. Capacity calculations will be prepared to verify any lining will not compromise the design capacity of the particular pipeline segment. The recommendations will be documented in a Preliminary Design Report for review and approval by City staff.

For storm drain improvement projects, in order to produce cost-effective storm drain design that improves the overall drainage area, Psomas recommends preparation of a Preliminary Drainage Study (PDS) where consensus on key design elements is typically reached. The PDS will typically consist of geometric approval drawings, a review of utility constraints and possible relocations, alternative pipe materials/construction methods (pre-cast versus cast-in-place), and costs for various alternatives.

Alternatives will also drive the need to verify or conduct hydrology and hydraulic studies to ensure that future downstream and upstream improvements are compatible with the design. Hydraulic calculations using the Water Surface Pressure Gradient Program (WSPG) will be prepared to verify that applicable 10-, 25-, and 100-year flood protection level hydraulic grade lines (HGL) are within acceptable limits, based upon the City's design manual and parameters.

Task 7: Construction Document Preparation Phase

Final design will commence upon approval of Preliminary Engineering work by the City. Changes or additions required as a result of the preliminary design review will be incorporated into the final design as deemed necessary. Final calculations and studies will also be performed and completed, and 'preferred' alternative alignments, structures, materials will be developed.

As part of the Construction Document PS&E package, final construction plans and details will be prepared which will show all of the proposed improvements to successfully complete projects. The plans will be concise and constructible showing the disposition of all existing facilities within the project area and limits of all proposed improvements so the project can be bid and constructed with a minimal number of questions/requests for information. Base plans of the project site will be prepared at the appropriate scale and final plans can be provided to the City digitally. Base plans will display existing topographic features and accumulated data, including pipe stationing, rights-of-way, surface features, pertinent street or other reference alignment stationing, and existing utilities.

Based on the approved Preliminary Engineering work, utility research, base mapping, and the topographic survey prepared during the preliminary engineering phase, Psomas will prepare plans, profiles and details for a proposed improvement project, and any utility line relocations. PS&E packages will be prepared for submittal to the City at Draft, Final Draft, and Final (100%) completion levels. Depending on project improvements at hand, the PS&E package may include the following:

- ▶ Title Sheet including Index Map
- ▶ Typical Section and/or Details
- ▶ Sewer Plan and Profile
- ▶ Storm Drain Plan and Profile
- ▶ Details Sheets
- ▶ Construction Staging and Traffic Control Plans
- ▶ Water Quality Management Plan, as applicable

At Psomas, we pride ourselves on producing biddable, constructible plans for our clients. We have over 70 years of experience in producing plan sets that include every detail needed to do just that.

Special Provisions: Psomas will also prepare special provisions to be incorporated into the boilerplate project specifications provided by the City, which are assumed to provide the notice inviting bids, instructions to bidders, bidder's information, agreement, bond and insurance forms, general conditions, and other applicable information. Final specifications, including special provisions and references to supplement the Standard Specifications for Public Works Construction (Green Book) and/or the Caltrans Standard Specifications, will be prepared and will include Federal provisions as required.

Technical specifications may include dewatering requirements. Standard specifications including those of Los Angeles County's Gray Book and others will be included, as needed. Standard plans, special permitting requirements, potholing and geotechnical reports, and a sample contract will be provided in the Appendix.

A final construction quantity estimate and bid schedule will be incorporated into the contract documents and an Estimate of Probable Construction Costs will be submitted. The final design package will then be submitted to the City and appropriate agencies for review and approval.

Calculation Backups: As required, Psomas will submit calculation backups pertinent to a PS&E submittal that may include hydrology, and drainage and sewer hydraulic calculations.

Task 8: Project Meetings and Coordination

Depending on the size and complexity of the project, Psomas strives to meet with project stakeholders on a regular basis to provide project status reports, updated schedules, and a list of outstanding issues and coordination required. The project status reports will identify the status of tasks, possible issues, and proposed solutions.

Task 9: Bidding and Construction Phase Services

Assistance will be provided to City staff during construction bidding, including review and recommendation for approval of addenda and clarification to the plans and specifications. Our proposed project manager will typically attend the pre-bid meetings, respond to RFIs and Addenda, and assist in bid evaluation.

Psomas can also attend pre-construction meetings with the construction contractor and will be available to answer any questions that may arise. Our project team will review shop drawings and material submittals and make comments and recommendations as required. Informal field investigations, including the marking of removal areas, will be performed. Our project team will be available on short notice for on-site reviews of construction.

Based upon red-lined as-builts furnished by the City/Contractor, Psomas will revise the original construction drawings to reflect "Record Drawing" conditions and furnish final drawings in the format requested by the City.



Roles and Responsibilities for City Staff

We have carefully reviewed the City's proposed scope of services and have provided a team of Psomas professionals, as well as subconsultants, to address these needs. We anticipate City staff will only have to provide comments on deliverables provided by Psomas.





Section 4

PROJECT MANAGEMENT PLAN

Communications Approach

Our approach to effective project communications will be similar to Psomas' approach as provided on projects under our current on-call contract with the City. We expect to have daily email communication between Psomas and City Project Managers. Meetings will be scheduled on a weekly basis by phone to keep the City apprised of project status and milestones.

Quality Assurance/Quality Control

The individuals responsible for our Quality Control Program (QCP) are the Project Manager and the Quality Assurance/Quality Control (QA/QC) Manager. Our QCP will be implemented for the duration of the projects under this contract, and is not merely a series of individual events/plan checks at a few points on the schedule. There are three major stages in our QCP: quality assurance (are we doing the right things?), quality control (are we doing things right?), and post-completion quality evaluation (what can we do better?).

In the quality planning stage, we will use the kickoff meeting to determine your QCP expectations. Our QA/QC Manager will then develop a work plan with the Project Manager based upon the client's input, the schedule, and the budget. The work plan identifies specific work products and establishes a set of relevant measures and standards of quality for each of those products. Once the work plan is completed, it is reviewed and approved by the Principal-in-Charge.



Once work on the project begins, we move on to the quality control stage. In this stage we track the execution of the work plan, review our designs and work products, and communicate with the client and team members. We provide project information through our intranet, allowing all team members to monitor the progress of our work plan. Also in this stage, the Quality Control Manager facilitates detailed technical reviews of our design and those of all team members to ensure they meet the quality standards defined in the quality planning stage. This review is continuous throughout the life of the project and ensures a smooth and “constructible” approach.

We have enhanced this stage by taking advantage of new technologies and now save a master plan set in a cloud environment to reduce the number of coordination errors.

By having all team members reviewing and commenting on only one document, we can track the comments and the coordination effort.

Finally, during the post-completion quality evaluation stage, we solicit verbal and written feedback from our client and subconsultants to assess our overall performance and identify improvement opportunities. All of these elements contribute to the success of our design review process.

Our QA/QC Manager will be responsible for independent peer review of each submittal. The following provides a summary of our Quality Assurance and Quality Control Plan:

Quality Assurance — The Process — A Management Oversight Activity

Quality Assurance refers to the process used to meet the Project Objectives and create the deliverables. Our QA/QC Manager will develop a project specific QA Manual with process checklists and project reviews, as well as monitor that the project deliverables are responsive based on the process used to create them.

The Psomas Quality Assurance Program ensures that processes and systems are developed and adhered to in such a way that the deliverables are of good quality. The process is meant to produce deliverables that meet the standard of care the first time with minimal rework.

Quality Assurance processes will be outlined concurrent with starting your project and will include process documentation, establishing standards, developing checklists, conducting project plan checks, and training.

Quality Control — Quality of Deliverables — A Technical Review of the Deliverables

Quality Control refers to quality related activities associated with the creation of the project deliverables. Quality Control is used to verify that deliverables are of acceptable quality and that they are complete and correct. Psomas, Quality Control activities include deliverable peer reviews and the plan check process.

Quality Control is the “check” or the “end-of-the-immediate-task-at-hand” record or analysis that determines the acceptability of the project deliverables. Tasks related to Quality Control will include documented reviews of reports, drawings, specifications and opinions of cost, independent review of calculations, etc. Quality Control reviews will occur with each submittal.

The Psomas Quality Control Program also compares the project deliverables against the original scope of work, project objectives and client expectations, which were developed before the project started.

Psomas Quality Control is a work product-based approach. We check whether the deliverables satisfy the quality requirements as well as the scope of work of the client. Depending upon the results, suitable corrective action is taken by the design team. Quality Control begins once the project design commences.

Based on City of Hermosa Beach requirements and standards developed during the Quality Assurance process, the Quality Control team checks whether the work products (reports, plans, specifications, cost estimates, etc.) meet all those requirements with each submittal.

Section 5

EXPERIENCE AND QUALIFICATIONS



Relevant Projects and References

Relevant project descriptions highlighting Psomas' experience providing services similar to the RFQ's Scope of Work are provided below and on the following pages. Each project description includes contact information for client references whom we are eager for the City to contact.

2018 Sewer Rehabilitation

Rossmoor and Los Alamitos, CA | **Rossmoor/Los Alamitos Area Sewer District**

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Point Repairs
- ▶ CCTV Evaluation

KEY PERSONNEL

Joesph Boyle, PE
Michael Swan, PE
Maira Salcedo, PE, ENV SP
Benjamin Halbach, PE ENV SP

CONTRACT VALUE

\$262,000

REFERENCE

Rossmoor/Los Alamitos Area Sewer District

3243 Katella Avenue
Los Alamitos, CA 90720

Susan Bell

General Manager
(562) 431-2223
losalsewerdistrict@gmail.com



Psomas has served as District Engineer for the Rossmoor/Los Alamitos Area Sewer District (RLAASD) since January 2014. The RLAASD owns and maintains approximately 300,000 feet of VCP sewer ranging in size from 8 inches to 18 inches in diameter in the City of Los Alamitos, the unincorporated Rossmoor area of Orange County, and portions of the City of Seal Beach. District Engineer, Maira Salcedo, is responsible for overseeing all engineering-related matters, including review and approval of developer's plans, maintenance of the District's GIS sewer system files, coordination of annual CCTV coverage with the District's sewer cleaning and maintenance operator, and attendance at District Board of Director meetings on an as-needed basis.

As the District Engineer, Psomas staff is also responsible for reviewing approximately 20,000 to 40,000 LF of sewer system CCTV inspections annually and

2018 Sewer Rehabilitation (Continued)

making appropriate recommendations. Based on the 2016 and 2017 CCTV review (60,000 LF), Psomas made appropriate recommendations for repairs and provided design and construction services for the sewer segment rehabilitation in various locations within the District. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8- through 18-inch pipe at 14 different locations.

Bidding phase services were provided for this project, which included project advertisement coordination, meetings, addenda preparation, and evaluation of the four bids received, and recommended project award. Construction of the project was completed in December 2019. Construction phase services included construction inspection, RFI review, Shop Drawing review, review of pre-construction and post-construction CCTV, progress payment coordination, daily inspection reports, and record drawing preparation.

Psomas reviewed CCTV files and generated cost-effective rehabilitation recommendations including CIPP lining, trenchless point repairs, and replacement only where absolutely necessary. Using a combination of various rehabilitation methods and mechanical cleaning equipment to mitigate calcium deposits at various locations, Psomas' design was able to maximize the amount of lineal footage rehabilitated to enhance the pipeline life cycle.



2015 Sewer Repair

Rossmoor/Los Alamitos, CA | Rossmoor/Los Alamitos Area Sewer District

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Point Repairs
- ▶ CCTV Evaluation

KEY PERSONNEL

Joseph Boyle, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

CONTRACT VALUE

\$130,000

REFERENCE

Rossmoor/Los Alamitos Area Sewer District

3243 Katella Avenue
Los Alamitos, CA 90720

Susan Bell

General Manager
(562) 431-2223
losalsewerdistrict@gmail.com



Psomas has served as District Engineer for the Rossmoor/Los Alamitos Area Sewer District (RLAASD) since January 2014. The District serves a population of approximately 24,000 people residing in the City of Los Alamitos, the unincorporated Rossmoor area of Orange County, and portions of the City of Seal Beach. RLAASD owns and operates approximately 300,000 feet of VCP sewer ranging in size from 8 to 18 inches in diameter. District Engineer, Maira Salcedo, is responsible for overseeing all engineering-related matters, including review and approval of developer's plans, maintenance of the District's GIS sewer system files, coordination of annual CCTV coverage with the District's sewer cleaning and maintenance operator, and attending District Board of Directors meetings on an as-needed basis.

In 2014, Psomas also updated the District's 15-year-old hydraulic sewer model to determine the system's current ability to serve its customer base. As District Engineer, Psomas staff is also responsible for reviewing approximately 20,000 to 40,000 LF of sewer system CCTV tapes annually and making appropriate recommendations for repairs where needed. Based on the 2014 CCTV review, Psomas recommended a combination of CIPP lining of approximately 2,300 feet of 8-inch-diameter sewer in seven separate locations, UV-Cured Point Repairs (trenchless) at eight locations, removal and replacement of approximately 1,800 LF of 8- and 12-inch-diameter pipe in seven areas (including 980 LF of pipe bursting), and point repairs to 8- and 10-inch pipe at 16 different locations.

As part of the project design, Psomas was responsible for obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange. Psomas staff coordinated project advertising, evaluated the seven bids received, and recommended project award. A construction contract was awarded by the District's Board of Directors in September 2015. Psomas handled shop drawing review, and provided daily construction inspection services. Construction of the project was completed in June 2016.

Additionally, Psomas provided Construction Management services to the District and was responsible for inspection of construction methods, materials, techniques, and sequences to evaluate the contractor's compliance with the construction documents, provide observation of material testing, and review all construction prior to burial. Other responsibilities included assisting with monthly progress payment recommendations, measurements of bid items, and assisting with contractor meetings to resolve any differences.

On-Call Design Services for CIP 17-416 Sewer Improvements

Hermosa Beach, CA | City of Hermosa Beach

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Pipeline Replacement
- ▶ CCTV Evaluation
- ▶ Point Repair

KEY PERSONNEL

Joseph Boyle, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

Jimmy Nguyen, EIT, ENV SP

CONTRACT VALUE

\$205,000

REFERENCE

City of Hermosa Beach

1315 Valley Drive
Hermosa Beach, CA
90254

Andrew Nguyen, PE

Assistant Engineer
(310) 318-0212
anguyen@hermosabeach.
gov



Under an On-Call contract with the City of Hermosa Beach, Psomas was retained to prepare construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas, including:

- ▶ **Area 1:** Highland
- ▶ **Area 2:** Harper Avenue
- ▶ **Area 3:** Hermosa Avenue
- ▶ **Area 4:** 24th Street

These areas were derived from the 2017 Sewer Master Plan (SMP) and depicted in four separate exhibits. In March 2018, the City hired Psomas to evaluate the existing conditions of these selected sewer segments and confirm the SMP's recommendations or provide supplemental recommendations, if appropriate. Our NASSCO certified engineers evaluated the CCTV reports and videos and categorized each of the segments into one of the following:

1. **Remove and Replace:** Removal and replacement of the entire pipe segment from manhole to manhole
2. **Point Repair:** Removal and replacement of localized portions of a pipe typically 3–15 LF)
3. **Line Pipe:** Cured-in-place (CIPP) liner from manhole to manhole
4. **Deposit/Root Removal:** No structural deficiencies, but has heavy deposits or roots that may result in blockage of flow or future structural damage
5. **No Repair**

Psomas found that, although the City's sewer system is reaching the end of its design life, the majority of the concrete pipe is in good condition overall and not structurally compromised. As a result, we were able to reduce the amount of remove and replace from 9,200 LF to 1,850 LF and increase the amount of lining from 2,700 LF to 7,900 LF, resulting in significant construction cost savings.

In addition, we performed a field evaluation of approximately 90 sewer manholes within the project area to determine if the SMP recommendations for improvement are confirmed or need supplemental modifications. The final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

On-Call Design Services for CIP 19-421 Sewer Improvements

Hermosa Beach, CA | City of Hermosa Beach

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Pipeline Replacement
- ▶ CCTV Evaluation
- ▶ Point Repair

KEY PERSONNEL

Joesph Boyle, PE

Michael Swan, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

Tom Pilarski, PLS

Christopher Riehle, PLS

CONTRACT VALUE

\$201,000

REFERENCE

City of Hermosa Beach

1315 Valley Drive
Hermosa Beach, CA
90254

Andrew Nguyen, PE

Assistant Engineer
(310) 318-0212
anguyen@
hermosabeach.gov



Soon after construction completion of the CIP 17-416 Sewer Improvement project design by Psomas, under an On-Call contract with the City of Hermosa Beach in 2019, Psomas was asked to prepare construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas, including:

- ▶ **Area 1:** Prospect Avenue
- ▶ **Area 2:** Aviation Boulevard
- ▶ **Area 3:** Hermosa Avenue
- ▶ **Area 4:** 25th Street
- ▶ **Area 5:** Beach Drive
- ▶ **Area 6:** Bayview Drive

These areas were derived from the 2017 Sewer Master Plan (SMP) and depicted in six separate exhibits. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, as appropriate. Our NASSCO certified engineers evaluated the CCTV reports and videos and categorized each of the segments into one of the following:

1. **Remove and Replace:** Removal and replacement of the entire pipe segment from manhole to manhole
2. **Point Repair:** Removal and replacement of localized portions of a pipe (typically 4–35 LF)
3. **Line Pipe:** Cured-in-place (CIPP) liner from manhole to manhole
4. **Deposit/Root Removal:** No structural deficiencies, but has heavy deposits or roots that may result in blockage of flow or future structural damage
5. **No Repair**

On-Call Design Services for CIP 19-421 Sewer Improvements (Continued)

Psomas found that, although the City's sewer system is reaching the end of its design life, the majority of the pipe is overall in good condition and not structurally compromised.

As a result, we were able to reduce the amount of remove and replace from 10,900 LF to 4,500 LF and increase the amount of lining from 1,700 LF to 7,900 LF, resulting in engineering cost savings and significant construction cost savings, so much so that additional segments were added to the original scoped segments within the engineering design contract. Over 60% (2,800 LF) of the removed and replaced segments are being relocated from public concrete sidewalks into the street's travel lanes.

In addition, Psomas performed a field evaluation of 116 sewer manholes within the project area to determine if the SMP recommendations for improvement are confirmed or need supplemental modifications. The final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; 20 LF of deposit and root removal; and 57 rehabilitated manholes.



Pelican Hill Golf Club Sewer Pipeline Rehabilitation

Newport Coast, CA | Irvine Ranch Water District

RELEVANCE TO THIS PROJECT

- ▶ Sewer Pipeline Lining
- ▶ Sewer Point Repairs
- ▶ CCTV Evaluation

KEY PERSONNEL

Joesph Boyle, PE

Michael Swan, PE

Maira Salcedo, PE, ENV SP

Benjamin Halbach, PE ENV SP

Jimmy Nguyen, EIT, ENV SP

CONTRACT VALUE

\$109,000

REFERENCE

Irvine Ranch Water District

15600 Sand Canyon
Avenue
Irvine, CA 92618

Christian Kessler

Engineer
(949) 453-5441
kessler@irwd.com



Irvine Ranch Water District (IRWD) owns and maintains four sewer pipelines that convey flows through the Pelican Hill Golf Club (PHGC) and Pelican Hill Community Association. The four sewer pipelines were constructed in the early 1990s with a mix of polyvinyl chloride (PVC) and epoxy-lined ductile iron pipe (DIP) ranging from 8- through 12-inch-diameter. As part of IRWD's routine CCTV inspection, portions of these areas were found to be experiencing material pitting, and deformation and/or liner failure at various locations.

In May 2019, IRWD hired Psomas to evaluate the existing conditions of 6,027 LF of sewer pipe and provide professional design services for the four sewer pipelines. Our NASSCO certified engineers evaluated the CCTV reports and videos. We found the majority of the pipelines were in good overall condition. As part of the design services provided, Psomas assisted in coordination with the PHGC to minimize disruption to its operations, and preparation of conceptual construction area layouts and conceptual construction access to manholes within the PHGC. The final design plans completed in November 2019 resulted in 2,420 LF of lining, 5 LF of root removal, and 35 LF of calcium deposit removal.

Construction phase services included RFI review, Shop Drawing review, review of pre-construction, pre-lining, and post-construction CCTV, and record drawing preparation. IRWD decided to complete the record drawings due to the minor contractor as-built markups. Construction of the project was completed in April 2020.

University of California, Los Angeles, Veteran Avenue Sewer Improvements

Los Angeles, CA/University of California, Los Angeles

RELEVANCE TO THIS PROJECT

- ▶ Utility Research
- ▶ Preliminary and Final Design
- ▶ Agency Coordination

KEY PERSONNEL

Ryan Lynch, PE, QSD, LEED AP, ENV SP

Michael Swan, PE

CONTRACT VALUE

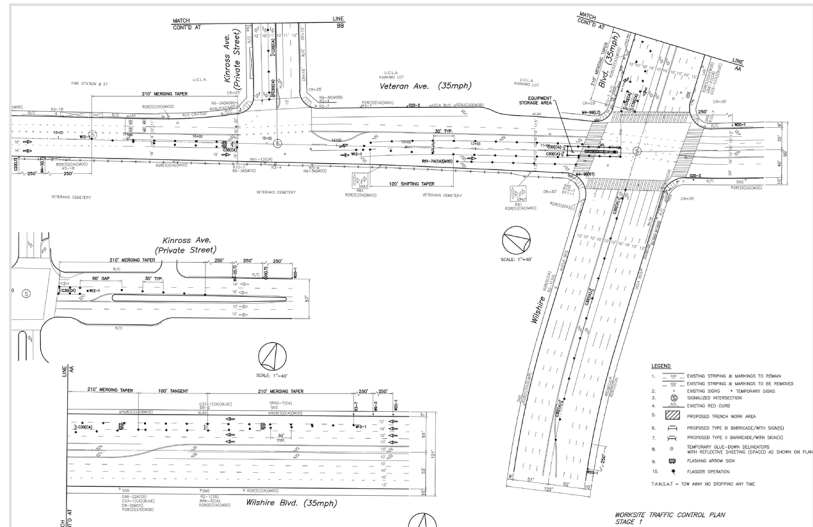
\$88,000

REFERENCE

University of California, Los Angeles
405 Hilgard Avenue, 3rd Floor
Los Angeles, CA 90095

Ara Aroyan, PE
Project Director, Design and Construction
(310) 206-0348
aaroyan@caponet.ucla.edu

This project included upgrades to 1,600 LF of the existing City of Los Angeles sanitary sewer main, located under Veteran Avenue between Wilshire and Sunset Boulevards, to accommodate future University projects. Psomas, as the Engineer of Record, managed and coordinated all design and construction document preparation tasks and construction administration responsibilities. The scope of work included review of future project requirements and recommending upgrades to the existing underground sewer line. Psomas also developed traffic control plans, the challenging aspects involved restrictive work hours, required maintenance of identified access routes, specified construction equipment, project schedule, and coordination with the City of Los Angeles, UCLA, and the local fire department.



Milton Street Park

Los Angeles, CA/SWA Group

RELEVANCE TO THIS PROJECT

- ▶ Stormwater Management Improvements
- ▶ Preliminary and Final Design
- ▶ Construction Phase Services

KEY PERSONNEL

Ryan Lynch, PE, QSD, LEED AP, ENV SP

Michael Mulgrew, PE, QSD/P, ENV SP

CONTRACT VALUE

\$103,000

REFERENCE

Mountains Recreation and Conservation Authority

5750 Ramirez Canyon Road
Malibu, CA 90265

Ana Straabe

Deputy Chief of Urban Projects and Watershed Planning Division
(323) 221-9944 x107
ana.straabe@mrca.ca.gov



Psomas provided civil engineering services for the Milton Street Park, a new 1.2-acre urban park along the Ballona Creek Bike Trail. Approximately 1,000 feet in length and 45 feet wide, the park includes bike trail enhancements, seating and picnic areas, naturally vegetated open space, native plantings, bird watching platforms, as well as the creation of an interpretative ecological habitat. The park incorporated Low Impact Development (LID) measures, a regional stormwater capture and treatment facility, and utilized the City of Los Angeles Green Street Standards for project elements such as vegetated stormwater curb extensions (VSCEs) and interlocking pavers in parking areas.

Psomas' civil engineering services included pre-design, design phase, and construction document phase services, Storm Water Pollution Prevention Plan (SWPPP), Standard Urban Stormwater Mitigation Plan (SUSMP), bidding and construction support, meetings, and coordination with the City of Los Angeles Department of Building and Safety, Department of Public Work Bureau of Engineering (DPW-BOE,) and Department of Transportation Processing. Psomas also provided revocable permit processing, design, bid, and construction administration services. In addition, public improvements "B" Permit documents were prepared during the construction document phase that were submitted to the Bureau of Engineering and the Department of Transportation for review and approval.



City of Beverly Hills, North Santa Monica Boulevard (NSMB) Reconstruction

Beverly Hills, CA/City of Beverly Hills

RELEVANCE TO THIS PROJECT

- ▶ Stormwater Management Improvements
- ▶ Traffic Control Plans
- ▶ Permitting Assistance

KEY PERSONNEL

Ryan Lynch, PE, QSD, LEED AP, ENV SP

Michael Mulgrew, PE, QSD/P, ENV SP

Jimmy Nguyen, EIT, ENV SP

CONTRACT VALUE

\$1.3 million

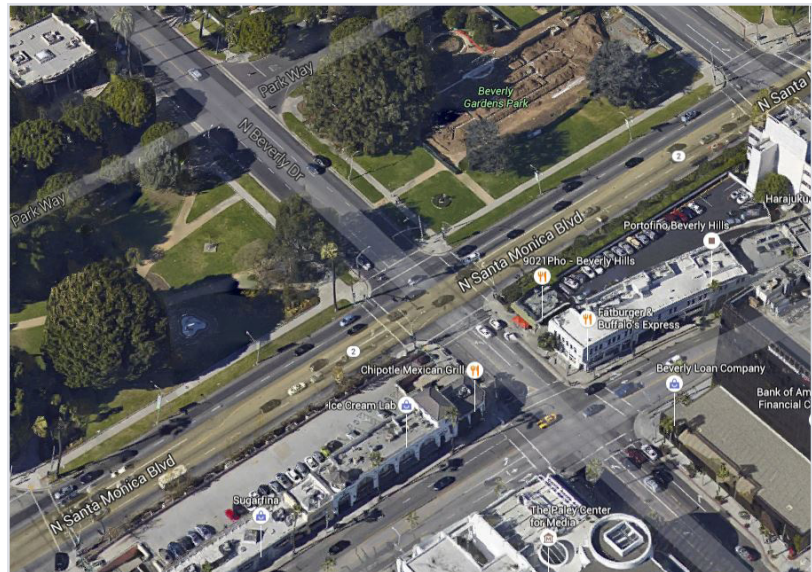
REFERENCE

City of Beverly Hills

405 Hilgard Avenue, 3rd Floor
Los Angeles, CA 90095

Samer Elayyan, PE

Project Manager
(310) 285-2524
selayyan@beverlyhills.org



The City of Beverly Hills reconstructed North Santa Monica Boulevard (NSMB) from the eastern city limit with West Hollywood to the western city limit with Los Angeles. As one of the major east-west arterials in the City, fronted by many city landmarks including the Beverly Gardens Park, this was a significant undertaking and was closely monitored by the public. Since roadway and stormwater management improvements were required due to the deteriorated conditions, this reconstruction project provided the City with a once-in-a-lifetime opportunity to improve the design of the corridor by the implementation of sustainable practices and urban design enhancements including pedestrian and bicycle mobility.

While preserving the local character and enhancing public spaces, Psomas provided a sustainable approach to design services for the complete reconstruction of NSMB that included extensive public outreach, paving and surface drainage improvements, traffic signal design, stormwater management, raised crosswalks, and urban design improvements.

Psomas also provided civil engineering design services included the design of the corridor, implementation of sustainable practices, urban design enhancements, and pedestrian improvements. Phase I services included project management and outreach plan, and Pre-Design Report. Phase II services included Plans, Specifications, and Estimates (PS&E); permitting and agency coordination; bid and award support;



Experience and Qualifications of Key Personnel

Joseph Boyle, PE

Contract Manager



REGISTRATION

1989/CA/Professional
Engineer/Civil/44497

EDUCATION

1984/BS/Civil Engineering/
California Polytechnic State
University, San Luis Obispo

PROFESSIONAL AFFILIATIONS

American Water Works
Association
California Water
Environment Association
Orange County Water
Association
Association of California
Water Agencies
American Society of Civil
Engineers, Orange County
Branch

EXPERIENCE

With Psomas for 24 years;
with other firms for 12 years

Joe Boyle has 36 years of experience in the planning and design of wastewater facilities, water transmission, distribution, and storage facilities. He has prepared plans and specifications for water and sewer main, storm drain, and roadway design, as well as provided construction phase services. Mr. Boyle also has extensive experience in the planning and design of public works projects, including site development, grading and storm drain design, and streets and highways.

Experience

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA:

Team Leader for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA:

Team Leader for the design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8-inch through 18-inch pipe at 14 different locations. Duties included obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange, coordination for project advertising, evaluation of the bids received, and recommendation of project award.

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport Coast, CA:

Team Leader for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club and Pelican Hill Community Association for Irvine Ranch Water District. Also provided construction phase services that included, but were not limited to, active participation in construction meetings, review and response to shop drawings and contractor Request for Information, site visits, and record drawing preparation.



Michael Daly, PE, ENV SP

QA/QC Manager

Mike has 28 years of experience in the field of water resource design. He currently manages our utility design and water resources team, which completes a variety of project types including watershed and floodplain studies, flood control mitigation studies and design, sanitary sewer and storm drain planning and design, potable water system planning and design, and utility coordination modifications.

Mike has managed numerous water resources and flood control related projects under on-call contracts for numerous clients in both Arizona and California. Locally, these clients include Pima County, Santa Cruz County, City of Tucson, City of Benson, Town of Sahuarita, and Town of Oro Valley. He understands the often unique challenges of these projects with regards to aggressive schedule and budget limitations and strives to provide value by fully understanding the goals of the project.

REGISTRATION

1999/AZ/Professional
Engineer/Civil/33984

2002/CA/Professional
Engineer/Civil/63340

EDUCATION

1992/BS/Hydrology and
Water Resources/College
of Engineering and Mines,
University of Arizona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

EXPERIENCE

With Psomas for 21 years;
with other firms for 7 years

Experience

City of Los Angeles, North Spring Street Bridge over the Los Angeles River, Los Angeles, CA:

Drainage Engineer for the widening of the North Spring Street Bridge over the Los Angeles River. This high-profile, \$36 million project addressed seismic and geometric deficiencies, improved pedestrian and cyclist safety, and will preserve the historic integrity of the bridge. The new design consisted of widening the south side of the bridge and the approaches, adding a new signalized intersection, rehabilitating existing street lights and fabricating new street lights, street improvements, and new park improvements.

65th Street Transit Center Relocation, Sacramento, CA:

Drainage Engineer responsible for the management and oversight of the preliminary engineering, design, and preparation of PS&E for the relocation of the existing 65th Street Bus Transfer Facility. The purpose of the project was to vacate the existing RT-owned parcel between 65th Street and 67th Street to make way for a proposed development of this block. The project involved significant coordination with Sacramento Housing and Redevelopment Agency (SHRA), the developer, City of Sacramento, and RT. The design also included consideration of elements of the proposed "ultimate" station design for the 65th Street Station. The project included traffic analysis, roadway and drainage design, traffic signal and lighting design, landscaping and irrigation, utility coordination, right-of-way engineering, and extensive stage construction and traffic handling to maintain bus operations during construction.

Centennial, EIR Studies Reports, Tejon Ranch, CA:

Drainage Engineer for a new development to be built on 6,000 acres of an 11,700-acre site. Plans include 23,000 homes, a business district, schools, libraries, retail, entertainment, recreation centers and medical facilities to be built over 20 years. 5,500 acres will be devoted to open space. Created a detailed XPSWMM MODRAT hydrology model covering offsite and onsite watersheds for both existing and preliminary proposed conditions. Prepared and submitted a Masterplan Hydrology report for review by Los Angeles County.



Michael Swan, PE

QA/QC Manager

Mike has 45 years of experience in project engineering and management of diverse public works and public finance projects throughout Southern California. He has extensive experience in water resources master planning and design, as well as the development and implementation of financing for these and other public works projects.

Experience

REGISTRATION

1975/CA/Professional
Engineer/Civil/25737

EDUCATION

1970/BS/Civil Engineering/
University of California,
Davis

PROFESSIONAL AFFILIATIONS

Association of California
Water Agencies

Orange County Water
Association

EXPERIENCE

With Psomas for 18 years;
with other firms for 27
years

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA:

QA/QC Manager for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA:

QA/QC Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA: QA/QC Manager for design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8- through 18-inch pipe at 14 different locations.

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport Coast, CA:

QA/QC Manager for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club and Pelican Hill Community Association for Irvine Ranch Water District. Assisted in the coordination with the PHGC to minimize disruption to its operations and preparation of conceptual construction area layouts and conceptual construction access to manholes within the PHGC.



Maira Salcedo, PE, ENV SP

Project Manager/Sewer

Maira has over 15 years of experience in design of sewer systems, water systems, and report preparation on public works projects throughout Southern California. Her computer experience includes AutoCAD (including Civil3D), ArcView, MS Project, and various spreadsheet and word processing software packages.

Experience

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA:

Project Manager for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, as appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal.

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA:

Project Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport Coast, CA:

Project Manager for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club (PHGC) and Pelican Hill Community Association for Irvine Ranch Water District. Also assisted in coordination with the PHGC to minimize disruption to its operations and preparation of conceptual construction area layouts and conceptual construction access to manholes with the PHGC.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA:

Project Manager for the design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8- through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8-inch through 18-inch pipe at 14 different locations. Duties included obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange, coordination for project advertising, evaluation of the bids received, and recommendation of project award.

REGISTRATION

2011/CA/Professional
Engineer/Civil/77370

EDUCATION

2006/BS/Civil Engineering/
California State University,
Fullerton

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Pipeline Assessment
Certification
Program/#U-508-700/
NASSCO

Manhole Assessment
Certification
Program/#U-508-7002/
NASSCO

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers, Orange County
Branch

Orange County Water
Association

EXPERIENCE

With Psomas for 15 years;
with other firms for 1 year



Benjamin Halbach, PE, ENV SP

Project Engineer/Sewer

Benjamin Halbach has over six years of experience in design of water and sewer systems and facilities, including design of new pipelines, pipeline and manhole assessment and rehabilitation, transmission valve replacements, pump stations, and groundwater production wells. His experience includes involvement in all phases of client deliverable creation, including comprehensive plan development in AutoCAD Civil 3D, specification writing, and detailed cost estimates. Ben's design experience also includes site layout plans and rough grading. Benjamin has worked on projects for a variety of clients throughout southern California, including Liberty Utilities, UC Irvine, Irvine Ranch Water District, Elsinore Valley Municipal Water District, Long Beach Water Department, and the cities of Anaheim, Hermosa Beach, and Newport Beach.

REGISTRATION

2017/CA/Professional
Engineer/Civil/87555

EDUCATION

2014/BS/Civil Engineering/
University of California,
Irvine

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Pipeline Assessment
Certification Program/
#U-1115-07002009/NASSCO

Manhole Assessment
Certification Program/
#U-1115-07002009/NASSCO

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers

Theta Tau Professional
Engineering

EXPERIENCE

With Psomas for 6 years

Experience

On-Call Design Services for CIP 17-416 Sewer Improvements, City of Hermosa Beach, CA: Project Engineer for preparation of construction plans and specifications for approximately 2,700 LF of sewer lining, 9,200 LF of sewer replacement, and 39 manholes to be rehabilitated. The project was organized into four distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 90 sewer manholes. Final design plans resulted in 1,850 LF of remove and replace segments; 100 LF of point repairs at 23 locations; 7,900 LF of lining; 700 LF of deposit and root removal; and approximately 650 LF where no repair or rehabilitation was required.

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA: Project Engineer for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

2018 Sewer Rehabilitation Project, Rossmoor/Los Alamitos, CA: Project Engineer for design of sewer segment rehabilitation in various locations in Rossmoor and the City of Los Alamitos for Rossmoor/Los Alamitos Area Sewer District. As District Engineer, Psomas staff reviewed 60,000 feet of sewer system CCTV tapes and made appropriate recommendations for repairs where needed. The rehabilitation design comprised a combination of CIPP lining of approximately 2,830 feet of 8-inch through 18-inch-diameter sewer in 11 separate locations; UV-Cured Point Repairs (trenchless) at 68 locations; removal and replacement of approximately 860 feet of 8- and 10-inch-diameter pipe in four areas; and point repairs to 8-inch through 18-inch pipe at 14 different locations. Duties included obtaining preliminary encroachment permits from the City of Los Alamitos and the County of Orange, coordination for project advertising, evaluation of the bids received, and recommendation of project award.



REGISTRATION

2007/CA/Professional
Engineer/Civil/71441

EDUCATION

2003/BS/Civil Engineering/
University of Southern
California

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

LEED Accredited
Professional/U.S. Green
Building Council

EXPERIENCE

With Psomas for 5 years;
with other firms for 12 years

Ryan J. Lynch, PE, QSD, LEED AP, ENV SP

Project Manager/Storm Drain

Ryan Lynch has 17 years of civil engineering experience focused on clients, project management, and communication. He has successfully managed projects that involved complex grading, drainage, and utilities solutions for municipal and state projects. Ryan is a strong, tactful, straight-forward communicator with a dedication to his client's best interests.

Experience

North Santa Monica Boulevard Reconstruction, City of Beverly Hills, CA:

As Project Manager, provided civil engineering design services to reconstruct North Santa Monica Boulevard (NSMB). Improvements include the design of the corridor, implementation of sustainable practices, addition of bicycle lanes, urban design enhancements, and pedestrian improvements. Phase I services include project management and outreach plan, and Pre-Design Report. Phase II services include plans, specifications and estimate (PS&E), permitting and agency coordination, bid and award support, construction administration and project close-out support.

Parcel B Mixed-Use Development, Culver City, CA: Project Manager for civil engineering design services for a mixed-use project. Elements of the project include a retail and office building, two levels of underground parking, and a community town plaza which is developed in collaboration with the City. Also providing construction of a storm drain in the right-of-way that will be owned by the City of Culver City.

California State Polytechnic University, Pomona, Student Housing Replacement, Pomona, CA:

Assistant Project Manager providing civil engineering services for design and construction support for this 300,000 GSF/800- to 1,000-bed student housing project with an expanded mechanical central plant and a stand-alone 35,000 GSF single story dining commons to support the housing and student, faculty, and staff campus dining needs. Psomas' scope of services includes: 1) realignment of Kellogg Drive; 2) onsite rough grading; demolition of existing Kellogg Drive; preparation of building pads; relocation of on-site CPP water, sewer and storm drain utilities; and design of proposed water, sewer and storm drain backbone utilities to serve the new housing buildings; 3) onsite precise grading, hardscape, paving, water, fire water, sewer and drainage infrastructure of the housing, central plant and dining commons.

City of Beverly Hills, Beverly Gardens Park, Beverly Hills, CA: Project Manager provided civil engineering design services and construction support for the reconstruction of the existing historic park. The scope of services focused on grading and Americans with Disabilities Act (ADA) compliance. Historic pergolas were analyzed for the structural condition and repairs were recommended. In addition, Traffic Calming Measures were incorporated into the improvements on North Santa Monica Blvd. Psomas designed 10 Portland Cement Concrete (PCC) raised crosswalks on various east/west side streets to slow vehicles down as they approach Beverly Gardens Park. Two new catch basins were designed at each raised crosswalk location to address stormwater flow. The City chose to install catch basins instead of pipes through the raised crosswalks to avoid ponding, debris collection, and frequent maintenance.

University of California, Los Angeles, Veteran Avenue Sewer Improvements, Los Angeles, CA:

Project Manager for providing professional services to upgrade existing City of Los Angeles sanitary sewer pipes to accommodate future University projects and comply with City requirements. Psomas, as the engineer-of-record, managed and coordinated all design and construction document preparation tasks and construction administration responsibilities.



Michael Mulgrew, PE, QSD/P, ENV SP

Senior Project Engineer/Storm Drain

Michael Mulgrew has 21 years of practical engineering experience in the areas of street and highway design, site development, utilities, storm drain hydrology and hydraulics, and various construction methods. He has a proven track record of managing and delivering complex projects on time and within budget. He has practical knowledge of Caltrans standards and procedures and is proficient in AutoCAD and Microstation design software. As a Certified QSP/D, Michael prepares, oversees, and implements many Storm Water Pollution Prevention Plans (SWPPPs) for our education clients.

REGISTRATION

2003/CA/Professional
Engineer/Civil/64232

EDUCATION

1999/BS/Civil Engineering/
California State Polytechnic
University, Pomona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Qualified SWPPP
Developer/California
Stormwater Quality
Association

Qualified SWPPP
Practitioner/California
Stormwater Quality
Association

EXPERIENCE

With Psomas for 7 years;
with other firms for 14 years

Experience

Mt. San Antonio College, Farm Precinct Plan, Walnut, CA: Project Engineer performing analysis of Plan-Phase I Existing Site Conditions that involved the evaluation, documentation, and reporting of existing site conditions; this collected data will inform Phase II Precinct Plan Preparation. Civil engineering services included aerial topographic survey, site data collection, existing conditions hydrology study, storm drain system needs assessment, stormwater quality regulatory compliance evaluation, existing conditions report, meetings and coordination, and optional survey and subsurface utility investigation.

Milton Street Park, Los Angeles, CA: Project Engineer for civil engineering design for a new 1.2-acre urban park alongside the Ballona Creek Bike Trail. The park includes native plantings, bird watching platforms, bike trail enhancements, seating areas, outdoor picnic areas, and an onsite stormwater capture and treatment system. Public improvements included “green street” measures within the Milton Street right-of-way abutting the park site, including new landscape, hardscape, and stormwater management facilities.

City of Beverly Hills, North Santa Monica Boulevard (NSMB)

Reconstruction, Beverly Hills, CA: Project Engineer providing civil engineering design services to reconstruct North Santa Monica Boulevard (NSMB). Improvements include the implementation of storm drain reconstruction and upgrades, design of the corridor, implementation of sustainable practices, addition of bicycle lanes, urban design enhancements, and pedestrian improvements. Responsible for the eastern city limit with West Hollywood to the western city limit with Los Angeles. Improvements include the implementation of storm drain reconstruction and upgrades, the design of the corridor, implement sustainable practices, bicycle lanes, urban design enhancements and pedestrian improvements. Phase I services include project management and outreach plan, and Pre-Design Report. Phase II services include plans, specifications and estimate (PS&E), permitting and agency coordination, bid and award support, construction administration and project close-out support.

Mt. San Antonio College, Athletic Complex Stormwater

Improvements, Walnut, CA: As Project Engineer, provided civil engineering design services for a new stormwater treatment facility at the Athletic Complex East (ACE) project site to treat stormwater runoff from the ACE site and future Gym, Parking Structure ‘R’ and Parking Structure ‘S’ project sites; the stormwater treatment system was integrated in to the design of these projects. The stormwater treatment system was designed to comply with the County of Los Angeles Low Impact Design (LID) guidelines.



Jennifer Marks

Environmental Planning

Jennifer Marks is a Senior Project Manager with over 22 years of experience in environmental documentation and analysis consistent with CEQA and NEPA. Jennifer's career has focused on a wide variety of projects, including mixed-use, residential, office, and resort developments; specific plan and general plan analyses; transportation infrastructure; and various utility infrastructure projects. She has managed multiple water and wastewater infrastructure projects, including projects for the Santa Margarita Water District; Irvine Ranch Water District; City of Anaheim Public Utilities Department for water projects and Public Works Department for sewer projects; and the Water Replenishment District of Southern California. She has also prepared environmental documentation and supplemental information to meet specific agency requirements, including those for the following agencies: Caltrans; State Water Resources Control Board; U.S. Bureau of Reclamation; U.S. Environmental Protection Agency; USACE; USFWS; CDFW; various local planning and development departments; and private developers. Through her project work, Jennifer has developed strong working relationships with agency personnel, County and City staff, private developers, and a variety of specialty consultants.

EDUCATION

1999/BS/Natural Resources, Planning and Interpretation/Humboldt State University

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Environmental and Water Resources Institute

EXPERIENCE

With Psomas for 21 years; with other firms for 1 year

Experience

Irvine Ranch Water District Irvine Lake Pipeline Conversion Project Initial Study/Mitigated Negative Declaration, Orange County, CA:

Project Manager for preparation of environmental documentation for conversion of the northern segment of the Irvine Lake Pipeline from an untreated water pipeline to a recycled water pipeline. The project involves construction of a new recycled water storage tank, installation of recycled water pipelines, and conversion of existing domestic water facilities to accommodate the recycled water supply. Psomas prepared a mitigated negative declaration for this project and completed additional technical studies to comply with CEQA-Plus guidelines pursuant to the Clean Water State Revolving Fund requirements. This project represents the first task order associated with Psomas' On-Call CEQA and NEPA Consultation Services agreement with IRWD.

Eastern Municipal Water District, Murrieta Road Transmission Pipeline Project IS/MND, Menifee, CA:

Project Manager, Archaeologist for the IS/MND to construct and operate a 36- to 42-inch-diameter water transmission line from the Perris II Desalter Complex (Desalter) in the City of Menifee approximately 1.33 miles south, mostly in the Murrieta Road right-of-way, to La Piedra Road, where the proposed pipeline will connect to an existing 36-inch-diameter water main in La Piedra Road about 250 feet east of its intersection with Murrieta Road. The proposed project will provide capacity to transmit potable water from the Desalter to the existing main in La Piedra Road.

Intersection Improvements on Hyperion Avenue and Glendale Boulevard (TOS 004E), Los Angeles, CA:

Environmental Project Manager for the intersection improvements funded by LA Metro's Call for Projects. Scope of services involve traffic queuing analysis, on-street parking considerations, design of exclusive turn lanes to alleviate queuing and traffic congestion, Class II Bike lanes, a new crosswalk to facilitate safe pedestrian passage across Glendale Boulevard, traffic signal improvements, and improving the drainage system and infiltration basins. Jennifer oversaw preparation of a Categorical Exemption Memorandum with a full Initial Study Checklist for the project and managing development of environmental technical studies.



Christopher Riehle, PLS

Survey

Chris Riehle has 19 years of experience in a wide array of survey and mapping disciplines, including ALTA/NSPS Land Title Surveys, boundary analysis, topographic mapping, preparation and review of parcel maps, final maps and Records of Survey, lot line adjustments, legal description preparation, analysis and mapping of rights-of-way and easements, and extensive GPS post-processing and geodetic control network establishment throughout California and Nevada.

REGISTRATION

2018/CA/Professional Land Surveyor/9453

EDUCATION

2002/BS/Geography, GIS
Minor/California State
Polytechnic University,
Pomona

PROFESSIONAL AFFILIATIONS

California Land Surveyors
Association

American Council of
Engineering Companies

Women's Transportation
Seminar, Orange County
Chapter

EXPERIENCE

With Psomas for 3 years;
with other firms for 16 years

Experience

On-Call Design Services for CIP 19-421 Sewer Improvements, Task

Order #2, Hermosa Beach, CA: Survey Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized. Field evaluation was performed on approximately 116 sewer manholes. Final design plans resulted in 4,500 LF of remove and replace segments; 100 LF of point repairs at about 12 locations; 8,000 LF of lining; and 20 LF of deposit and root removal.

Arbor Street and Locust Avenue Sewer Improvement (SC-0373) - Long Beach, CA:

Survey Manager for preparation of a sewer study for an area with approximately 15,000 LF of sewer mains with much of the system constructed in the 1930s and 1940s. Sewers in the study area present many challenging issues including portions with capacity constraints, sags, a siphon under a storm channel, a crossing under a railroad, and sewers running under backyards and a mobile home park. A hydraulic model was prepared in InfoSewer using the City's sewer GIS and available as-builts. Flow monitoring was conducted, and the model was calibrated to both dry and wet weather flow conditions. The calibrated model was used to develop potential improvements that would upsize, divert, and/or realign facilities to alleviate capacity issues identified for peak dry and wet weather flow. Utility research and sewer manhole surveys were conducted to determine feasible alternatives and recommendations for capital improvements. A preliminary design report documented the entire study with recommended capital improvements.

Sewer System Evaluation Study - Hydraulic Analysis Component -

Maywood, CA: Project Surveyor for preparation of a hydraulic model of the City's entire sewer collection system consisting of approximately 21.5 miles of 8- to 15-inch sewer lines. The City was under a mandate by the State Water Board to complete this sewer model in order to check sewer line capacity due to sewer spills that had occurred within their system. A model in InfoSewer was quickly prepared using the City's existing GIS. The GIS had invert inconsistencies and missing invert information on many manholes, so assumptions were made regarding slopes based on research of limited available plans and/or assuming an equal slope between manholes where it appeared there was good invert data.



Tom Pilarski, PLS

Subsurface Utility Engineering

Tom Pilarski has 26 years of experience in surveying and mapping. He oversees our ASCE Standard 38-02 Utility Detection and Mapping team. Since Psomas expanded its suite of services into the subsurface utility locating and mapping business line, Tom has overseen projects that involved utility location where little or no as-built data existed. He also provides a second opinion when Psomas utility detection crews followed the 811 Dig alert locator to verify the utilities detected. He is responsible for development of Records of Survey, right-of-way mapping, tract and parcel maps, condominium plans, ALTA surveys and easement legal descriptions.

REGISTRATION

2010/CA/Professional Land Surveyor/8732

EDUCATION

2008/Diploma/M.Div./
Religious Studies/The
Master's University/Santa
Clarita

1990/BA/Political Science/
University of California, Los
Angeles

CERTIFICATIONS

PROFESSIONAL AFFILIATIONS

California Land Surveyors
Association

American Society of Civil
Engineers

American Council of
Engineering Companies

Utility Engineering and
Surveying Institute

EXPERIENCE

With Psomas for 13 years;
with other firms for 13 years

Experience

On-Call Design Services for CIP 19-421 Sewer Improvements, City of Hermosa Beach, CA:

Utilities Detection Manager for preparation of construction plans and specifications for approximately 1,700 LF of sewer lining, 10,900 LF of sewer replacement, and 116 manholes to be rehabilitated. An additional 5,800 LF of sewer pipe within an upcoming City paving project was added and evaluated for structural and operational deficiencies. The project was organized into six distinct areas. Psomas evaluated the existing conditions of these selected sewer segments and confirmed the SMP's recommendations or provided supplemental recommendations, if appropriate. CCTV reports and videos for each of the segments were evaluated and categorized.

Disney Prospect Studios, Subsurface Utility Detection, Burbank, CA:

Utilities Detection Manager for paving and utility improvements including complete grading and utility submittal to the City of Los Angeles. The project also involved the use of multiple utility detection equipment to detect and mark multiple utilities that were known and unknown to the studio maintenance staff. Tom performed subsurface utility detection services for the design of a new water line.

Sempra Pipeline Safety Enhancement Plan (PSEP), Los Angeles, Ventura, and Orange Counties, CA:

Utilities Detection Manager for providing surveying and mapping and subsurface utility detection services in support of hydrotest, replacement projects, and valve upgrades across Southern California. Psomas provided full-time staff augmentation to develop project standards to be used for the surveying and mapping components. Supervising subsurface utility detection services for various PSEP projects. These projects involve utility detection at the beginning of the project to detect and mark various utilities to aid in the pipeline design and prior to construction to verify that the 811 Dig Alert marks were accurate and complete.

EJ Gallo Fermentation and Glass Facilities, Subsurface Utility Detection, Modesto, CA:

Utilities Detection Manager for performing subsurface utility detection services for the design of additional facilities being built. This project involved the use of multiple utility detection equipment to detect and mark multiple utilities that were known and unknown to the facilities staff.

SL38-101 Replace Section 1 & 2, Bakersfield, CA: Utilities Detection Manager as a subconsultant to Snelson to provide second opinion utility detection services prior to excavating and constructing two gas pipeline replacement projects.



Darlene Danehy Yellowhair, PE, PTOE, RSP, ENV SP

Traffic Control/Staging

Darlene Danehy has extensive experience with a variety of traffic engineering projects, including traffic impact studies, traffic reports, safety studies, signal warrant studies, corridor studies, signal timing and coordination, signing and striping design, and traffic signal design. She also has experience with design and studies for alternate modes of travel, Road Safety Assessments, transportation planning, and roadway design. Darlene is well-versed in Synchro, SimTraffic, HCS, SIDRA, and GIS, and has experience with AutoCAD, MicroStation, and InRoads.

REGISTRATION

2009/AZ/Professional
Engineer/Civil/50215

2017/CA/Traffic
Engineer/2827

EDUCATION

2006/MS/Civil Engineering/
Cornell University

2004/BS/Civil Engineering/
University of Arizona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

Professional Traffic
Operations Engineer/
Transportation Professional
Certification Board Inc.

LEED Accredited
Professional/U.S. Green
Building Council

PROFESSIONAL AFFILIATIONS

Institute of Transportation
Engineers

American Society of Civil
Engineers

EXPERIENCE

With Psomas for 14 years

Experience

Coronado Cays Entrance Improvements and Bayshore Bikeway Traffic Study, Coronado, CA: Traffic Engineer for developing alternatives and conceptual plans to resolve safety concerns associated with vehicular/bike conflicts at the entrance to the Coronado Cays. The entrance to the Cays crosses the Bayshore Bikeway and has been the site of numerous crashes and near-misses. A public workshop was held to gather information prior to developing conceptual plans, which demonstrated multiple potential improvements for the intersection. Project also included extensive coordination with the City of Coronado and the public. Darlene was responsible for analyzing existing data, developing the alternatives, and coordinating with the City and the public.

Dana Point Town Center at Pacific Coast Highway and Del Prado, Dana Point, CA: Traffic Engineer for the Dana Point downtown revitalization project that converted the roadway at Pacific Coast Highway (PCH) and Del Prado from one-way to two-way. Psomas designed signal modifications for nine intersections in the Dana Point Town Center and conducted a planning-level analysis to provide all direct property access via alleys in the Town Center. The design enhanced the pedestrian experience by widening sidewalks while retaining on-street parking; reflects the unique coastal environment; and created stronger linkages to the natural features along the bluff and other destinations such as the Marina. The project required right-of-way improvements to return PCH to two-way operations, traffic signalization, striping and signing modifications, new bus stops, several landscaped medians, a new storm drain system, and road widening. Darlene was involved with preparing the alley capacity analysis discussion, which evaluated the ability of the existing alleys to serve as the exclusive access points to businesses in the town center.

Earvin Magic Johnson CEQA Addendum and Traffic Study, Los Angeles County, CA: Lead Traffic Engineer for this project, which consists of environmental permitting and planning for the development of an existing County park and the redevelopment of adjacent sites, covering a total area of over 100 acres in the County of Los Angeles. In addition to the traditional park amenities, the site will include a major cultural complex which will include an art museum, music center, and nature lab. Darlene was responsible for the traffic evaluation memorandum for this project, which was developed as an addendum to a previously prepared traffic impact analysis report. The traffic memorandum included an evaluation of trip generation and distribution for the updated project master plan, a comparison to project traffic volumes in the previous study, and operational analyses for several County and City of Los Angeles intersections in the project area. The project also required significant coordination with multiple County departments as well as the City, and the evaluation of multiple project alternatives throughout the process.



Jimmy Nguyen, EIT, ENV SP

Traffic Control/Staging

Jimmy Nguyen has been responsible for various design and drafting assignments focusing on public works and transportation projects situated throughout Southern California. Having successfully developed many traffic engineering construction documents, he is well-versed in the guidelines and standards that govern the making of geometric/signing, striping, traffic control, signal modification, and street improvement plans. Jimmy also possesses strong MicroStation, AutoCAD, and Civil 3D skillsets.

EDUCATION

2015/BS/Civil Engineering/
California State Polytechnic
University, Pomona

CERTIFICATIONS

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

EXPERIENCE

With Psomas for 6 years;

Experience

Pelican Hill Golf Club Sewer Pipeline Rehabilitation, Newport

Coast, CA: Project Designer for evaluation of the existing conditions of 6,027 LF of sewer pipe, and to provide professional design services for the four sewer pipelines conveying flows through the Pelican Hill Golf Club (PHGC) and Pelican Hill Community Association for Irvine Ranch Water District. Also assisted in coordination with the PHGC to minimize disruption to its operations and preparation of conceptual construction area layouts and conceptual construction access to manholes with the PHGC.

Marine Avenue and Liberty Village Improvement Projects, Manhattan

Beach, CA: Project Designer for the design of pavement rehabilitation and ADA accessibility improvements on Marine Avenue between Sepulveda Boulevard and Aviation Boulevard, and in Liberty Village. Psomas is designing the final construction plans, specifications, and estimates (PS&E) as well as critical pedestrian accessibility improvements by upgrading curb ramps to meet current ADA requirements, refreshing striping, and restoring impacted traffic signal loops at necessary intersections. Jimmy is responsible for the development and completion of signing/striping plans for the project.

City of Los Angeles, North Spring Street Bridge over the Los Angeles

River, Los Angeles, CA: Project Designer for the widening of the North Spring Street Bridge over the Los Angeles River. This high-profile, \$36 million project addressed seismic and geometric deficiencies, improved pedestrian and cyclist safety, and will preserve the historic integrity of the bridge. The new design consisted of widening the south side of the bridge and the approaches, adding a new signalized intersection, rehabilitating existing street lights and fabricating new street lights, street improvements, and new park improvements.

Pavement Design for Pearblossom Highway Reconstruction, City

of Palmdale, CA: Signing/Striping/Traffic Handling for pavement design and developing PS&E to reconstruct Pearblossom Highway from 55th to 25th Street East for the City of Palmdale. This is a multi-segment roadway reconstruction project extending 3.3 miles along one of the busiest truck corridors within the City. Scope of services covers traffic index computation, utility coordination, surveying, geotechnical investigation, and multi-phase PS&E.

Pacific Trade Center in Northwest El Monte, CA:

Responsibilities included analyzing the traffic impacts associated with the proposed Pacific Trade Center project and designing the parking layout for new buildings at the project site.



Ali Bastani, PhD, PE, GE, FASCE

Geotechnical

Dr. Bastani has more than 25 years of diversified experience in geotechnical, earthquake, and environmental engineering. His experience covers all aspects of the consulting engineer's profession including a comprehensive knowledge and applied use of conceptual, physical, and numerical modeling for geotechnical and environmental engineering solutions.

Dr. Bastani's professional experience entails performance, management and providing practical solutions for variety of projects including: Geotechnical investigation and monitoring for foundation design of bridges, water reservoirs, pipelines, power plants, commercial and industrial facilities, and landfills; Seismic ground motion studies, site response analysis, liquefaction analysis, determination of seismic induced deformations, and seismic retrofit evaluations; Deep-seated and shallow landslide investigation, analysis, and mitigation; Design of shoring and stabilization systems including tie back and soil nail retaining structures Groundwater flow and contaminant transport evaluation and modeling; and Seismic hazard evaluation, probabilistic and deterministic, for various seismic zones around the United States and abroad.

Experience

Los Patrones Parkway, Rancho Mission Viejo, CA: Project Geotechnical Engineer of Record for Los Patrones parkway extending from Oso Parkway to Cow Camp Road, approximately 5 miles. The road included maximum fill depth of 120 feet, cut depth of 110 feet, 140 feet high cut slope, and 150 feet high fill slope.

Alton Parkway, Lake Forest, CA: Project Manager in charge of the geotechnical design and construction quality assurance of Alton Parkway Gap Closure project. This project included approximately one mile of six-lane roadway through natural hillsides of Orange County. The design efforts included slope stability analyses, evaluation of unsuitable hydro-collapsible alluvium depth, and roadway pavement structural section. Dr. Bastani also managed the geotechnical observation, testing, and material inspection of this APWA and ASCE award-winning project.

Cow Camp Road, Planning Area 2 & 3, County of Orange, CA
Performed geotechnical investigation, pavement design, and construction testing/inspection for a new 6-lane arterial roadway east of Antonio Parkway. Two major bridges are proposed to span approximately 1,400 feet over Chiquita Canyons. Geologic conditions are characterized by up to 80 feet of saturated alluvial soils with high liquefaction potential. Geotechnical analysis for slope stability and roadway and bridge foundation design addressed liquefaction issues such as seismic settlement, lateral spreading, flow failures, downdrag on piles, decreased lateral and vertical capacity, and potential ground improvement/liquefaction remediation.

REGISTRATIONS

1995/Professional Engineer/
Civil/CA/#53924

1999/Geotechnical
Engineer/CA/#2458

EDUCATION

PhD/Civil and
Environmental
Engineering/University of
California, Davis

M.S/Civil and Environmental
Engineering/University of
California, Davis

BS/Civil Engineering/
Polytechnic of Tehran

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers

Earthquake Engineering
Research Institute

Consortium of
Organizations for Strong-
Motion Observation
Systems

Network for Earthquake
Engineering Simulation

Seismological Society of
America

Orange County Water
Association

EXPERIENCE

25+ years;

Assignment of Key Personnel

Our proposed Project Managers and Project Engineers as shown on the organization chart are committed to providing on-call engineering services to the City of Hermosa Beach for any project that may arise. We have demonstrated this commitment under our current on-call services contract with the City.

Psomas understands the City's restrictions to changes in key personnel. However, in the event there are proposed changes in key personnel, including subconsultants, during the term of the agreement that are outside of Psomas' control, or if the City requests such changes, Psomas will implement the following proven steps that can be represented by the acronym "**NOTICE**". Each letter represents a step by which Psomas will undertake, as follows:

Notify..... Psomas' Contract or Project Manager will let the City know of the impending change, preferably at least two to four weeks in advance of the anticipated occurrence.

Offer..... Psomas will offer the City a replacement candidate/subconsultant by way of resume or qualification submittal and/or briefing.

Transition.... Psomas will bring candidates/subconsultants proposed as substitutes to a coordination meeting with the City and/or participate in a conference call to discuss outstanding or ongoing project items to be undertaken.

Integrate..... At the point where the City is comfortable enough with the replacement that Psomas will begin to include said substitutes into the team in the accounting and project communication protocols.

Certify..... This is the point where applicable billing rate and/or agreement is either amended or supplemented, with written concurrence by the City.

Execute..... This is the point where proposed substitutes officially become the latest Psomas team members serving the City towards meeting and exceeding the goals and objectives that have been set for a project resulting from the On-Call contract.





Section 6

REQUIRED FORMS

Required forms are provided on the following pages.

- ▶ Certification of Proposal
- ▶ Non-Collusion Affidavit
- ▶ Compliance with Insurance Requirements
- ▶ Acknowledgement of Professional Services Agreement



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Joe Boyle", written over a horizontal line.

Printed Name and Title:

Joseph Boyle, PE, Vice President

6.3.2 Non-Collusion AffidavitRFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read 'Joe Boyle', written over a horizontal line.

Printed Name and Title:

Joseph Boyle, PE, Vice President



6.3.3 Compliance with Insurance Requirements

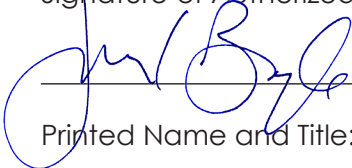
RFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:



Printed Name and Title:

Joseph Boyle, PE, Vice President



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

None

Signature of Authorized Representative:

A handwritten signature in blue ink, appearing to read "Joe Boyle", written over a horizontal line.

Printed Name and Title:

Joseph Boyle, PE, Vice President



555 South Flower Street
Suite 4300
Los Angeles, CA 90071

213.223.1400 Phone
213.223.1444 Fax

www.Psomas.com

September 21, 2020

Andrew Nguyen, Assistant Engineer
City of Hermosa Beach
City Clerk Office
1315 Valley Drive
Hermosa Beach, CA 90254

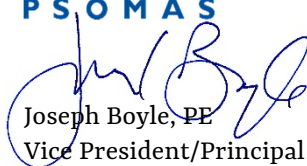
Re: Fee Schedule for On-Call Engineering Design Services for Utilities (Sewer, Storm Drain)
RFQ No. 20-02

Dear Mr. Nguyen:

Psomas looks forward to partnering again with the City of Hermosa Beach to fulfill the City's engineering design needs for upcoming sewer and storm drain projects. Attached please find our fee schedule.

Sincerely,

PSOMAS



Joseph Boyle, PE
Vice President/Principal

5 Hutton Centre Drive
Suite 300
Santa Ana, CA 92707

Tel 714.751.7373
Fax 714.545.8883
www.psomas.com

EXHIBIT A

P S O M A S

Hourly Rates*Effective November 1, 2020 - October 30, 2022*

CLASSIFICATION	RATE (\$)
Streets, Sanitary Sewer, Storm Drain Engineering, Survey, Traffic	
Officer/Principal-in-Charge, Director	\$200 – \$255
Senior Project Manager, Surveyor, QA/QC Manager	\$195 – \$245
Project/Technical Manager	\$165 – \$220
Senior Project Engineer, Senior Surveyor	\$145 – \$205
Project Engineer, Surveyor	\$130 – \$175
Licensed Professional / Associate	\$145 – \$195
Project Designer	\$115 – \$165
Staff Engineer, Surveyor	\$125 – \$150
CAD Designer / Technician / Graphic Artist	\$100 – \$140
Intern, Engineering Assistant	\$75 – \$105
Project Assistant, Administrative Assistant	\$95 – \$105
One-man survey party or SUE crew	\$205
Two-man survey party or SUE crew	\$325
Three-man survey party	\$450
Field Supervisor	\$175

Hourly rates include direct labor, overhead, fringe benefits and fee. Per Diem for survey field crews is calculated at current State Department of Transportation rates (or other appropriate Agency rate).

NOTE: RATES ARE SUBJECT TO CHANGE AFTER OCTOBER 30, 2022

REIMBURSABLE EXPENSES

Mileage for field travel is charged at current IRS allowable rate and parking expenses incurred by office employees are charged at cost. Prints, messenger service, subsistence, air travel, and other direct expenses will be charged at cost plus ten percent. The services of outside consultants will be charged at cost plus five percent.



2020 SCHEDULE OF CHARGES

PROFESSIONAL SERVICES

Document Preparation and Project Services	\$ 97.00/hour
CAD/GIS Design Engineer	\$ 117.00/hour
Staff Engineer or Geologist	\$ 150.00/hour
Senior Staff Engineer or Geologist	\$ 175.00/hour
Project Engineer or Geologist	\$ 195.00/hour
Senior Engineer or Geologist	\$ 230.00/hour
Associate Engineer or Geologist	\$ 245.00/hour
Principal/Director	\$ 270.00/hour

FIELD INSPECTION & TESTING SERVICES

Staff Engineering Technician	\$ 105.00/hour*
• Services provided under direct supervision of a Senior Engineering Technician	
Senior Engineering Technician	\$ 117.00/hour*
• Inspections for soils/grading, asphalt, concrete, batch plants, piles/caissons, etc.	
• Certifications by ACI, ICC, Caltrans, local jurisdictions, etc.	
Registered Special Inspector (<i>No 4-hour minimum</i>)	\$ 117.00/hour*
• Certifications by ACI, ICC, Caltrans, local jurisdictions, etc.	
• Reinforced concrete, Post-Tension, Masonry, Welding, Bolting, Fireproofing	
Instrumentation Engineer	\$ 150.00/hour
• Slope inclinometer and Piezometer monitoring	
• Manometer for floor-level surveys	
• Stormwater turbidity & pH meter	
• Groundwater monitoring - pressure transducer, datalogger, water chemistry meter, etc.	
• Pipeline video camera for drains, wells, etc.	
Engineering Seismological Technician (includes 3-channel seismograph)	\$ 150.00/hour
• Blast vibration monitoring	
• Construction vibration & noise monitoring (pile driving, drilling, demolition, etc.)	

***Notes:**

- (1) Rates include vehicle, nuclear density gauge, and equipment for testing, inspection, and sampling.
- (2) No 4-hour minimum charges apply.
- (3) Overtime is charged at 1.5 times the base rate. Overtime is defined as time worked on the project in excess of 8 hours per day and all time on Saturdays, Sundays, and holidays.
- (4) Additional hourly surcharge for Prevailing Wage projects for Field Personnel per CA Labor Code §1720, et seq.

Add \$ 25.00/hour

LABORATORY TESTING SERVICES

Laboratory Testing	\$ 120.00/hour
<i>(For special materials testing and laboratory costs on a per-test basis, see GMU's Laboratory Fee Schedule)</i>	

OTHER CHARGES

Outside Services	Cost + 15%
Reimbursables & Reprographics	Cost

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
BETWEEN THE CITY OF HERMOSA BEACH AND SCHAAF & WHEELER**

This AGREEMENT is entered into this 27TH day of OCTOBER 2020, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and SCHAAF & WHEELER ("CONSULTANT").

RECITALS

- A. The City desires to obtain engineering design services for utilities (sewer, storm drain) on an on call basis with Schaaf & Wheeler.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1. **CONSIDERATION AND COMPENSATION**

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total not to exceed amount of \$500,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2. **SCOPE OF SERVICES.**

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."
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 schedule incorporated in "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 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 to perform work under this Agreement is GLEN M. ANDERSON. 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.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 27, 2023, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.

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

12. INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, 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 to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. 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 to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. 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.
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 it is 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. 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.

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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or

deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year. CITY shall provide reasonable notice to CONSULTANT so that work does not proceed beyond 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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. SOLICITATION. CONSULTANT 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.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein are generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

23. 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.
24. 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.
25. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
26. 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.
27. 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.
28. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
29. 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 _____ Consultant Initials _____ **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 _____ Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney



Qualifications for City of Hermosa Beach On-Call Engineering Design Services For Utilities (Sewer, Storm Drain) RFQ No. 20-02



September 21, 2020

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

EXHIBIT A



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Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

1171 Homestead Rd., Ste. 255
Santa Clara, CA 945050
408-246-4848
Fax 408-246-5624

1: Cover Letter

September 21, 2020

Attn: Mr. Andrew Nguyen
City Clerk Office,
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach CA, 90254

Subject: On-Call Engineering Design Services for Utilities (Sewer, Storm Drain) (RFQ 20-02)

Dear Mr. Nguyen:

Schaaf & Wheeler is pleased to submit qualifications to provide on-call engineering design services for utilities (sewer, storm drain) to the City of Hermosa Beach.

Schaaf & Wheeler is a civil engineering firm with focus on water resource projects. Founded in 1985, we specialize in wastewater, potable water, stormwater, recycled water, hydrology & hydraulics, drainage and flood management projects. Schaaf & Wheeler is a registered small business enterprise (SBE) within the State of California. For more than 35 years our engineers have been providing on-call engineering services to various California municipalities, agencies, local water districts, and flood control agencies including the Cities of South San Francisco, Half Moon Bay, San Mateo, Santa Clara, Sunnyvale, San Jose, Alameda, Livermore and Belmont; Counties of Monterey, San Mateo, Napa and Marin and San Jose Water Company, Valley Water and San Lorenzo Valley Water District to name a few.

[Schaaf & Wheeler completed the City's Storm Drain Master Plan and thereby understands the City's systems, standards, and requirements.](#)

For this RFQ, we understand that the City of Hermosa Beach intends to select consultant(s) for a two year contract with up to three one year extensions to provide as-needed engineering design services for utilities – sewer and storm drain. Our Statement of Qualifications presents a general approach to provide engineering services for these utilities. Schaaf & Wheeler will work with the City to develop a detailed scope of services that is appropriate for each specific project to match the project requirements, complexity, and the goals of the City.

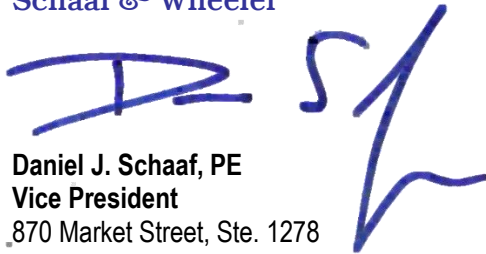
Our lead engineers bring extensive experience in sewer, and stormwater systems including pipelines, pump stations, trash capture devices, green infrastructure and hydrologic and hydraulic modeling. Our engineers are proficient at assessing existing conditions, identifying deficiencies, modeling, developing alternatives, prioritizing projects, and designing improvements. They have in-depth knowledge of the regulatory requirements that help expedite project processes.

With 14 years of experience in design and construction support, Glen M. Anderson, PE will serve as the project manager and main point of contact. I will be the Principal-in-Charge and bring veteran knowledge of the City's storm drain system. Our firm is currently managing similar on-call contracts with other clients throughout California. I am authorized to bind the firm for any contracting negotiations. Subconsultants will be added as and when needed for each specific project, based on its needs.

We understand that no addendum was posted/issued on the City's website for this RFQ. My team and I are available and look forward to extending services to the City of Hermosa Beach. Should you need any further information or have any questions, please contact Glen Anderson at Cell Ph: 408.966.5341; email: ganderson@swsv.com.

Sincerely,

Schaaf & Wheeler

A handwritten signature in blue ink, appearing to read 'DS' followed by a stylized flourish.

Daniel J. Schaaf, PE
Vice President

870 Market Street, Ste. 1278
San Francisco, CA, 94102
Ph: 415.433.4848
dschaaf@swsv.com

A handwritten signature in blue ink, appearing to read 'Glen Anderson' in a cursive style.

Glen M. Anderson, PE
Senior Project Manager

1171 Homestead Road, Ste. 255
Santa Clara, CA 95051
Ph: 408.246.4848
ganderson@swsv.com



2. Firm Profile

About Schaaf & Wheeler

Firm Name	Schaaf & Wheeler CONSULTING CIVIL ENGINEERS
Primary Point of Contact	Glen M. Anderson, PE - Project Manager 1171 Homestead Rd., Ste. 255, Santa Clara, CA 95050 Phone: (408) 246-4848; Cell: (408) 966-5341; Email: ganderson@swws.com
Type of Organization	Corporation, Incorporated in California
Federal Employer I.D. Number	77-0061375 (Tax Identification Number)
S&W Offices	HQ - 1171 Homestead Rd., Ste. 255, Santa Clara, CA 95050 3 Quail Run Drive, Ste. 101, Salinas, CA 93907 870 Market Street, Ste. 1278, San Francisco, CA, 94102 2200 Range Ave., Ste. 201, Santa Rosa, CA 95403 Schaaf & Wheeler is not owned by any other organization or individual.
Company Certifications	State of California Certified Small Business Enterprise (SBE) Certification No. 40527
Years in Business and of experience	35 Years in Civil Engineering Design, since 1985 There are no failures or refusals to complete a contract.

Schaaf & Wheeler is a civil engineering firm focused in water resources. With over thirty years of commitment to solving flood control, stormwater, wastewater, potable water, and recycled water problems; Schaaf & Wheeler is recognized by public and private sector clients for its value-adding engineering. Certified as a small business enterprise by the State of California, Schaaf & Wheeler engineers operate from four locations: Santa Clara, San Francisco, Santa Rosa and Salinas.

Our Areas of Focus: Schaaf & Wheeler has ten areas of focus:

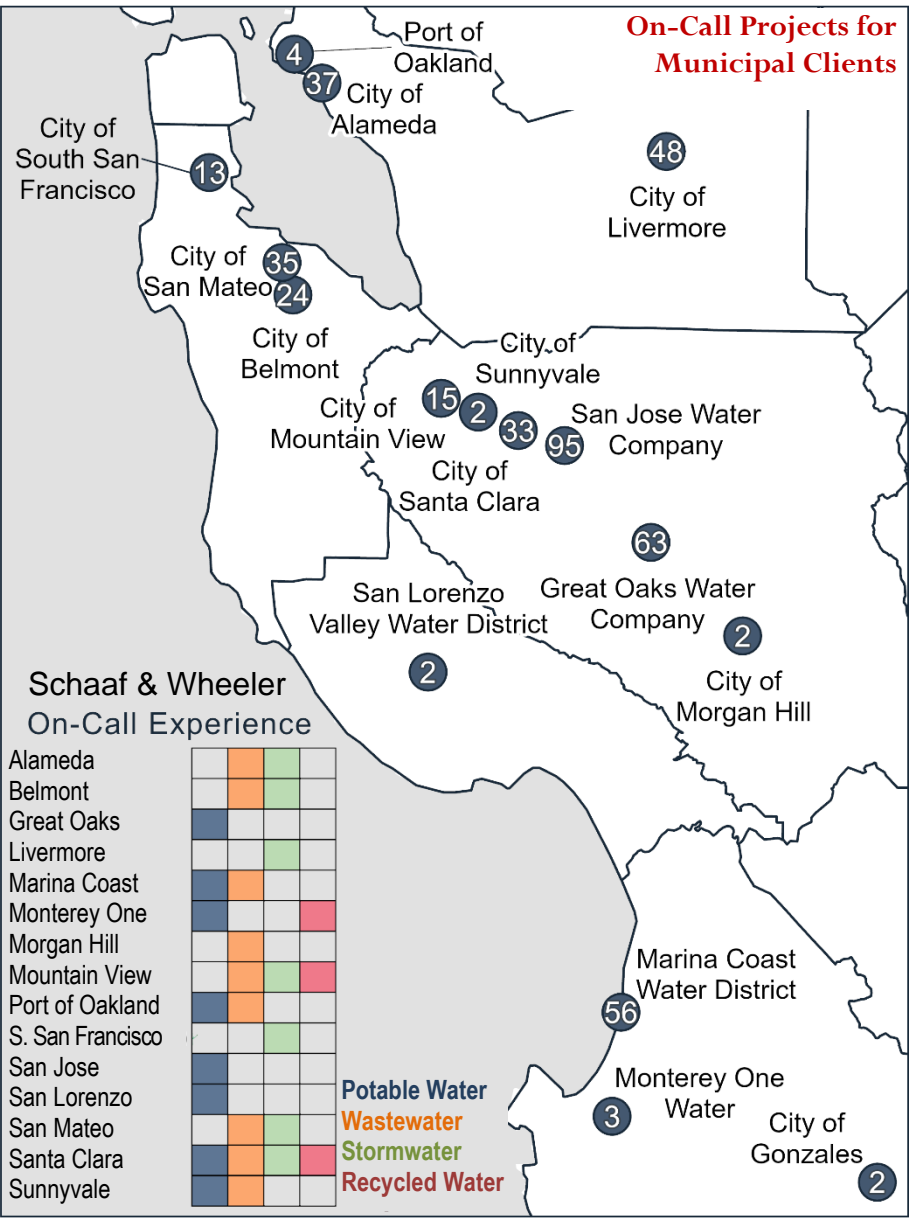
- **Waste water** system master planning, engineering, and design of conveyance systems, including lift stations and pump stations;
- **Stormwater** management and drainage services, including master planning, engineering, and design of urban storm drain systems and pump stations;
- **Potable water** system master planning, modeling, engineering; and design of supply, storage, distribution systems, including tanks and booster stations;
- **Recycled water** systems planning, engineering, and design; including reclamation feasibility studies and customer retrofits;
- **Hydrology and hydraulics** analyses, including site evaluations and modeling;
- **Flood control analyses**, including floodplain studies and channel design, filing of letters of map revision, and FEMA coordination;
- **Watershed assessments**, erosion and sediment control, and bioengineered channel stabilization;
- **Water quality**, including design or review of best management practices (BMPs) for storm water treatment and hydromodification flow control facilities;
- **Construction management**, construction site observation, construction inspection services, value engineering, construction cost analysis, and constructability reviews;
- **Program management**, including management of subconsultants, containment of schedule and cost, and communications with client and stakeholders.



- ✓ *Currently Completing City-wide Sewer and Storm Drain Design Projects for:*
 - City of Belmont
 - City of San Mateo
 - Town of Corte Madera
 - City of Milly Valley
 - City of Morgan Hill
- ✓ *Assessed and Designed more than 200 pump stations*
- ✓ *Proficient in CIP Design, Bid and Construction Support*



Schaaf & Wheeler has been providing as-needed and CIP project focused stormwater, wastewater and potable water planning, design and construction support services to California municipalities for last 35 years since 1985.



Schaaf & Wheeler's Relevant Experience:

▪ Pump stations assessment & design	>300	▪ Trash capture design and feasibility	20, 25+
▪ Storm drain design and CS	~55,000+LF	▪ SWMP Reviews & Inspections	500+
▪ Sewer design and CS	>150,000+LF	▪ Stormwater BMPs	20+
▪ Storm Drain Master Plans	>55	▪ Urban drainage analyses & modeling	100's of miles
▪ LOMRs/CLOMRs/FIS	1000+	▪ Sea Level Rise studies	50+



3. Project Understanding and Approach to Scope of Work

Project Understanding

The City of Hermosa Beach intends to select consultant(s) for a two years contract with up to three one-year extensions to provide as-needed engineering design services for utilities – sewer and storm drain. These services may require:

- Coordination with various utility companies and jurisdictions as needed
- Attending meetings and preparing meeting minutes
- Field visits and site inspections
- Preparation of permit applications from various jurisdictions as needed
- Topographic surveys
- Soil Reports
- Environmental documentation
- Preparation of all plans, specifications, estimates and reports/studies for projects (using open cut, trenchless methods such as pipe reaming, pipe bursting, cured-in-placed pipe (CIPP) and others)
- Preparation of bid packages, bid and construction support including RFI responses and submittal reviews.

Key Elements for Completing the Project Successfully

- Efficient Project Management
- Familiarity with City's Sewer System
- Close Communication with City Staff
- Timely Stakeholder Engagement
- Streamlining the Preliminary Design Phase
- Meeting project schedule to complete construction before the rainy weather
- Minimizing Change Orders

This Statement of Qualifications presents a general approach to provide engineering services for these utilities.

We anticipate the preparation of individual scope and fees for each of the projects awarded through this RFQ. Though the technical details of these various projects differ from each other, the general project scopes will generally include:

1. Front-End Work – This task description covers the various items of work that are necessary to get a project going. The services that may be necessary vary from project to project and may include preliminary studies, alternative analysis, surveying, geotechnical analysis, CEQA analysis, permitting, agency coordination, utility research, and any number of additional services that may be required.
2. Design Documents – This task description covers the various iterations of design plans, specifications, and cost estimates that will be prepared for each of the Capital Improvement projects being implemented. Based on the RFQ, Schaaf & Wheeler anticipates preparation of plans, specifications at the 60%, 100% and Bid levels. We anticipate City review and comments for the 60% and 100% plans, specifications, and estimates.
3. Bid and Construction Services – This task description includes items after the design is completed. During the bid period, we anticipate involvement in the prebid meeting(s) and preparation of addenda as necessary. We would also anticipate review of submitted bids and recommending whether to accept a given bid. Once the construction contract is awarded, Schaaf & Wheeler would anticipate providing construction support services such as submittal review, RFI response, participation in construction meetings, and preparation of record drawings once construction is completed.

We will include subconsultants for specialized services based on the scope of each project. Our proposed subconsultants for survey, structural engineering and geotechnical engineering are included in this SOQ.



Organization Chart

We have put together a dedicated team for the City of Hermosa Beach. The team will be led by Glen M. Anderson, PE and Daniel J. Schaaf, PE of Schaaf & Wheeler, who have successfully led multidisciplinary teams for sewer and stormwater design projects. Figure below shows our team's organization.

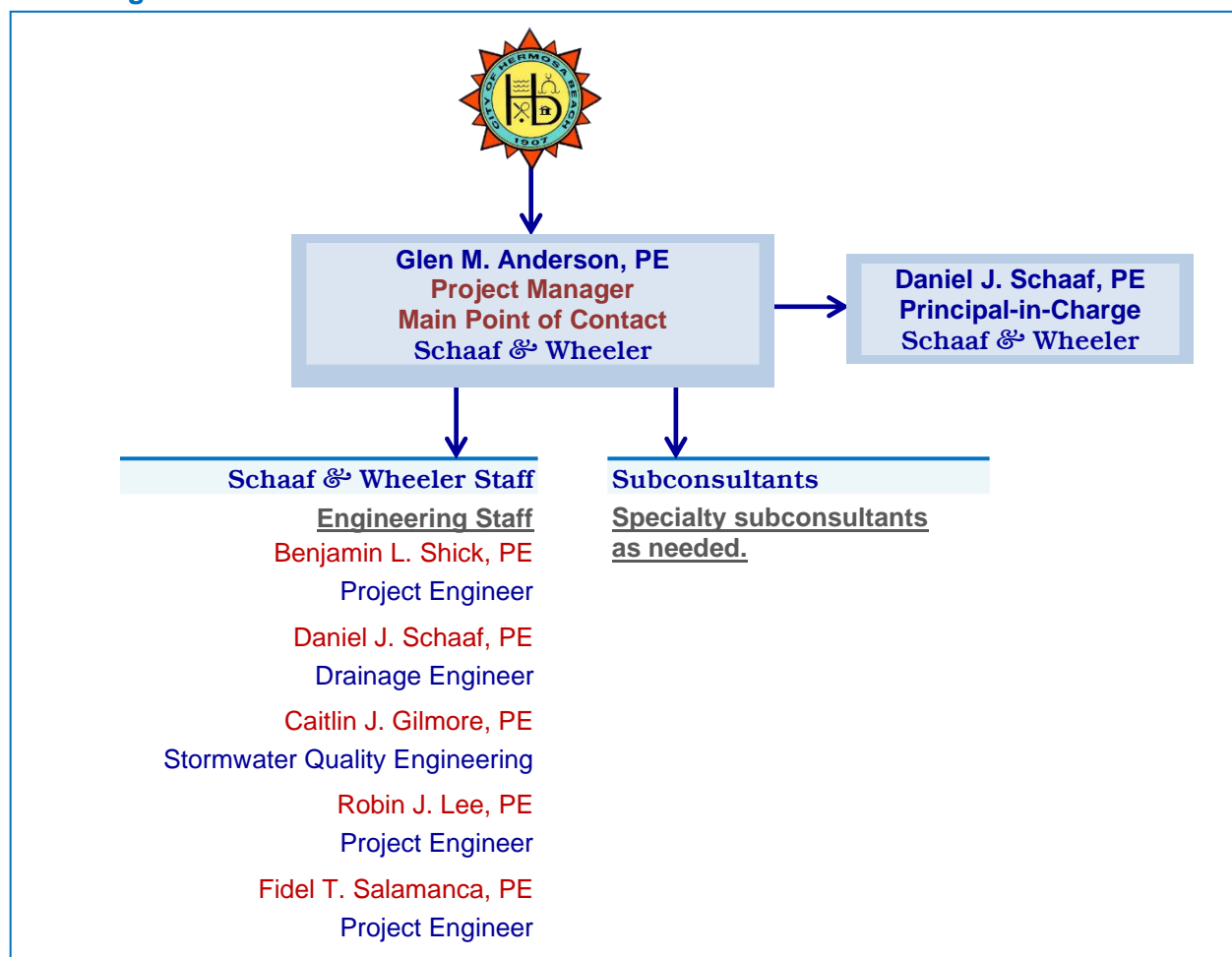
Schaaf & Wheeler brings extensive experience in assessment, design and construction support of:

- Sanitary Sewer/Storm Drain Rehabilitation Assessment, Design and Construction Support
- Sanitary Sewer/Storm Drain Pump Station Assessment, Design and Construction Support
- Trash Capture Feasibility and Large/Small Trash Capture Design
- Hydraulic modeling and evaluation

Understanding the needs of each project, Schaaf & Wheeler will draw expertise from subconsultants for specialized services including:

- Structural Engineering
- Survey and Mapping
- Other as needed

Team Organization Chart





Approach to Work Program (Required and Optional Tasks)

Schaaf & Wheeler's approach to several key elements of the project is narrated in the sections below.

Schaaf & Wheeler has successfully completed numerous water, sewer, and storm drain rehabilitation and repair projects in California. Schaaf & Wheeler's approach will provide the City with cost-effective and constructible solutions that will efficiently address the defects and deficiencies within the sewer and storm system. This section is intended to highlight key elements of Schaaf & Wheeler's approach that have been effective in similar projects and will be implemented in this project.

Project Management Approach:

1. Develop a team of qualified engineers with extensive experience working on similar projects:
 - a. Schaaf & Wheeler's **Project Manager, Glen M. Anderson, P.E.**, has successfully managed multiple sanitary sewer and storm drain rehabilitation projects.
 - b. **Daniel J. Schaaf, PE – Principal in-Charge** will ensure the completion of contractual and procedural obligations.
 - c. Schaaf & Wheeler's proposed team has successfully completed the Storm Drain Master Plan for the City.
 - d. Schaaf & Wheeler has engineering staff that are **NASSCO PACP and MACP** certified.
2. Outline project scope, data needs, project timeline, and associated costs.
3. Pull in expertise and workforce as needed (in-house and subconsultants)
4. Data gathering, site review and meeting with City staff to get a thorough understanding of the issues and goals of the project.
5. Schedule and perform necessary field work and assessments.
6. Proceed with analysis, reports, and design.
7. Develop detailed and robust construction documents that accurately reflect existing site conditions.
8. Maintain close coordination with City during bid and construction support.



Schaaf & Wheeler's recently completed Shoreway Drive Sewer Rehabilitation Project

- Two sewer mains were replaced with one larger and deeper sewer main
- This project was a part of the City of Belmont's Annual Repairs Program
- Project was successfully designed and constructed within budget and schedule
- The project resulted in significant long-term savings
- Awarded as the Project of the Year by APWA in 2019



Relocation of 96-inch RCP

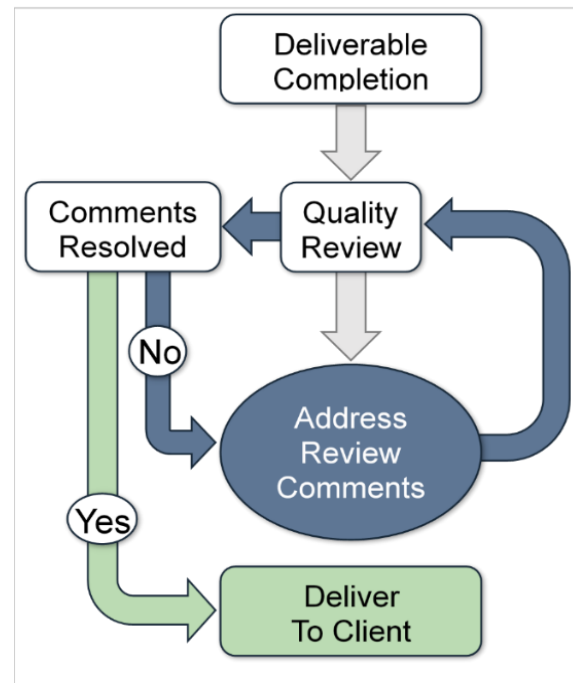


Kickoff Meeting – Schaaf & Wheeler will facilitate a project kickoff meeting with the City to discuss the project goals, scope, budget, and schedule. Schaaf & Wheeler firmly believes that engaging all stakeholders including management, engineering, and operations & maintenance early in the process is a great way to ensure all parties are informed and everyone is working towards the same goal. The following Key elements will be covered in the Project Kick-off Meeting:

- Project Goals: Engineering Requirements, O&M Requirements, City standards;
- Project Constraints: Budget, schedule, physical site constraints, utility constraints and conflicts, traffic coordination;
- Project Expectations: Construction contract type, deliverables, project management/staffing, schedule.

QA/QC Process and Constructability Review – Schaaf & Wheeler will perform an internal QA/QC review of each progress submittal prior to submission to the City. QA/QC staff will review all design documents and work with the project design team to identify and correct potential issues and conflicts. The constructability of the proposed repairs will be assessed by both the project design team and QA/QC Manager as described below:

- The design team will assess the constructability of each pipe segment and manhole by performing detailed utility investigations in locations where excavations are proposed, developing preliminary plan and profiles, and walking each site to identify constraints and potential issues with the proposed repairs. Adjustments to the design will be made as necessary to mitigate potential issues.
- Following the design team assessment, the **QA/QC Manager (Ben Shick)** will perform an independent constructability review of the proposed improvements. The constructability review will be focused on identifying potential conflicts and issues with the proposed construction methods and materials at each location. Following the review, the QA/QC Manager will meet with the design team to discuss and review the proposed improvements. All QA/QC comments will be backchecked by the QA/QC Manager to ensure they have been properly addressed.



**Schaaf & Wheeler's
Typical QAQC Process to
Ensure Quality Deliverables**

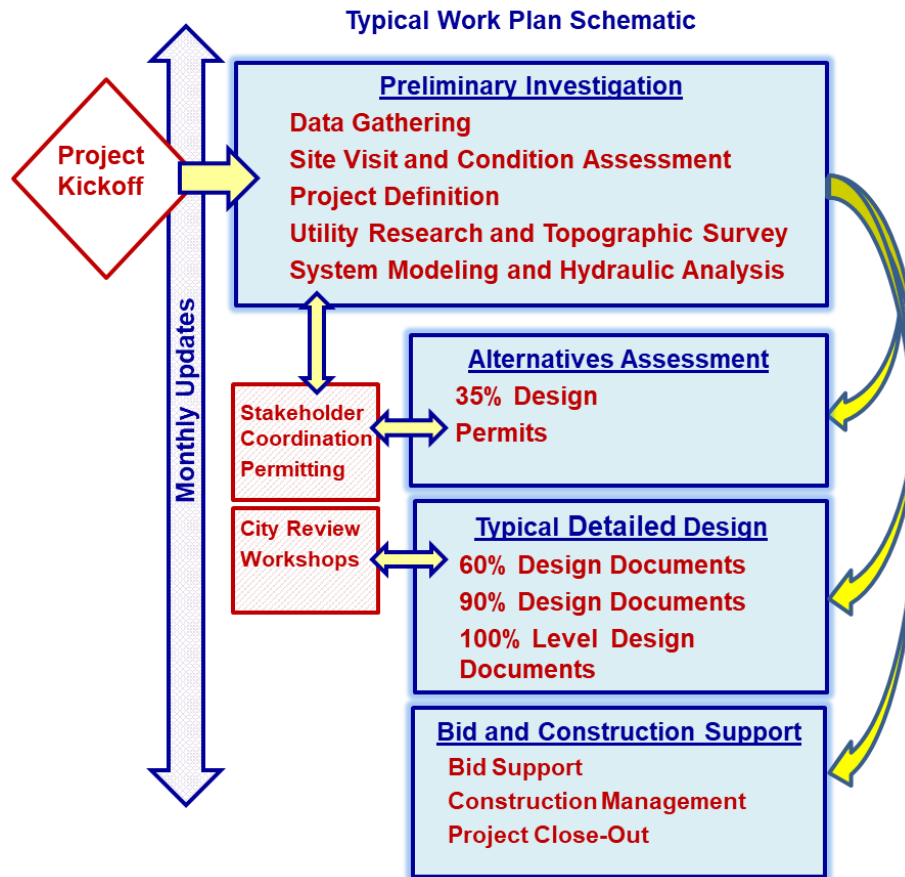
Technical Approach:

All available existing data will be gathered and reviewed which may include CCTV data, record drawings, asset management databases, flow data (sewer/storm drain master plan), system map and other utility maps, etc. The pipe segments will be tabulated with noted issues, dimensions, condition, and flow rates.

Each site will then be visited by the engineering staff to identify site constraints such as proximity to adjacent utilities, infrastructure obstructions, potential conflicts, and construction impacts to residents and traffic. Each pipe segment will be evaluated separately; however, the rehabilitation requirements on the adjacent pipe segments will be taken into account when developing the comprehensive recommendations.



Site conditions will be utilized in conjunction with cost estimates to develop recommended methods for rehabilitating or replacing each pipe segment. A summary table will be prepared along with a memorandum identifying the evaluation methodology, recommendations, and cost estimates.



Manuals/Standards

Though the RFQ doesn't identify specific projects that will be included within this contract, it is our understanding that a variety of water resources projects may be included with a goal of developing bid documents and seeing the various projects through construction. To that end, we have included staff members specializing in each of the various anticipated projects who are well versed with the various standards and agencies discussed below. We anticipate that for any given project, coordination and compliance with any number of the following standards, permits, and regulatory agencies may be required as listed here.

Anticipated Permits

- California Building Code
- City of Hermosa Beach Standard Plans and Specifications
- City of Hermosa Beach Storm Drain Masterplan
- Regional Water Quality Control Board Permit Requirements
- Regional Water Quality Control Board Reliability Requirements (sewer)
- American Water Works Association (AWWA) standards
- NASSCO PACP rating systems
- Caltrans Standard Plans and Specifications
- APWA "Greenbook" Specifications
- LA County Hydrology Manual
- Beach Cities Watershed Management Group EWMP
- Regional Water Quality Control Board Permit Stormwater Trash Reduction requirements



Approaches and techniques to engagement of community and stakeholders in the process of developing projects.

Properly notifying residents/businesses impacted by rehabilitation/repair work can be especially important for repair work in private right-of-way within City easements. For these locations, the locations of easements will be shown on the construction drawings. Work restrictions and notification procedures will be stated in the construction documents.

In case of projects that may require access to private properties to perform the field survey, public outreach becomes critical to project success. For such a project, Schaaf & Wheeler would propose to work with the City to develop door hangers to be provided to properties directly impacted by the project. Schaaf & Wheeler would recommend outreach and perhaps a townhall style meeting with the potentially affected properties to keep the impacted informed and responsive.

One of the most difficult aspects of large design projects that involve multiple agencies is coordinating the stakeholders and obtaining permits from relevant/governing agencies. To make the design process move more smoothly, it is Schaaf & Wheeler's approach to identify and contact stakeholders as early as possible in the design process to establish lines of communication and begin the coordination process for potential utility conflicts or obtaining encroachment permits. Schaaf & Wheeler generally includes coordination time with utility companies as well as permitting agencies as part of project plan to help move the design process along more smoothly.

Roles and Responsibilities for City Staff

Our goal is to limit the City's responsibility for these projects to the greatest extent possible. To that end, we only expect the City to:

- Identify City-imposed project constraints (schedule, budget, etc.)
- Facilitate access to restricted areas
- Provide review and input during the design process
- Negotiate for property rights
- Participate in public outreach efforts
- Perform actions that the City is the only authorized agent for (Signing permit applications, Adopting CEQA documents, etc.)

26 Woodland Place, San Rafael, CA

PUBLIC UTILITY ACCESS NOTICE

PROJECT SPONSOR: San Rafael Sanitation District

PROJECT NAME: WOODLAND AVENUE SEWER IMPROVEMENT PROJECT

Tuesday August 25, 2020

WHAT: Schaaf & Wheeler, Consulting Civil Engineers has been hired by the San Rafael Sanitation District to develop improvements to the sewer main. As part of this work locations of active sewer lateral connections need to be determined. This process requires access to your property and you may be requested to run certain household plumbing fixtures.

WHEN: On Tuesday August 25, 2020, we will need access to your yard to locate and any cleanouts and you may be requested to run certain household plumbing fixtures.

WHO TO CONTACT:

Ben Shick	Doris Toy, San Rafael Sanitation District
Schaaf & Wheeler	111 Morphew Street
707-528-4848	San Rafael, CA 94901
	(415) 485-3484

We ask that on the date listed you make alternate arrangements for pets normally kept in your yard.

Thank you in advance for your patience and cooperation.

Typical Informational Notice About a Project and Activities Associated for Private Property Access



4. Project Management Plan

Managing Task Order Projects under an As-Needed Contract

We have crafted our team specifically to meet the challenges of managing multiple service orders that may require different sets of expertise. Our dedicated team will provide ample opportunity for a robust quality assurance / quality control program including peer reviews before we submit Work products to the City for their review.

To meet the schedules and negotiated budget for multiple and possibly simultaneous service orders, the Project Manager – Glen Anderson and individual discipline engineers will develop Project Management Plans (PMPs) tailored to each service order.

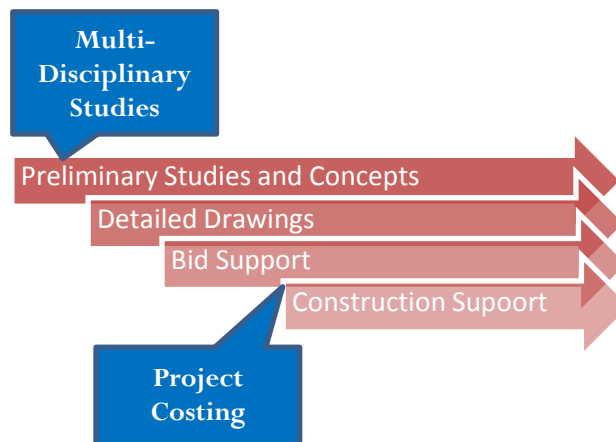
Professional teams will be formed to meet the specific challenges of work being performed under each service order. As has been our experience with similar projects, the teams are often multidisciplinary and comprised of individuals from more than a single firm. We have crafted our team specifically to meet the challenges of managing multiple service orders that may require different sets of expertise.

The PMPs will be shared with both the internal team and the City's project leadership team, providing living documents to guide and track project performance. The PMPs will outline each project's desired outcome, schedule, budget, and communication structure. As Work progresses, the PMPs will become monthly reports so that we all know where each project stands at-a-glance.

We have put together an experienced and competitive team led by Glen Anderson, PE, who has successfully completed wastewater and stormwater conveyance and pumping infrastructure projects for municipalities. Our team has the desired experience and availability to work on the projects. This proposed team will work cohesively together to complete tasks within budget and schedule.

MONTHLY REPORTING

- Tasks Completed
- Action Item Log
- Decision Tracking Log
- Change Management Log
- Budget & Schedule





Communications Approach

We firmly believe that keeping the City involved in the projects as they progress makes certain that corrections can be made before milestone submittals if the City's expectations aren't being met. Furthermore, it serves to keep City staff actively involved in the project so that they can be assured the end result meets their expectations. To that end, we would propose to hold bi-weekly conference calls for each project. In addition to bi-weekly progress calls, our monthly invoices will be accompanied by project summaries that detail the work performed for each invoice period.

Deriving effective management techniques from our prior project experience, we will be able to deliver services within cost, schedule, and resources. We will ensure projects are completed on time and on budget while giving constructible alternatives and designs to the City. The Project Manager will define and manage the scope of each project, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process. These will be achieved by following three key factors.

- i) **Communication** – Effective management begins with communication which needs to occur in many areas including:
 - o **between design team and the City Project Manager.** This can be accomplished through regular scheduled meetings such as monthly meetings, progress meetings at critical design phases such as preliminary design workshops and submittal review, and written progress reports with invoicing.
 - o **between consultant project manager, staff and subconsultants.** This can be accomplished through weekly, project workforce scheduling and milestone progress reports. We have a very close working relationship with all of our proposed subconsultants which is a key to a successful project with multiple disciplines.
- ii) Project Development and Progress Monitoring - Establishment and Tracking of Submittal Milestones – Significant part of management

includes the establishment of milestones for deliverables to the client and subconsultant deliverables to the consultant. Milestones should also include dates of City tasks that need to be accomplished for the project including record information, submittal reviews and City supplied specification sections.

- iii) **Resource Allocation - Workforce Scheduling and Monitoring** - Weekly workforce schedule goes hand in hand with milestone target success. Schaaf & Wheeler has companywide weekly workforce meetings in which staff allocations are set in order to meet project requirements and deadlines. Workforce usage is monitored and reviewed in monthly billing cycles.

This team is readily available to respond to the needs of the City for this contract, including virtual community meetings, time-sensitive design changes, or to meet with the City for progress or needed meetings.

Virtual Engagement

The challenges and demands of a remote business during periods of uncertainty does not have to mean cancellations or delays of planned stakeholder consultation activities. Shifting how we communicate and consult through virtual public engagement alternatives keeps project schedules on track and helps maintain your important stakeholder relationships. Well-tailored virtual engagement solutions are needed now more than ever.





Quality Assurance / Quality Control (QA/QC)

A specific Quality Assurance (QA) methods and Quality Control (QC) processes and procedures plan for the project will be attached to each PMP. This provides an important tool for ensuring on-time and on-budget delivery include tracking action items and decisions; and early notification of potential contract changes to scope, schedule or budget and then discussing the implications of such changes and seeking your approval before implementing any changes.

Quality assurance is integral to project progress. The time for course correction is early; not after submittals are made and problems discovered. Our QA methods involve actions at the project and management levels that directly improve the chances that QC processes and procedures will result in a product or service that meets or exceeds your expectations and contract requirements. More formal QA/QC processes and documentation occur at milestones such as Basis of Design, 60% Submittal, 90% Submittal and Final Document phases to ensure the quality of work and proper resource allocation moving to the next phase of project delivery.

Customized QA/QC Plans

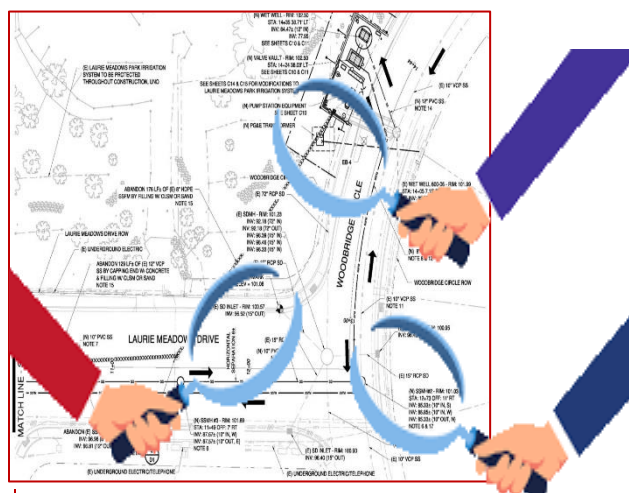
The customized QA/QC Plan will utilize a series of discipline and peer review checklists to perform specific Quality Control checks at each stage of the design or project deliverable.

Intra-discipline Reviews: Each discipline involved in project delivery will perform a Quality Control peer review of all deliverables by a senior level person who was not directly involved in the production of the Work product, prior to submittal using the formal checking and back-checking procedure and a pre-developed set of design review checklists.

Inter-discipline Reviews: Each discipline will perform a QC review of the plans, specifications, and other relevant project documents prepared by other disciplines to confirm that interfaces are compatible using the formal checking procedure.

Constructability Reviews: A senior-level engineer or appropriate professional experienced in design and construction relevant to the project at hand will perform constructability reviews to confirm that the project is constructible, and that all information required to construct the project is included in the contract documents. The level of this review will be appropriate to the submittal being made.

Quality Assurance Certifications: Prior to each submittal, the QA Team reviews the documentation prepared for each of the Quality Control reviews to ensure that the review followed our quality control processes, our Service Order Scope, and our contract terms and conditions. The Quality Assurance Manager will then certify that each document is ready for submittal.



Schaaf & Wheeler QA/QC Procedure

- Level I: Identifying Serious Issues
- Level II: Technical Comment – Addressed through Design
- Level III: Editorial or Preferential
 - Constructability Review
 - Independent Peer review
 - City Review
 - Project Management Review
 - Calculation, Plan, Specification, and Estimate Review
 - Plan review
 - Checking for fatal flaws and/or construction and staging issues,
 - System maintenance concerns, and
 - Verification of the plans to ensure concurrence with the City's standards and policies.



5. Experience and Qualifications

Summary of Relevant Projects

Port of Oakland On-Call Engineering Services, 2016 - Ongoing

Sanitary Sewer CCTV Inspection and Data Review, 2020.

This project includes the cleaning and CCTV inspection of approximately 50,000 linear feet of sanitary sewer piping within the Port of Oakland's Seaport Facility including the TraPac, 7th Street, Middle Harbor Road, Middle Harbor Shoreline Park, Joint Intermodal Terminal, Matson Terminal, and other areas as requested by the Port. CCTV inspection reports are generated in conformance to NASSCO PACP and LACP standards. The findings of these inspections are summarized in a technical memorandum that ranks the pipeline segments in order of severity and provides recommended improvements for pipelines receiving a level 4 or level 5 rating through the ranking process. Manholes with observed deficiencies are noted and assessed in conformance NASSCO MACP standards. The inspected pipeline that shows breakage, Inflow and infiltration, blockage are identified and made known to the Port in real-time.

Key Elements:

- ✓ 50,000 LF of sanitary sewer inspection, 6" to 36"
- ✓ CCTV data review and evaluation for all sewer infrastructure within and connected to the Port
- ✓ Manhole inspections and assessment
- ✓ Evaluation of condition related deficiencies
- ✓ Rehabilitation strategies

Tasks included:

- Pre-Inspection Investigations and Field Reconnaissance
- Hydro-jetting and CCTV inspections of Port and City of Oakland Sewers
- Technical memorandum including maps, tables, and figures
- Ranking and grouping for rehabilitation prioritization
- Suggest rehabilitation strategies

Oil/Water Separator Condition Assessment, 2019. Schaaf & Wheeler (S&W) completed condition assessment and improvement recommendations for four existing oil/water separators operating within the port. Field investigation were conducted to examine the operating condition of the four oil/water separators currently in operation. A memorandum summarizing the existing conditions and the recommended improvements for each of the oil/water separators was submitted. Schaaf & Wheeler assessed issues with the existing oil/water separators and associated equipment. The existing oil/water separator structures are generally in good structural condition; however the current maintenance may not be sufficient to maintain the designed level of service at the sites. Varying levels of oil were

Client and Contact:

Liem Nguyen
Port of Oakland
Engineering Division
530 Water St
Oakland, CA 94607
Ph: 510. 627.1636
Inguyen@portoakland.com

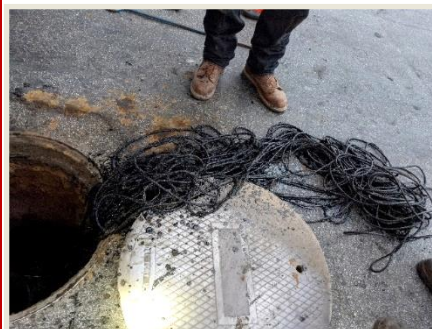
Services Provided:

- ✓ Sewer Inspections
Review and
Analyses
- ✓ Pump Station Design
- ✓ Outfall investigations and
recommendations

Contract Value: ~\$900,000

Team Members:

Glen M. Anderson, PE
Erin Slezak, PE
Benjamin L. Shick, PE
Glen M. Anderson, PE
Fidel T. Salamanca, PE





observed in each of the oil/water separators, with some even having oil in the discharge pipe. Some oil/water separators also had solids within the system. Because the rate of inflow into each device could not be determined, it is recommended that Port staff monitor the upstream chambers of the oil/water separators on a weekly basis to determine a necessary maintenance/cleaning interval for each device. Once an interval is established, monitoring can be reduced. Two of the four sites do not have installed actuators, and of the existing two sites with actuated valves, neither are operational. Only one of the two rain gauges is in an operable condition but it is in a non-ideal location.

7th Street Outfall Investigation, 2018. Schaaf & Wheeler conducted the field investigation and condition assessment of the existing 7th Street outfall based on port observations of significant debris within the outfall pipe. A memorandum summarizing the existing field condition and the options for repairing the system was submitted. The existing 7th Street outfall is an 18-inch reinforced concrete pipe and is embedded in the existing rip-rap covered shoreline. There is an existing hydro-dynamic separator trash capture unit directly upstream of the outfall. The outfall had been noted as having significant sedimentation and debris; upon an initial site visit, it was believed that the pipe had been broken due to the high levels of observed sediment. Schaaf & Wheeler recommends the full pipe replacement to address the underlying cause of the joint separation. The existing joint separation was likely caused by the loose backfill that supports the pipe and the CIPP liner would only be a temporary solution until the pipe shifts again causing a new failure. The full replacement is a long term solution that would address the cause of the joint separation and is anticipated to provide a much longer run of uninterrupted service.





South San Francisco On-Call Engineering Services, 2014 - Ongoing

On-Call Services

Green Stormwater Infrastructure Plan (C.3.j Compliance), 2017 – 2019 - Schaaf & Wheeler assisted the City develop their workplan and presented it to City Council in 2017. Schaaf & Wheeler is currently assisting the City with development of the Green Infrastructure Plan. This Green Infrastructure Plan is intended to describe how the City will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. **Contract Value: \$100,000**

Orange Memorial Park (OMP) 90% Submittal Peer Review, 2019-2020 - Schaaf & Wheeler reviewed the plans and design for the regional green infrastructure project at Orange Memorial Park. Schaaf & Wheeler prepared a list of questions and comments for the City to send to design team. Comments focused primarily in missing information, unit costs, and constructability of the project **Contract Value: \$18,460**

Inlet Filter Trash Capture Design, 2017 – Schaaf & Wheeler assisted the City in identifying locations to install around 250 inlet screens in catch basins in order to meet the 70% trash capture requirement in 2017. Schaaf & Wheeler identified sufficient locations so that the City exceeded the 70% requirement and is currently meeting the 80% requirement that is not due until 2019. **Contract Value: \$32,616**

Trash Capture Feasibility Study, 2016 – Provides a multi-year plan to reduce trash entering creeks and the San Francisco Bay from the City of South San Francisco municipal separate stormwater system (MS4), with the goal of meeting the July 1, 2017 70% and July 1, 2022 100% trash reduction requirements as outlined in the Regional Water Quality Control Board (RWQCB, 2015) NPDES Municipal Permit section C.10. **Contract Value: \$40,000**

FEMA San Francisco Bay Coastal Hazard Peer Review, 2014 - Peer review of FEMA's San Francisco Bay Coastal Study and potential changes in the mapping of regulatory flood hazards in South San Francisco. Schaaf & Wheeler engineers reviewed the San Francisco Bay Area Coastal Study draft maps for San Mateo to provide a list of comments and questions for the City to submit using the San Mateo County Flood Risk Review/Comment Tool. This summary report also compares FEMA's study results to other recent coastal analysis undertaken in South San Francisco, San Mateo/Foster City, and San Francisco International Airport and comments on significant differences and the potential reasons for such differences. **Contract Value: \$9,500.**

Flood Plain Analyses and Hydrology Studies:

Francisco Terrace Hydrology Study, 2015 - Schaaf & Wheeler researched historical data from Colma Creek and San Francisquito USGS stream gages and the FEMA Flood Insurance Study (FIS) to identify large historical events that have occurred in San Mateo County

Client and Contact:

Matthew Ruble, PE
Senior Civil Engineer
City of South San Francisco
315 Maple Avenue
South San Francisco, CA 94080
Ph: 650.829.6668
Matthew.Ruble@ssf.net

Eric Evans
Associate Civil Engineer
Department of Public Works
315 Maple Avenue
South San Francisco, CA 94080
Ph: 650.829.6664
Eric.evans@ssf.net

Services Provided:

- ✓ Green Infrastructure Planning
- ✓ Trash Capture Planning and Design
- ✓ NPDES compliance studies
- ✓ Pump Station Design and Construction Support
- ✓ Hydrology and hydraulic studies
- ✓ FEMA submittals
- ✓ Floodplain mapping

Contract Value: ~\$1.4 million

Team Members:

Caitlin J. Gilmore, PE
Robin J. Lee, PE
Charles D. Anderson, PE
Leif M. Coponen, PE
Fidel T. Salamanca, PE



since the development of the Francisco Terrace neighborhood in 1948. Schaaf & Wheeler provided the City Attorney's Office with an understanding of the capacity of the local storm drain system. This information may be used by the City to research any maintenance or flooding issues reported by the residents. Schaaf & Wheeler identified properties that are likely impacted during a 10-year storm runoff event based on the modeled water surface elevation in the Francisco Terrace neighborhood. **Contract Value: \$35,100.**



Colma Creek Floodplain Analysis, 2016 - The hydraulic analyses define 100-year flood depths associated with Colma Creek overflows in the area bound by the El Camino Real to the west, South Spruce Ave to the south, and Mission Road to the north. Schaaf & Wheeler found the re-analyzed floodplain at the intersection to be consistent with the effective FEMA FIRM. **Contract Value: \$15,000.**

Valverde Storm Drain Issues and Development of Conceptual CIPs, 2017 - The City's Storm Drain Master Plan (SDMP - Michael Baker International, 2016) included a Focus Study on Valverde Drive to evaluate the system in more detail. Valverde Storm Drain Issue Investigation & Conceptual Design Memo provides a more detailed analysis on the system in the SDMP and provides an additional conceptual design alternative to the proposed project in the SDMP to alleviate flooding issue. Schaaf & Wheeler conducted a site visit to inspect the drainage system which identified a local drainage system and is not included in the City's GIS data. Schaaf & Wheeler studied an alternative to the proposed solution in the SDMP. Improvements to the drainage system to prevent water leaving the system and flooding the property were identified and planning level cost estimates were included. **Contract Value: \$13,000.**

South San Francisco Rehabilitation of Eight Wastewater Pump Stations, 2004 – 2009, 2017 -2018

Schaaf & Wheeler prepared contract documents to rehabilitate eight of the City's nine sewage pumping stations (with individual station capacities ranging up to 13 MGD) as part of a multi-phase, multi-year project to rehabilitate major trunk lines, interceptors, force mains and sewage pump stations serving commercial and industrial tributaries.

Work includes pumping capacity upgrades, wet well rehabilitation, electrical and mechanical reliability, seismic retrofit and code compliance.

A variety of pump station configurations are involved -- from small, simple, duplex submersible stations to three-level structures with full ventilation systems. Schaaf & Wheeler worked with the City to install a uniform SCADA system at each rehabilitated station.



Pump Station No. 3 was rehabilitated and placed back into service in 2006. Pump Station No. 4 (the largest City pumping facility east of Highway 101) was rehabilitated and placed back into service in 2009. The design for Pump Station No. 8 rehabilitation was completed in 2009 and has been in service since 2011.

Schaaf & Wheeler prepared a basis of design for the rehabilitation of Pump Station No. 2 and recently provided design engineering services. The pump station was designed to City standards with input from their operations and maintenance staff. Services also include assistance with the design of the discharge force main servicing Pump Station No. 2 by providing hydraulic design input necessary to replace the force main for operating efficiency.

Recent work for Industrial Sewage Pump Station No. 1 includes basis of design for the pump station relocation. Pump Station No. 1 will be an entirely new facility. Sanitary sewer service cannot be interrupted, so the existing pumping facility should remain operable throughout construction to avoid temporary pumping. As part of the construction plans, the old Pump Station No. 1 will be demolished and/or abandoned. **Contract Value: PS 8: \$48,300; PS 1: 431,902; PS2: \$357,219; PS3,4,6,7,10: \$539,556**



Hermosa Beach Storm Drain Master Plan, 2016 - 2017

The stormwater study conducted in 1996 is outdated and is of unknown quality, therefore the City lacked a firm understanding of their stormwater system. Requirements of the Regional NPDES permit have greatly changed the way cities build and operate their storm drainage systems currently.

Schaaf & Wheeler assisted the City of Hermosa Beach with the development of a Storm Drain Master Plan (SDMP). This SDMP provides Hermosa Beach with a comprehensive summary of the existing drainage network and a plan to meet conveyance and water quality goals. Schaaf & Wheeler incorporated innovative technologies and forward-thinking solutions to help Hermosa Beach provide stormwater services to its residents, businesses and visitors.

Data Collection. Schaaf & Wheeler reviewed and utilized readily available land use, topographic, geological, geographical, and storm drain system data within the Hermosa Beach Storm Drain Master Plan Area (study area). System attributes were examined, and irregularities were identified in the modeled system data (e.g. potentially incorrect pipe diameters). City and County record drawings were reviewed to verify data and fill data gaps. Where record drawings were not sufficient, field measurements of pipe sizes, layout, and invert depth have been taken. A survey of the storm drain network was conducted by the subconsultant - Kier & Wright to measure manhole and catch basin rim elevations. Field information including node depth, pipe diameter, and network layout was collected by Schaaf & Wheeler. Corrections were entered into the storm drain network GIS files with data sources noted. Interpolation was used to determine missing information not available from GIS data, survey, or record drawings.

Modeling. Schaaf & Wheeler initially applied the Los Angeles County (County) modified rational method using the HydroCalc Calculator as detailed in the 2006 County Hydrology Manual. After analysis, it was determined that this method did not accurately model watershed properties. A modified method was applied to the watershed to address these inaccuracies. This method was used alongside MIKE URBAN by DHI and the US EPA SWMM5 engine storm drain modeling software to evaluate system performance, identify deficiencies and recommend necessary improvements. Physical parameters used in the model are based on the City and County GIS data and other information.

Capital Improvements Plan. Improvement projects that are required to alleviate or minimize flooding based on the 10-year performance standards are identified and prioritized in the Capital Improvements Plan (CIP). The proposed CIP is broken into four priority levels for the purpose of funding and implementation. The summarized costs include for design, administration, construction management, and contingency of each improvement.

Client and Contact:

Lucho Rodriguez
Deputy City engineer
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254
Ph: 310- 318-0210
lrodriguez@hermosabch.org

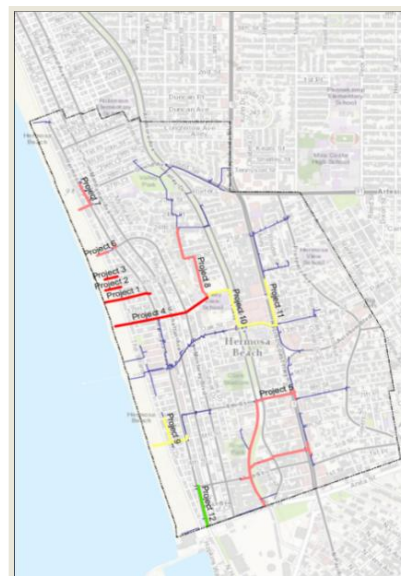
Services Provided:

- ✓ Coastal condition analysis,
- ✓ CIP development,
- ✓ Field investigations,
- ✓ Updated GIS data
- ✓ Cost estimates
- ✓ Cost effective designs and constructability.

Contract Value: \$189,950

Team Members:

Daniel J. Schaaf, PE
Emily D. Straley, PE
Fidel T. Salamanca, PE





City of Livermore On-Call Services (2005 – Ongoing)

Schaaf & Wheeler has assisted the City of Livermore on several major drainage studies and designs over the past fifteen years. Starting with the City's Storm Drain Master Plan in 2004 our team has modeled and designed improvements across Livermore. Schaaf & Wheeler works closely with the City and functions as an extension of its staff. The following is a list of significant projects within Livermore:

Design and Planning Project Completed:

- Flood Damage Repairs
- Flood Control Design
- Trash Capture Feasibility and Design
- Livermore Airport Levee/Floodwall Plan
- City Storm Drain Master Plan
- City Creek Master Plan
- El Charro Specific Plan H&H Study
- El Charro CLOMR/LOMR
- Arroyo Las Positas Desilting
- Livermore Trash Capture Master Plan
- Livermore Airport Stormwater Master Plan (NPDES)
- Bear Creek Oil Separator Design
- Development Review
- Brisa Storm Drain Box Culvert Design
- El Charro HMP Basin Design

The adjacent map shows the stormwater and wastewater projects our engineers have worked on in and for the City of Livermore.

Storm Drain Master Plan Update, 2020. Schaaf & Wheeler is updating the 2006 citywide storm drain master plan utilized improved data and modeling capabilities. The updated model will incorporate the City's vast network of open channels, pipes and detention basins. Trash capture and green infrastructure improvements will be incorporated into the updated CIP. **Contract Value: \$377,540**

Storm Drain Master Plan, 2003 – 2004. Schaaf & Wheeler prepared a storm drain master plan update for the City of Livermore. Project engineers evaluated the City's storm drain system for 10- and 100-year storm events using DHI MIKE-URBAN modeling software that combines the use of GIS and SCS unit hydrograph urban hydrology methods to model flow through pipe networks, open channels, and city streets. Project engineers modeled existing land uses along with future development conditions to determine potential storm drain impacts and improvements. The team worked closely with the City to categorize these projects by cost and urgency. Schaaf & Wheeler helped the City to form a nexus to update their storm drainage development fees.

Livermore's storm drain system is greatly affected by the water levels in flood control channels and streams; Schaaf & Wheeler subsequently developed a creek master plan that added detailed channel and culvert

Client and Contact:

Joel Waxdeck
Senior Engineer
City of Livermore, City Hall
1052 S. Livermore Ave.
Livermore, CA 94550
Ph: 925-960-8129
jhwaxdeck@ci.livermore.ca.us

Services Provided:

- ✓ Storm drain master planning
- ✓ Trash Capture Planning & Design
- ✓ Hydraulic and scour analyses
- ✓ Storm drain assessment and rehabilitation design
- ✓ Hydrologic analysis and calculations
- ✓ Creek rehabilitation and stabilization
- ✓ Environmental permitting assistance
- ✓ Flood Plain Mapping and Protection
- ✓ Construction support services

Contract Value: ~1.2 million

Team Members:

Daniel J. Schaaf, PE
Emily D. Straley, PE
Benjamin L. Shick, PE
Caitlin J. Gilmore, PE
Robin J. Lee, PE
Fidel T. Salamanca, PE



data to the city's models. These combined models are an important planning tool for the City. **Contract Value: \$225,292**

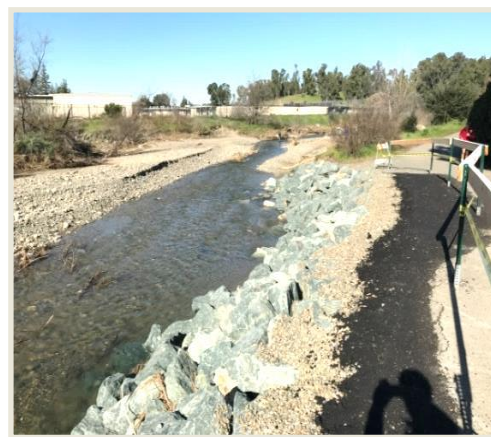
City of Livermore Stormwater Trash Reduction Plan and Design, 2014 - 2019. Schaaf and Wheeler provided the City of Livermore with a multi-year plan to reduce trash entering channels within the City from the municipal separate stormwater system (MS4), with the goal of meeting trash reduction requirements as outlined in the Regional Water Quality Control Board (RWQCB) NPDES Municipal Permit section C.10.

The proposed Stormwater Trash Reduction Plan (Plan) guided the City to comply with both the 2017 and 2022 trash reduction deadlines. It includes a schedule for implementation, a description of proposed control measures and proposed best management practices (BMPs). The Plan supplements the Long-Term Trash Reduction Plan and Progress Assessment Strategy developed by the City to meet the NPDES of 2014. **Contract Value: \$76,840**

Design of large-scale trash capture device for Southfront Road that would intercept flows leaving two 66" diameter storm pipes that feed into two 12' by 8' box culverts. A 45-inch high weir that will be constructed to facilitate two 30-inch diameter stainless steel pipe extensions. Debris leaving the two 66-inch pipes will be intercepted and stored in nets attached to the pipe extensions meeting the NPDES Section C.10 permit requirements. The Trash Nets are currently in operation. 150 locations where CPS devices are feasible to provide a factor of safety in meeting the City's trash collection goals are also identified. **Contract Cost: ~\$106,780.**

Livermore Flood Damage Repairs, 2017- 2020. Winter of 2017 storms produced several high flow events throughout the City of Livermore. These flows caused significant damage to the City owned or maintained flood conveyance infrastructure. Schaaf & Wheeler was contracted by the City to design improvements for nine damaged locations to be constructed before the 2018 rainy season. The Schaaf & Wheeler team designed emergency channel repairs for portions of the Arroyo Mocho, Collier Canyon Creek and Arroyo las Positas. With channel construction banned between October 15th and April 15th, the construction documents for these repairs were required to be finalized at the beginning of June for construction to start at the beginning of July. Work under this extremely tight schedule design included:

- Detailed topographic surveys of the damaged sites;
- Hydraulic and scour analyses;
- Advanced soils sampling, including dioxins, as required by the City's Stream Maintenance Permit;
- Repair designs including rock riprap,
- Sediment and debris removal,
- Pavement and gravel path repair, and the clearing of damaged pavement from the channel; and
- Technical specifications; cost estimating; and mitigation planning.





Several additional sites throughout the City of Livermore are also being designed under this contract to maintain channel conveyance as permitted. The Schaaf & Wheeler team worked closely with City staff, the Alameda County Resource Conservation District, the Livermore Area Parks and Recreation District and the Regional Water Quality Control Board to get these projects designed in a timely and cost-effective manner.

Schaaf & Wheeler is also planning and designing additional City storm drainage repairs and improvements to correct interior flooding issues. These problem spots throughout the City are related to maintenance and piping system conveyance constraints. A planning document highlighting potential improvements to the City's drainage system was also developed. **Contract Value: \$800,000**

Grant Writing Support. Collier Canyon Sediment Basin Project and Las Positas Golf Course Flood Protection Project. Schaaf & Wheeler provided preliminary design, cost estimates, construction schedules and grant application support for these two projects. Schaaf & Wheeler coordinated with City of Livermore, Zone 7, FEMA and other involved agencies and consultants. Annual watershed sediment yield was analyzed using available data and regional regression calculations. Existing hydrologic and hydraulic models of the Collier Creek watershed were modified to optimize sizing and outlet configurations for the proposed basin. The volume of detention and peak flow reduction for various frequency events was documented. The preferred basin sizing was presented to the City. Estimates were made for the volume of sediment and invasive debris to be removed along the Las Positas channel through the golf course. Existing hydraulic models (HEC-RAS) of the channel were modified to develop modified floodplains. Schaaf & Wheeler also designed numerous berms and drainage systems throughout the golf course to reduce flood inundation and minimize damages during large storms. **Contract Value: \$25,000**

References

Port of Oakland On-Call Engineering Services, 2016 - Ongoing

Client and Contact:

Liem Nguyen
Port of Oakland, Engineering Division
530 Water St, Oakland, CA 94607
Ph: 510. 627.1636
Inguyen@portoakland.com

Services Provided:

Sewer Inspections Review
and Analyses
Pump Station Design
Outfall investigations and
recommendations

On-Call Engineering Services, City of South San Francisco, 2014 - Ongoing

Client and Contact:

Matthew Ruble, PE - Senior Civil Engineer
City of South San Francisco
315 Maple Avenue, South San Francisco, CA 94080
Ph: 650.829.6668
Mathew.Ruble@ssf.net

Services Provided:

GI Planning,
Hydrology and Hydraulic studies,
Trash Capture Planning and Design,
FEMA Submittals,
Floodplain Reviews

On-Call Engineering Services, City of Livermore, 2005 - Ongoing

Client and Contact:

Joel Waxdeck, PE - Assistant City Engineer
City of Livermore, City Hall
1052 S. Livermore Ave., Livermore, CA 94550
Ph: 925.960.8129
jhwaxdeck@ci.livermore.ca.us

Services Provided:

Storm Drain Master Planning
Storm Drain Assessment & Design
Hydraulic and Scour Analyses
Hydrologic Analysis & Calculations
Creek Rehabilitation & Stabilization
Permitting Assistance
Flood Plain Mapping and Protection



Experience and Qualifications of Key Personnel

Team and its Management - Our Project Manager

Has Necessary Experience - Our results-oriented team for the City of Hermosa Beach As-Needed Civil Engineering Services for Sanitary Sewer Storm Drain projects is under the strong leadership of **Glen M. Anderson, PE. Glen has 14 years of experience** in infrastructure planning, assessment; and design of waste water conveyance systems, stormwater systems and water supply and distribution systems. Most of these projects have required multidisciplinary subconsultant coordination including structural engineering, RWQCB compliance, electrical engineering, survey and mapping, utility relocation, environmental permitting and stakeholder involvement.

Is an Accomplished Project Manager – Glen M. Anderson, PE is an owner and Senior Project Manager at Schaaf & Wheeler. He will be the Project Manager and provide his expertise in assessment, design and construction support of sewer pipes repairs. **Glen has completed design of more than 15,000 LF of Sewer pipes.** Additionally, he has worked on numerous pump station rehabilitation/replacement design projects throughout the Bay Area. **Glen Anderson has performed condition assessments for more than 150 pump stations and designed about 100 of them.**

Glen has served as project manager and project engineer of gravity sewers, force mains, sewage lift stations, storm drain pipes, stormwater pumping stations, water booster stations and storm drains for public agencies throughout and feasibility studies to construction document preparation and construction support – help complete the projects within schedule and budget.

Some of his relevant projects are:

- PSQ Reserve Flow and URD Project, East Bay Municipal Utility District
- Rehabilitation of 96" CMP, Town of Moraga
- O'Connor Pump Station Trash Capture Retrofit, City of East Palo Alto
- City-wide Sewer Repairs, City of Morgan Hill
- Assessment and Engineering for Sanitary Sewer Main Rehabilitation, City of San Mateo
- Crestmoor and Lomita Pump Stations and Forcemain, City of San Bruno
- Force Main Appurtenance Projects ESDC, Ross Valley Sanitary District
- Cabrillo Avenue Sewer Main Abandonment and Replacement, City of Santa Clara
- South Trunk Sewer Relief Line, City of San Mateo
- Morgan Hill Trunk Sewer No. 2, City of Morgan Hill

Project Role: Glen will be responsible for day-to-day project management for the entire length of the project. He will focus and maintain the project schedule and budget as well as undertake ultimate responsibility for the quality of all work products. Glen will hold regular team meetings to make sure issues are resolved effectively and to allocate resources to critical tasks. He will work closely with the City staff to make sure contractual and procedural issues are exposed and resolved.



Education

BSCE, Civil and Environmental Engineering, University of California, Davis

Licenses

Registered Civil Engineer
California C 76720

Certifications

NASSCO PACP, MACP and
LACP Certified, Cert. No.
U-714-06021855

Hydraulic Institute, Pump System
Assessment Certified

Years of Experience: 14

Years with S&W: 14

District's Day-to-Day Contact:

1171 Homestead Rd., Ste. 255,
Santa Clara, CA 95050
Ph: 408.246.4848

Email: ganderson@swws.com

Qualification Highlights:

- ✓ Completed design and CS of a \$7.5 million gravity main and force main project for EBMUD in City of Berkeley
- ✓ Knowledge and Experience in Open Cut and Trenchless Technologies: CIPP, Pipe Bursting, Pipe Reaming
- ✓ Project Design Manager for Sewer Rehabilitation Projects for:
 - City of San Mateo
 - City of Santa Clara
 - City of Morgan Hill



Other Key Personnel

Daniel J. Schaaf, PE – Principal-in-Charge – Vice President and an owner of Schaaf & Wheeler. Dan has more than twenty years of experience in storm drain master planning, flood control and drainage, hydrology and hydraulics, and physical and numerical modeling.

Dan recently led Schaaf & Wheeler teams that produced storm drain master plans for the cities of Hermosa Beach, Cupertino, Larkspur, Palo Alto, and Mountain View. Many of these storm drain master plans included evaluation of the impacts of sea-level-rise (SLR) and climate change on storm drainage and flood protection systems. Models were used to analyze both the 2050 and 2100 scenarios.

Dan Schaaf has also performed several FEMA flood insurance studies throughout California. He has extensive experience with several one- and two-dimensional numerical modeling software programs and, more importantly, understands the capabilities and limitations of these tools. He utilizes this valuable experience to efficiently expedite project processes and complete projects within schedule.

Dan is currently working on the Storm Drain Master Plan for City of Carmel by-the-Sea and County of Santa Cruz Zone 5. He has a thorough understanding of technical methods for watershed hydrology, open channel and pipe-network hydraulics, coastal and estuary processes, one-dimensional and two-dimensional (2D) modeling and floodplain mapping.

Project Role: *Dan will be responsible for contractual negotiations with the City. He is the authorized signatory for this On-Call contract. Dan will evaluate and model storm drain improvements and modifications, where necessary.*

Dan brings the veteran knowledge of the City's drainage and stormdrain infrastructure and its associated issues and needs from assisting the Drainage Study Master Plan that Schaaf & Wheeler Completed back in 2016-2017.

Benjamin L. Shick, P.E. – QA/QC – Ben Shick is a vice president and owner at Schaaf & Wheeler. Ben has more than **18 years of experience** in infrastructure planning and design of wastewater, stormwater and potable water systems. He provides expertise in alternative analyses, trenchless technologies, design and construction support sewer main rehabilitation. He has served as project manager and project engineer for design of large diameter pipes, sewage lift stations, stormwater pumping stations and gravity sewers.

Ben's sewer rehabilitation/replacement projects generally include flow monitoring, CCTV inspections, pipe rehabilitation and replacement, manhole rehabilitation and replacement, pipe placed on structural supports, etc. Ben is proficient in water resources modeling tools: AutoCAD, WaterCAD, HEC-RAS, HEC-HMS, GeoRAS, MOUSE, and ArcGIS 9.0.

Years of Experience: 25+

Qualifications Highlights:

- ✓ Completed Stormdrain Master Plan for the City of Hermosa Beach
- ✓ Completed 20 Storm Drain Master Plans.
- ✓ Proficient at modeling and developing prioritized CIPs
- ✓ Highly familiar with FEMA process
- ✓ Worked on over Hundred FEMA LOMR/CLOMR Submittals
- ✓ Completed several Dam Inundation Studies
- ✓ Council Presentations for Project Execution
- ✓ Evaluated impacts of SLR on storm drainage and flood protection systems.

Years of Experience: 18

Qualification Highlights:

- ✓ Design & CS of ~150,00 LF of sanitary sewer pipes
- ✓ Knowledge and Experience in Open Cut and Trenchless Technologies: CIPP, Pipe Bursting, Pipe Reaming
- ✓ 10 Years of QA/QC experience
- ✓ Resource optimization and cost control
- ✓ Stakeholder coordination
- ✓ Award-Winning Projects



Ben is currently providing On-Call engineering services to the City of San Mateo, City of Belmont, and the City of Alameda. Some of his relevant sewer projects are:

- Sanitary Sewer and Storm Drain Rehabilitation and Replacement Projects, City of Belmont
- Harbor Drive Sewer Rehabilitation Project, Town of Corte Madera
- Woodland Avenue Sewer Improvement Project, San Rafael Sanitation District
- Sanitary Sewer Repair Project, City of Mill Valley
- El Camino Real Sanitary Sewer Rehabilitation, City of San Mateo
- Sanitary Sewer Rehabilitation Projects, City of San Mateo
- El Camino Real Sanitary Sewer/Water Improvement Project and Cabrillo Avenue Sewer Main Abandonment and Replacement, City of Santa Clara
- Kingridge Sanitary Sewer and Storm Drain Improvement Project, City of San Mateo
- Sanitary Sewer Pump Station Evaluation and Design, Town of Hillsborough
- Rehabilitation and Replacement of 32 Sanitary Sewer Pump Station, City of Alameda
- Rehabilitation and Replacement of 28 Sanitary Sewer Pump Stations, City of Oakland

Project Role: Ben will ensure quality control and quality assurance for all deliverables of the project. He will perform quality control several times throughout the project to minimize the need to fix problems further along in the project. Ben will work with Glen Anderson at Schaaf & Wheeler to provide critical reviews of alternatives and design methods. He will also scrutinize improvements for constructability and cost.

Caitlin J. Gilmore, P.E., QSD, CPSWQ – Stormwater Treatment and Trash Capture - Caitlin is a Senior Project Manager at Schaaf & Wheeler and brings forth in-depth understanding of urban drainage systems. Caitlin is certified by the state of California as Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer and Practitioner, is a Certified Professional in Storm Water Quality and brings in more than 12 years of experience in stormwater systems, hydrology and hydraulics, open channel design, bridge scour analysis, pump stations and water distribution. She is accomplished in full trash capture planning and design, NPDES permit compliance and storm sewer system design.

Caitlin augments her skills regularly through training and she has provided numerous third-party reviews of stormwater management and pollution prevention plans. Recently, she conducted a presentation on trash capture hydraulics at the APWA North conference.

Caitlin is leading the teams conducting feasibility studies for location of the trash capture devices. For some of these cities, Schaaf & Wheeler is also designing the trash capture devices that were proposed as a part of the feasibility studies.

Project Role: Caitlin will be the lead on all projects related to stormwater treatment and trash capture.

- *Water/ Sewer Main Replacement Project Completed for Mid-Peninsula Water District/ City of Belmont, APWA Honor Award for 2019*
- *Shoreway Sewer Replacement Project Completed for City of Belmont, Project of the Year Award for 2019*

Years of Experience: 12+

Qualifications Highlights:

- ✓ *Caitlin is assisted several California municipalities to comply with the Regional Municipal Permit Section C.10 to achieve their trash capture reduction goals, including:*
 - *San Jose,*
 - *South San Francisco,*
 - *San Bruno,*
 - *Mountain View,*
 - *San Mateo,*
 - *Hermosa Beach,*
 - *Palo Alto,*
 - *Livermore.*
- ✓ *Some of these projects are award winning*
 - *The San Jose Project received a 2019 APWA Silicon Valley Chapter Honor Award and a Commendation Award at the 2019 ACEC Engineering Excellence Awards.*
 - *Mountain View Citywide Trash Capture Phase I Project received the APWA 2019 Environment Award.*



Robin J. Lee, PE –Stormwater Green Infrastructure - Robin is a senior project engineer at Schaaf & Wheeler with over 13 years of experience and has been working with the City of South San Francisco for the past three years to comply with the Regional Municipal Permit Section C.3.j. to achieve their PCBs and mercury reduction goals. Robin authored trash capture feasibility reports for both the cities of San Bruno and South San Francisco. She also assisted both jurisdictions install small scale CPS units to meet the 80% trash capture targets. Robin conducted the San Mateo Countywide Water Pollution Prevention Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program new development workshop training sessions regarding stormwater treatment measure reviews and inspections.

Robin is currently managing a green infrastructure project for the City of Menlo Park and routinely reviews stormwater management plans to ensure low impact development (LID) is designed to meet the permit requirements and engineered to function as a drainage system.

Robin has worked on numerous successful storm drainage and flood control projects throughout the Bay Area. Her experience with master planning hydraulic systems is extensive and she has the natural ability to explain complex engineering concepts to the general public as well as government officials. Robin is proficient in PCSWMM, SWMM, HEC-RAS, HEC-HMS, HY-8, BAHM, and ArcMap.

Project Role: Robin will be the lead on all projects related to stormwater green infrastructure.

Fidel T. Salamanca, P.E. - Project Engineer – Fidel Salamanca is a senior engineer at Schaaf & Wheeler with more than 7 years of experience in designing water mains, pump stations for sanitary sewer and stormwater systems, open channels, culverts, and stormwater networks. He is currently managing the design and construction support for five (5) water mains for Contra Costa Water District. He has completed the campus-wide Water System Pipe Replacement preliminary design for seven (7) water mains for Sandia National Laboratories. He has valuable experience in storm drain master planning, modeling, analyzing and planning urban stormwater systems. He has completed Storm Drain Master Plans for the Cities of Alameda, El Cerrito, East Palo Alto, Palo Alto, Orinda, Mountain View, North San Jose, the Town of Moraga and County of Santa Cruz, Zone 5 & 6. Fidel has been involved in water quality related projects and has assisted trash capture feasibility studies for Bay Area cities. He assisted with the design of the trash capture devices for the City of Mountain View and San Jose. Fidel is also proficient in modeling software including ArcGIS, AutoCAD, EPA SWMM5, HY8, MIKE URBAN, MIKE 21, BAHM, HAMMER, Microstation, HEC-RAS, geo-RAS, HEC-HMS, geo-HMS, and HEC-1.

Project Role: Fidel will be the project engineer and assist with the alternatives, design and construction support.

Years of Experience: 13+

Qualifications Highlights:

- ✓ Stormwater GI Planning and Design;
Currently assisting:
- City of Pacifica
- City of South San Francisco
- City of Menlo Park
- City of Palo Alto
- ✓ NPDES Compliance and Trash Capture
- ✓ C.3 Reviews and Inspections
- ✓ Water Quality and Hydrology Studies
- ✓ Permitting Assistance
- ✓ Training and Stakeholder Workshops
- ✓ Proficiency in Storm Drain Master Planning
- ✓ SLR Study on Storm Drainage and Flood Protection Systems
- ✓ Hydrology and Hydraulics

Years of Experience: 7+

Qualifications Highlights:

- ✓ Project Engineer for the Hermosa Beach Storm Drain Master Plan
- ✓ Assessed and designed wastewater and stormwater pump stations
- ✓ Assisted with:
- Sewer Rehabilitation Projects
- Storm Drain Design
- Trash Capture Design
- ✓ Water Mains Design for Sandia National Laboratories and CCWD
- ✓ NPDES Compliance
- ✓ C3 Reviews
- ✓ Hydraulic Modeling



Table: Key Personnel Qualifications, Experience and Role

Name & Firm	Years of Experience	Role and Responsibility	License, Certifications and Education
Glen M. Anderson, PE, PACP	14	Project Manager	Registered Civil Engineer, California C76720 BSCE, Civil and Environmental Engineering, University of California, Davis NASSCO PACP Cert. U-714-06021855 Hydraulic Institute, Pump System Assessment Certified
Daniel J. Schaaf, PE	25+	Principal-in-Charge and Project Engineer Modeling	Registered Civil Engineer, California C57617 BSCE, San Jose State University MSCE (Water Resources Engineering), San Jose State University
Benjamin L. Shick, PE	18	Quality Control and Quality Assurance	Registered Civil Engineer, California C68813 MSCE, Montana State University-Bozeman BSCE, Montana State University-Bozeman
Caitlin J. Gilmore, PE, QSD/QSP, CPSWQ, LEED AP	12	Project Engineer Stormwater Treatment & Trash Capture Design	Registered Civil Engineer, California C76810 BSCE, Civil and Environmental Engineering, California Polytechnic University, SLO MS, Environmental Engineering, University of Southern California
Robin J. Lee, PE - Senior Project Engineer	13	Project Engineer Green Infrastructure NPDES Compliance	Registered Civil Engineer, California C70040; Washington 43587 MS, Civil and Environmental Engineering, UC Berkeley BS, Civil and Environmental Engineering, UC LA
Fidel T. Salamanca, PE	7	Project Engineer	Registered Civil Engineer, California C84851 BSCE, Civil Engineering, California Polytechnic State University, San Luis Obispo

Detailed resumes of the entire team are attached as Appendix.



6. Required Forms

RFQ 20-02

City of Hermosa Beach



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: No. 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: None

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:



Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President



RFQ 20-02

City of Hermosa Beach



6.3.2 Non-Collusion Affidavit

RFQ #: No. 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President



RFQ 20-02

City of Hermosa Beach



6.3.3 Compliance with Insurance Requirements

RFQ #: No. 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President



RFQ 20-02

City of Hermosa Beach



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: No. 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

RECITALS

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.

12. INDEMNIFICATION.

CONSULTANT shall indemnify, defend with counsel approved by CITY, ~~with said approval not unreasonably withheld~~ and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) ~~of every nature to the extent arising out of or in connection with~~ CONSULTANT's negligent 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.

Signature of Authorized Representative:

Printed Name and Title:

Daniel J. Schaaf, P.E. - Vice President

17. INSURANCE REQUIREMENTS.

C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against ~~Contractor~~ 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.

21. NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services preformed 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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year. ~~CITY shall provide reasonable notice to CONSULTANT so that work does not proceed beyond such fiscal year.~~



Appendix: Resumes

Glen M. Anderson, P.E. Project Manager

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Glen M. Anderson, P.E. has more than 14 years of experience in stormwater and wastewater pumping and conveyance, sanitary sewer systems, potable water assessment and design as well as the associated construction support and management for those projects. Glen has worked on storm and sanitary sewer pump station rehabilitation projects throughout the Bay Area. He leads multidisciplinary teams to provide assessment, feasibility studies, complete design of pump stations rehabilitation and replacement projects. His management skills in every phase of the project help complete the projects within schedule and budget. Glen has successfully completed work on several sanitary sewer main and trunk rehabilitation projects. Glen's potable water experience projects include the assessment and rehabilitation of booster pump stations, design of water tanks and

planning and design for potable water wells and pipelines. In addition to design, Glen has provided design, construction support and management services for a variety of projects, including pump stations, wells, pipelines, storage tanks and generator installations.

Glen has performed condition assessments for more than 150 stormwater and sewer pump stations and designed several of them that are currently operational.

Education

BSCE, Civil and Environmental Engineering,
University of California, Davis

Licenses

Registered Civil Engineer California C76720

Certifications: NASSCO PACP, MACP and LACP
Certified, Cert. No. U-714-06021855

Hydraulic Institute, Pump System Assessment Certified

Affiliations: Peninsula Water Works Association –
Board Member; Pipe Users Group - NorCal;

Relevant Projects

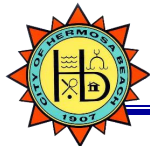
Sanitary Sewer CCTV Inspection and Data Review, Port of Oakland (2020 – 2022), Contract Value: \$429,094. As Project Manager, Glen Anderson is leading the cleaning and CCTV inspection of approximately 50,000 linear feet of sanitary sewer piping within the Port of Oakland's Seaport Facility including the TraPac, 7th Street, Middle Harbor Road, Middle Harbor Shoreline Park, Joint Intermodal Terminal, Matson Terminal, and other areas as requested by the Port. CCTV inspection reports are generated in conformance to NASSCO PACP and LACP standards. The findings of these inspections are summarized in a technical memorandum that ranks the pipeline segments in order of severity and provides recommended improvements for pipelines receiving a level 4 or level 5 rating through the ranking process. Manholes with observed deficiencies are noted and assessed in conformance NASSCO MACP standards. The inspected pipeline that shows breakage, Inflow and infiltration, blockage are identified and made known to the Port in real-time.

Corporation Way System Upgrades and Pump Station, West Bayshore Road Pump Station and West Bayshore Road Trunkline Improvements Project, City of Palo Alto (2020-2021), Contract Value: \$798,578. The areas along East Bayshore Road and West Bayshore Road are not capable of draining

when the water levels are high in Adobe Creek. The existing piping at these locations is undersized for the anticipated flows. Therefore, these areas often experience localized flooding during storm events. To mitigate the flooding at these sites, as Project Manager, Glen Anderson is leading a multidisciplinary team to provide design and construction support services to install small storm drain pump stations at each site.

Basin 2 and 3 Collection System Improvements Project: Sanitary Sewer Pump Stations Rehabilitation, City of San Mateo (2016–2019). Schaaf & Wheeler completed the preliminary evaluation, alternatives analysis, and design for the rehabilitation of the 38th Ave., 41st Ave., and Dale Ave. pump stations. Tasks included alternatives analyses for capacity augmentation, upgrade of the standard equipment including flygt rail-mounted submersible pumps; modern electrical panels, pump starters, and automatic transfer switch; Hydrotang 200 pump controller; Motorola ACE6300 RTU; and Cummins standby diesel engine generator. Dale Avenue pump station upgrades include replacement of existing pumps and motors; replacement of control panels; installation of new VFDs; replacement of engine generator; improved SCADA and controls system; and wetwell improvements.

Pump Station Q Reverse Flow Project, East Bay Municipal Utility District (2016-2019). Schaaf & Wheeler designed two



36-inch valves, approximately 1,800 linear feet of 36-inch gravity line, and two weir vaults that allow the existing Pump Station Q forcemain to be used in reverse as a gravity pipeline. In the event that a large rain event requires the use of Pump Station Q, the valves close and the forcemain is back to service as a forcemain. This project was mandated in the EPA consent decree to the District and significantly reduces the use of the District's wet weather sewer facilities

Rehabilitation of Failed 96" Stormwater Corrugated Metal Pipe, Town of Moraga, 2016 – 2017. The sinkhole (approximately 15-feet wide by 20-feet long by 15-feet deep) developed over an existing 96-inch diameter corrugated metal pipe (CMP). The Town immediately declared a State of Emergency. Following the emergency protocol, As Project Manager, Glen Anderson assisted with the detailed investigation into the sinkhole cause including inspection of the existing CMP. Glen completed the design of approximately 120 linear feet of replacement pipe. The CMP was replaced with reinforced concrete pipe.

Sanitary Sewer Rehabilitation Projects, City of San Mateo, (2014 – 2016), Contract Value: \$190,913. As Project Engineer, Glen Anderson led and completed site investigations, inspections, researched existing data, and developed recommended alternatives for various sewer rehabilitation projects within the City. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); replacement of sewer lines in back yard easements with tight access; replacement of sewer lines through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, topographical surveying, environmental permitting, and Caltrans Encroachment Permit.

AP12 and 15 Pump Stations Rehabilitation – Port of Oakland (2018 – 2020). Contract Value: \$113,697. As Project Manager, Glen Anderson prepared rehabilitation/replacement plans for the two lift stations. This project rehabilitates the pump stations and eliminates failures associated with the existing ejector pumps. Necessary and desired improvements for each pump station were identified. Improvements include pump station capacities, available power sources, station limitations, and other constraints that influence pump station design. The pump station improvement recommendations are based on deficiencies observed during visits and desired operational improvements. The noted deficiencies as well as the recommended improvements for each of the stations are outlined in the Basis of Design Report.

Sewer Lift Stations J&K and D, F & W Improvements, City of Morgan Hill (2015 – 2017), Contract Value: \$247,325. J&K Lift Stations included complete design, plans, specifications, estimates and bidding and construction support. Existing station is rebuilt by replacing the MCC, cabinets and their supports; rebuilding electric meter assemblies and piping with

check valves and gate valves outside the wet wells; preparing surface and recoating the wet wells; replacing the wet well cover with H20 traffic lid; concrete site work; removing bollards and repaving; providing short retaining structures. The rehabilitation of 3 sewage pump stations D, F & W included new wet well lids and hatches, grading modifications, new electrical panels and possibly new pumps. Station F includes evaluation of a new access driveway to the station.

Sanitary Sewer Rehabilitation Projects, City of San Mateo, (2014 – 2016), Contract Value: \$190,913. As Project Engineer, Glen Anderson led and completed site investigations, inspections, researched existing data, and developed recommended alternatives for various sewer rehabilitation projects within the City. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); in back yard easements with tight access; through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, topographical surveying, environmental permitting, and Caltrans Encroachment Permit.

Cabrillo Avenue Sewer Main Abandonment and Replacement, City of Santa Clara (2013 – 2014), Contract Value: \$101,650. As Project Manager, Glen Anderson provided design and construction support services for the replacement of sewer pipe located within Cabrillo Avenue, running parallel to the existing sewer line. Design included plan and profile of a new 12-inch PVC sewer main, associated manholes, and lateral connections. An inverted siphon was required to cross under an existing 24-inch storm drain line. The siphon consists of two 8-inch barrels, inlet structures, outlet structures, and an air jumper. In addition, replacement of several smaller sewer and storm drain lines necessary to facilitate the installation of the new sewer mainline were also designed.

El Camino Real Sanitary Sewer Rehabilitation, City of San Mateo (2017 - 2018), Contract Value: \$500,000 . As Project Engineer, Glen Anderson reviewed and evaluated the condition of all of the City's sanitary sewer pipes within and adjacent to El Camino Real and developed a recommended improvement project to address all significant condition related issues. Subsequently the rehabilitation and replacement design of 10,050 LF of pipe and the rehabilitation and replacement design of 110 manholes were also prepared. Rehabilitation methods were primarily cured-in-place pipe (CIPP), pipe bursting and open trench replacement methods were also used.

Sanitary Sewer Rehabilitation Projects, City of Belmont (2015, 2016 and 2017), Contract Value: 2015 - \$567,000; 2016 - \$456,961; 2017 - \$194,000. As Project Engineer, Glen assisted with the evaluation, prioritization, and design of the rehabilitation and replacement of their high priority gravity sewer lines throughout the City. The 2015 Sewer Rehabilitation project consisted of the replacement and rehabilitation of



approximately 2 miles of gravity sewer lines and associated manholes. Schaaf & Wheeler team provided detailed utility investigations, potholing, and sewer modeling services. The 2016 sewer rehabilitation project consisted of evaluating and preparing design documents for approximately 5 miles of gravity sewer lines located throughout the City in back yard easements and in City streets. Construction methods include pipe bursting, open trench excavation, and CIPP lining. A large portion of the sewer mains included within the City of Belmont sewer rehabilitation projects are located within backyard and side yard easements with difficult access and easement issues.

Sanitary Sewer Rehabilitation Projects for City of Morgan Hill, 2019 – Present, Contract Value: \$162,285. Project Manager for 47 pipe segments. Evaluated and assessed the existing sewer infrastructure. Reviewed the existing sewer model to evaluate the pipe sizes and recommend the rehabilitation/replacement method. Visited each site to collect additional field data to assess pipes and make recommendations. Prepared a TM summarizing the assessments, capital improvements and construction cost estimates. Subsequently designed the recommended improvements. Tasks included project basemapping, detailed utility investigations, evaluations to re-route sewer mains and laterals from backyard easements, plan and profiles of sewer lines, construction details, technical specifications, and cost estimates. The proposed construction methods were tailored to minimize impacts and costs at each location. Construction methods include pipe bursting, open trench, spot repairs, and CIPP rehabilitation.

Force Main Appurtenance Projects - Ross Valley Sanitary District, San Rafael, Contract Value: Preliminary Design: \$220,885; Design: \$155,570. As Project Engineer, Glen Anderson assisted the preliminary design of the replacement of five air release valves. The project includes replacement of four failing air-release valves (ARVs) on District-owned force mains and install a new ARV at a critical location, install four cathodic protection (CP) test stations at various locations along Pump Station 13 (PS13) force main, and to install an impressed current cathodic protection (ICCP) system at PS13. This project required Caltrans and environmental permitting. It also involved pipeline excavation, removal and disposal of existing ARV and piping and site restoration to pre-construction condition.

Matadero Stormwater Pump Station Rehabilitation Design, City of Palo Alto (2018), Contract Value: \$547,190. Design of improvements to the existing pump station to increase reliability and mitigate risk of interior flooding. Work includes raising the ground surface, constructing a building to house new electrical equipment and a new emergency standby generator, making modifications to the existing wetwell structure, replacing outfall flap gates, and replacing existing mechanical equipment. Also coordinated the pump station upgrades with Valley Water. Issues encountered during design include public outreach with concerned residential housing neighbors adjacent to the project site. Worked with the HOA to redesign the buildings to conform with residential housing architecture, and provide natural screening and adjustment to minimize visual impacts.

O'Connor Stormwater Pump Station Improvement Feasibility Study – City of East Palo Alto (2016); Contract Value: \$10,000.

This project included a review of the existing condition and capacity, and summarized the deficiencies along with the recommended improvements. The recommendations also address improvements to increase the reliability and capacity of the pump station. As Project Manager, Glen Anderson conducted the assessments, made recommendations and prepared the cost matrix to bring the Pump Station into compliance with the modern pump station standards and current California Electric Code (CEC), and to perform recommended improvements. The City approved four specific recommended improvements to the pump station. Glen also designed the Trash Capture retrofit to the pump station.

Sears Point Stormwater Pump Stations Design, 2 Stations - Ducks Unlimited, Inc. (2014); Contract Value: \$104,765. The project involves design of two stormwater pump stations that are used to convey stormwater over the newly constructed levee system at Sears Point. Each pump station design includes new pump bays, two vertical turbine pumps, new electrical services, new MCC's, discharge piping, valves, force main, and flap gates. The design capacity for each pump station is 22,500 gpm. As Project Engineer, Glen Anderson prepared the detailed design and specifications; coordinated and prepared service applications with PG&E; worked to meet the strict regulatory requirements; and worked closely with the Contractor (Magnus Pacific, Inc.) throughout construction. The pump stations were completed as a design-build project with a total design and construction duration of 6-months.

Marsten Storm Drain Pump Station (284 cfs) – City of Burlingame (2010-2013); Contract Value: \$736,000. It is a replacement pump station funded by a City-wide parcel. The new pump station receives water from two sources: local storm drain discharge and diverted creek flow that discharges to a common 66-inch force main which outfalls to Easton Creek downstream of Old Bayshore Blvd. The station is designed to convey flows corresponding to a 30-year storm event – 122 cubic feet per second from the local storm drain system and 162 cubic feet per second from the Easton Creek diversion. As Project Manager, Glen Anderson prepared the detailed design, coordinated with subconsultants and different stakeholders and provided bid and construction support services. The project construction was completed in 2015 and is operational.

San Francisquito Creek Stormwater Pump Station (300 cfs) – City of Palo Alto (2009); Contract Value: \$742,122. This new pump station is designed with the pumping facility to handle up to 300 cfs of local storm water runoff with submersible axial flow pumps discharging through an energy dissipating structure and a constructed wetland channel to provide mitigation habitat and prevent creek erosion. As Project Engineer, Glen Anderson prepared the detailed design documents and bid and construction support services. He also facilitated numerous regulatory approvals. The project was dedicated in 2009 and is operational.



Benjamin L. Shick, P.E. QAQC

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS



Benjamin L. Shick, P.E., has more than 18 years of experience in infrastructure planning and design of stormwater systems, wastewater conveyance systems, water supply and distribution systems and pump stations. Ben has completed the design of 50,000+ LF of storm drain rehabilitation and replacement projects in the recent past. Ben has conducted floodplain investigation, shoreline protection studies, drainage studies, channel design and modeling, water rights permitting, wetland analysis and design, small bridge design, infrastructure design, surveying, construction management, and construction quality control testing. He has been involved with all project phases from project initiation to construction document preparation and construction support. Ben is proficient in water resources modeling tools: AutoCAD, WaterCAD, HEC-RAS, HEC-HMS, GeoRAS, MOUSE, and ArcGIS.

Experience in stormwater, wastewater and potable water systems design, conveyance and pumping. Trenchless Technologies: Open-Trench, CIPP, Pipe Bursting, Pipe Reaming, etc.

Education

BSCE, Montana State University-Bozeman

MSCE, Montana State University-Bozeman

Licenses

Registered Civil Engineer California 68813

Affiliations: FMA, ASCE

Relevant Projects

Shoreway Sanitary Sewer Rehabilitation Design, City of Belmont, 2017 - 2019, Contract Value: \$129,000. As Project Manager, Ben Shick led the assessment of the feasibility of eliminating the existing pump station along Shoreway Drive by installing a new deeper gravity sewer main. The feasibility analysis included detailed topographic surveying, geotechnical investigations, detailed utility investigations, sewer system modeling, and alternative evaluation. Subsequently Schaaf & Wheeler developed detailed construction documents and provided bid and construction support services. The Shoreway sewer project was successfully designed and constructed within budget and schedule.

Sanitary Sewer Rehabilitation Projects, City of Belmont 2015 - 2020, Contract Value: 2015 - \$567,000; 2016 - \$456,961; 2017 - \$194,000. As Project Manager, Ben Shick led the evaluation, prioritization, and design of the rehabilitation and replacement of their high priority gravity sewer lines throughout the City. The 2015 Sewer Rehabilitation project consisted of the replacement and rehabilitation of approximately 2 miles of gravity sewer lines and associated manholes. Under Ben's supervision, Schaaf & Wheeler team provided detailed utility investigations, potholing, and sewer modeling services. The 2016 sewer rehabilitation project consisted of evaluating and preparing design documents for approximately 5 miles of gravity sewer lines located throughout the City in backyard easements and in City streets. Construction methods include pipe bursting, open trench excavation, and CIPP lining. A large portion of the sewer mains included within the City of Belmont sewer rehabilitation projects are located within backyard and side yard easements with difficult access and easement issues.

San Mateo Sanitary Sewer Rehabilitation Projects, City of San Mateo, 2014 - 2017, Contract Value: 2015 - \$191,000; 2017 - 2018 - \$500,000. As Project Manager, Ben Shick led site investigations, inspections, researched existing data, and developed recommended alternatives for sewer rehabilitation projects within the City. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); replacement of sewer lines in backyard easements with tight access; replacement of sewer lines through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, surveying, environmental permitting, and Caltrans Encroachment Permit.

Sanitary Sewer Rehabilitation Projects for City of Morgan Hill, 2019 - Present, Contract Value: \$162,285. Project Manager for 47 pipe segments. Evaluated and assessed the existing sewer infrastructure. Reviewed the existing sewer model to evaluate the pipe sizes and recommend the rehabilitation/replacement method. Visited each site to collect additional field data to properly assess the pipes and make recommendations. Prepared a TM summarizing the assessments, capital improvement recommendations and construction cost estimates. Subsequently designed the recommended improvements that include project basemapping, detailed utility investigations, evaluations to re-route sewer mains and laterals from backyard easements, plan and profiles of sewer lines, construction details, technical specifications, and cost estimates. The proposed construction methods were tailored to minimize impacts and costs at each location. Construction



methods include pipe bursting, open trench, spot repairs, and CIPP rehabilitation.

Woodland Sewer Improvement Project, San Rafael Sanitation District, 2019 – 2020, Contract Value: \$237,213. This project includes pipe replacement, rehabilitation, adjusting pipe slope, and re-routing laterals along B Street, Woodland Avenue, Warner Court, Woodland Place, and Octavia Street. As Project Manager, Ben Shick coordinated topographic surveying, utility investigations and geotechnical investigation. Tasks included condition assessment and development of alternatives. Subsequently detailed design and bid documents are being prepared.

Harbor Drive Sewer Rehabilitation, Town of Corte Madera Sanitary District No. 2, 2019 – 2020, Contract Value: \$234,060. This project includes rehabilitation/replacement of 7,100+ LF of existing 6" and 8" VCP pipes - existing sewer mains within the Harbor Drive area. As Project Manager, Ben Shick coordinated CCTV inspection, conducted assessments and identified rehabilitation and replacement alternatives and methods. Subsequently the improvements were designed; currently our team is providing support services during construction.

Mill Valley Sewer Repair Project, City of Mill Valley, 2019 – 2020, Contract Value: \$131,000. As Project Manager, Ben Shick provided evaluation, assessment, and design services for the City of Mill Valley's sanitary sewer system. This project prioritizes and develops a strategic plan to address the most critical infrastructure needs for future repairs to be constructed under the 2020 budget. Project tasks include surveys, investigations, and inspections for each project location to identify proposed improvements. 75% and 100% design documents along with construction support were provided for this project.

Belmont Water/Sewer Main Replacement, Mid-Peninsula Water District, 2017, Contract Value: \$87,610. As Project Manager, Ben Shick prepared engineering design for this joint CIP for the water and sewer mains. The project consists of replacing and rehabilitating the water mains, service lines and meters to address condition issues with the sewer mains. The project also includes additional street improvements. This project required close coordination and approval with multiple agencies including the City of Belmont, Mid-Peninsula Water District, Fire Marshal, Caltrans, and private developers. A Caltrans Encroachment Permit for work along El Camino Real was prepared, submitted, and obtained.

Kingridge Sanitary Sewer Improvements (6" and 8"; 3,100 LF), City of San Mateo, 2010 – 2015; Contract Value: \$927,673. As Project Manager, Ben Shick led the team for system evaluation, hydraulic analysis of the existing Kingridge canyon sewer and storm drain system, development of improvement alternatives for the sewer main, and development and production of construction documents for the selected alternative of the project to replace and rehabilitate the 6-inch sanitary sewer main. Some of the key features were:

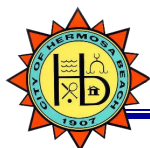
Alternative evaluation for alignment and construction methods; Emergency repairs to mitigate active land movement; Capacity evaluation; Open cut pipe replacement, CIPP rehabilitation, pipe on piers, retaining walls, etc.; Securing right-of-access to project location including permanent sewer easements; Environmental permitting, mitigation, and monitoring; Construction support, special inspection, and material testing services.

El Camino Real Sanitary Sewer Improvement Project and the Calabazas Creek Sewer Siphon Design Projects, City of Santa Clara, 2006 – 2009; Contract Value: \$480,520. As Project Manager, Ben Shick led the design of 2,600 feet of parallel sewer line in El Camino Real from Flora Vista Avenue to Calabazas Boulevard. The project also included a separate design plan set for a replacement sewer siphon with dual pipes under Calabazas Creek as part of a Santa Clara Valley Water District channel improvement project. Existing lateral connections were improved through cured-in-place pipe (CIPP) lining of 2,600 feet of parallel collector sewer and reconstruction. Tasks included the design of relocation of existing water mains, storm drains, sewer laterals, and traffic signals.

Culvert Rehabilitation and Replacement (Grass Valley Sinkhole Project), City of Grass Valley, 2017. As Project Manager, Ben Shick worked with the City of Grass valley to address a 90" CMP culvert that failed and created a large sinkhole. The project includes assessing existing conditions, making recommendations for rehabilitation and replacement of the existing culvert, and mitigating high velocities within the culvert.

Storm Drain Improvement Projects, City of Belmont, 2009, 2011 and 2018. As Project Manager, Ben Shick helped the City identify and designed 29 separate storm drain improvement projects in 2009 and 12 projects in 2011 throughout the City to address aging storm drain infrastructure and mitigate flooding issues. The final design included installation of cured-in-place pipe (CIPP) within several aged pipes ranging from 12" to 36" in diameter; spot repairs of several collapsed pipes; installation of new inlets, pipes, and curb and gutters; and some minor channel repairs. The 2018 storm drain improvements include design of new piping systems and identification of locations that need improvements.

Stormdrain Improvements, Town of Woodside, 2015 – 2016. As Project Manager, Ben Shick worked with the Town to identify and design 7 separate high priority improvement projects throughout the Town. The final design includes installation of cured-in-place pipe (CIPP) within several corroded pipes ranging from 10" to 24" in diameter, rock outlet protection, headwall repair, inlet replacement, and a new 36" HDPE pipe and concrete headwall. The Phase 2 Storm Drain Repair Project included the design of 4 more high priority improvement projects of a similar nature throughout the and access points for the box culvert and detention basin; parallel storm drain improvements (24" to 54").Town. The designs also included traffic control and stormwater pollution protection measures.



Daniel J. Schaaf, P.E. Principal-in-Charge

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS



Daniel J. Schaaf, P.E., has more than 20 years of project experience encompassing the areas of storm drainage, surface water hydrology, flood control and physical and numerical modeling. He has managed several large hydrology/hydraulics, flood control and drainage projects. He is skilled in and storm drain master planning, floodplain mapping, open channel hydraulics, coastal and estuary processes and 1D and 2D modeling. He is currently working on implementing modeling projects that integrate pipe and surface flows using sophisticated 2D modeling software. He has performed several FEMA Flood Insurance Studies and Letters of Map Revisions for clients throughout California. He is proficient in modeling and GIS software: GeoHEC-HMS, GeoHEC-RAS, TRIM3D, RMA-2, RMA-10, MIKE 11, MIKE 21, MIKE-URBAN, MOUSE, EPA SWMM, Cybernet, InfoSWMM, InfoWorks, QUAL2E, EPA-Net, ArcGIS 10.0, Spatial Analyst, 3D Analyst, AutoCAD Map and ArcIMS.

Dan Schaaf has completed more than 20 Stormdrain Master Plans (SDMP) in last 10 years. He also completed the Storm Drain Master Plan for the City of Hermosa Beach.

Education

BSCE, San Jose State University
MSCE (Water Resources Engineering),
San Jose State University

Licenses: Registered Civil Engineer, California C57617

Professional Membership

American Society of Civil Engineers
Floodplain Management Association

Relevant Projects:

Stormwater Master Plan - County of Santa Cruz (2009-2010), Contract Value: \$415,000; Zone 5 Update (2020) Contract Value: \$600,000. As Project Manager, Dan Schaaf led the preparation of a master plan for the County's storm water facilities in Zones 5 and 6. Models of the pipe, channel and culvert systems were developed utilizing Innovyze's InfoSWMM software. Tasks included data collection, agency coordination and development of Capital Improvements Program. This Master Plan also included design and implementation of best management practices (BMPs) and low impact development (LID) design elements, hydromodification management support, creek stability assessments, and review of storm drain design and analysis standards. Training Workshop to educate the County staff in hydrology and use of Innovyze.

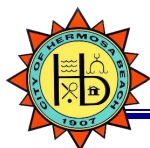
Storm Drain Master Plan – City of Carmel-by-the-Sea (2019-2020), Contract Value: \$174,910. As Project Manager, Dan led the development of the Storm Drain Master Plan. Tasks included data collection, condition assessment, hydrologic analysis, hydraulic modeling using MIKE URBAN, preparation of cost estimate, and development of the storm drain master plan document. The Master Plan will determine infrastructure needs for both capacity and condition related projects. A complex MIKE-URBAN is developed to assess drainage system hydraulic capacity and impacts from future conditions. Capital improvements are costed, prioritized and developed into a schedule. Projects to address nuisance issues and underserved portions of the City are also developed.

Storm Drain Master Plan – City of Cupertino (2017 – 2018), Contract Value: \$117,500. As Project Manager, led the Storm Drain Master Plan of the City's drainage infrastructure. Tasks include updating the GIS mapping with records searches and field verifications. Hydrologic and hydraulic modeling of the City owned

pipe and channel systems to determine existing system deficiencies using DHI's MIKE-Urban software coupled with Santa Clara County methodologies. Capacity projects, along with alternatives, were sized to provide a 10-year level-of-service. Cost estimates, prioritization and a Capital Improvement Program were developed. Highest priority projects were developed to be added into the City's CIP program. Report includes a system wide GIS, models and funding strategies. The \$79 million in improvements recommended by this master plan are based on the capacity of the existing system and the need to correct identified deficiencies.

Storm Drain Master Plan – City of Hermosa Beach (2016 – 2017), Contract Value: \$189,950. As Project Manager, Dan Schaaf led the development of a Storm Drain Master Plan (SDMP). This SDMP provides Hermosa Beach with a comprehensive summary of the existing drainage network and a plan to meet conveyance and water quality goals. Initially the Los Angeles County (County) modified rational method using the HydroCalc Calculator was applied. After analysis, it was determined that this method did not accurately model watershed properties. A modified method was applied to the watershed to address these inaccuracies. This method was used alongside MIKE URBAN by DHI and the US EPA SWMM5 engine storm drain modeling software to evaluate system performance, identify deficiencies and recommend necessary improvements. Improvement projects that are required to alleviate or minimize flooding based on the 10-year performance standards are identified and prioritized in the Capital Improvements Plan (CIP).

Livermore Flood Damage Repairs, City of Livermore, 2017 – 2020, Contract Value: \$800,000. This project involves design of emergency channel repairs for portions of the Arroyo Mocho, Cottonwood Creek, Collier Canyon Creek and Arroyo Las Positas.



Tasks include hydraulic and scour analyses. Repair designs including rock riprap, sediment removal, debris removal, and erosion protection; Pipeline protection; Pavement and gravel path repair, and the clearing of damaged pavement from the channel; and Construction plans, technical specifications, cost estimating, and mitigation planning.

Storm Drain Master Plan, City of Larkspur, 2019, Contract Value: \$80,000. As Project Manager, Dan Schaaf led the development of a comprehensive Storm Drain Master Plan. Tasks included review of available data, additional data collection, hydrologic analysis, hydraulic modeling using MIKE URBAN, preparation of cost estimate, and development of the SDMP document. Much of Larkspur is low lying and subject to tidal and riverine effects; therefore, portions of the City are dependent on pump stations to provide drainage protection. This SDMP determines whether existing infrastructure meets the City's 10-year level-of-service criteria. Tasks also included the assessment and analysis of the performance and operations of the five (5) existing pump stations. A numerical storm drain network model using MIKE-URBAN is developed to assess the potential impacts of storms, tides, sea level rise, watershed improvements, and other physical impacts on the City's drainage system. Alternatives for high priority improvement projects have been developed. Capital projects are sequenced while meeting City's service needs and funding plans.

Storm Drain Master Plan & Sea Level Rise Study - Alameda City (2010), Contract Value: \$246,800. As Project Manager, Dan Schaaf led the preparation of the City's first comprehensive GIS-based storm drain master planning effort. The models developed for this project were subsequently used to analyze the impacts of sea level rise on the system. Tasks included data collection, modeling using DHI's MIKE-URBAN, development of a prioritized Capital Improvements Program. System's performance under both 18-inch and 55-inch SLR scenarios was analyzed and the CIP addressed the improvements needed to combat the SLR.

Mechanical Engineering Services for City of Alameda, 2015-2017 (Contract Value: \$150,000). Projects under this on-call include sewer, storm drain, and lagoon pump station upgrades or replacement and motorized weirs on lagoons. Alameda Point Storm Drain Outfall, Pump and Pump Stations Review and Storm Drain Review. Under Dan Schaaf's supervision Schaaf & Wheeler provided review services of the Alameda Point Site A – Phase 1 Storm Drain Outfall to Seaplane Lagoon. Work included review of the storm drain system, outfall, and CDS unit for conformance with industry standards. The City's hydraulic model was updated with the proposed storm drain improvements and the resulting hydraulic grade line for various scenarios including sea level rise was evaluated. Schaaf & Wheeler also provided review of Bay Fair Hall and Group 3 pumps; Paru stormwater pump station; Alameda Pt. stormwater pump station; Alameda Point storm drain plan; and Eastshore Drive gravity sewer.

Stormwater Master Plan – City of Palo Alto (2014-2015), Contract Value: \$250,000. As Project Manager, Dan Schaaf led the SDMP

update for the City. Tasks included PC-SWMM modeling, hydrology development, field data collection, condition assessment, drainage standards development, pump stations assessment and development of a Capital Improvement Program for eliminating weirs, increasing pipe diameter, pump station upgrades, and storm drain network extensions.

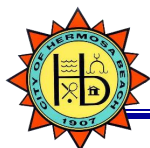
Half Moon Bay Stormwater Master Plan & Kehoe Ditch Hydraulic Analysis – City of Half Moon Bay (2015 - 2016), Contract Value: \$170,000. As Project Manager, Dan Schaaf led the preparation of the SDMP that guides the City in establishing an approach to creating a prioritized Capital Improvement Program to mitigate the impact of stormwater runoff. Tasks involved verifying storm drain locations, diameters, connectivity, and condition; modeling using the MIKE URBAN; preparation of flood maps and identification of areas with capacity deficiencies; and analysis and identification of improvements alternatives and their prioritization.

San Francisco Airport Shoreline Protection Study, Moffatt & Nichol, San Francisco County (2014). Project Manager for the study. Tasks involved analyzing the deficiencies in the Airport's interior drainage systems as well as the San Bruno Creek and Millbrae Channel systems, which drain adjacent to the airport property. Analyses included potential for water entering airport lands from Highway 101.

Carmel River Hydraulics Studies, Carmel Area Wastewater District (2016 – 2018). Project Manager for hydrologic and hydraulic modeling studies of the Lower Carmel River for the District. Studies include FEMA LOMRs, peer review of the CRFREE project, channel scour analysis of bridges and outfall pipes, sea-level-rise analyses, and impacts analysis of levees and floodwalls. Modeling of flood protections of the treatment plant under existing and climate change conditions was performed to assist the District with long-term planning.

FEMA San Francisco Bay Coastal Hazard Peer Review, City of South San Francisco (2014). Principal-in-Charge for peer review of FEMA's San Francisco Bay Coastal Study and potential changes in the mapping of regulatory flood hazards in South San Francisco. San Francisco Bay Area Coastal Study draft maps were reviewed to provide a list of comments and questions for the City to submit using the San Mateo County Flood Risk Review/Comment Tool. This summary report also compares FEMA's study results to other recent coastal analysis undertaken in South San Francisco, San Mateo/Foster City, and San Francisco International Airport and comments on significant differences and the potential reasons for such differences.

Cove Stormwater Pump Station Evaluation – County of Marin (2015-2016), Contract Value: ~ \$165,000. As Project Manager, Dan Schaaf led the Cove Stormwater Pump Station Evaluation. This project helps understand the functioning of the pump station during storm events and consequently make recommendations to increase the system's reliability while potentially adding hydraulic capacity, which is necessary to restore an acceptable level of service.



Robin J. Lee, P.E. Senior Engineer

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Robin J. Lee, P.E. has thirteen years of experience in stormwater management, water quality, hydrology, drainage systems and flood control. Robin has been working with Bay Area cities to comply with the Regional Municipal Permit Section C.3.j. of NPDES regulations to achieve their PCBs and mercury reduction goals. She presented at the San Mateo Countywide Water Pollution Prevention Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program on infiltration systems and how to inspect stormwater treatment measures in the field.

Robin has completed and worked on several Stormwater Master Plans and presented to elected officials on master plans and green infrastructure. Robin has extensive experience in master planning hydraulic systems. She has the natural ability to explain complex engineering concepts to the general public as well as government officials. Robin brings the engineering side to stormwater management to ensure both regulatory requirements and stormwater conveyance are met at the same time to provide water quality benefits.

Robin has also worked on numerous successful floodplain management and control and storm drainage projects throughout the Bay Area. She recently assisted several clients in Napa and Morgan Hill with flood studies for proposed developments. Robin is proficient at HEC-HMS, EPANET, HEC-RAS, SWMM, PCSWMM, GIS, HY-8, and BAHM.

[Robin is currently managing a green infrastructure project for the City of Menlo Park and routinely reviews stormwater management plans to ensure low impact development \(LID\) is designed to meet the permit requirements and engineered to function as a drainage system.](#)

Education:

MS, Civil and Environmental Engineering,
UC Berkeley
BS, Civil and Environmental Engineering,
UC Los Angeles

Licenses: Registered Civil Engineer California C70040
Washington C43587

Affiliations:

American Society of Civil Engineers (ASCE)
Toastmasters International

Relevant Projects

[Green Stormwater Infrastructure Plan, City Pacifica, 2018 – 2019.](#) As Project Manager, Robin Lee assisted to develop the City's Green Infrastructure (GI) Plan. This GI Plan is intended to describe how the City will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. Tasks include the development of prioritization mapping of planned and potential GI project locations by overlaying known information such as upcoming planned developments, capital improvement plans, utility improvements and pedestrian and bicycle improvements. A work plan is developed to meet the timeline in the NPDES Municipal Regional Permit that targets 2020, 2030 and 2040 reductions in pollutant load. Work includes an evaluation of funding options and outreach and education with the public, City staff and elected officials.

[Green Infrastructure Plan, City of South San Francisco, 2017-2019.](#) As Project Manager, Robin Lee developed Green Infrastructure Plans that was adopted by City Council to be submitted with the jurisdiction's annual report in September, 2019. Robin presented the information to Council numerous times and answered questions. She co-presented with C/CAG representatives and a representative from the Regional Water Quality Control Board.

[Oak Grove Ave. Sidewalk and Green Storm Drain Infrastructure Design and Construction Support – City of Menlo Park, 2018 – 2020.](#) As Project Manager, Robin Lee provided complete engineering and project management services for the green storm drain infrastructure design including revised sizing calculations, design development, plans and specifications, bid documents, bidding support, and construction support. This project is currently under construction.

[Green Stormwater Infrastructure Planning - City of Palo Alto, 2017 – 2019.](#) As Project Engineer, Robin Lee assisted with the preparation of City's GSI Plan that describes the gradual integration of GSI features into the urban landscape and stormwater conveyance systems. This plan aims to create a more sustainable system that may carry out one or more of the following functions: 1) reduce and slow runoff by dispersing it to vegetated areas; 2) promote infiltration and evapotranspiration; 3) collect runoff for non-potable uses; 4) and treat runoff using biotreatment and other GSI practices. The Plan will also be used to meet City's long-term commitment to implement GSI to help reduce loads of pollutants of concern (POCs), particularly mercury, PCBs, trash and pesticides.



[Orange Memorial Park Water Capture Project Peer Review, City of South San Francisco \(2020\)](#). As Project Manager, Robin Lee is leading the peer review effort for Orange Memorial Park Water Capture project. The project involves review of 90% plans, specifications, and engineering cost estimate (PS&E) for the Orange Memorial Park Water Capture Project. Peer review comments included maintenance issues, constructability issues, bidding issues and cost estimating. Schaaf & Wheeler ultimately suggested that the City hire a construction management firm prior to bidding the project in order to flush out the costs and any construction issues prior to bidding the project to avoid RFIs and SIs in the field that would increase the cost of the construction.

[City of City of South San Francisco NPDES Trash Feasibility Study, 2016 - 2018](#). As the Project Engineer, Robin Lee conducted a feasibility study which analyzes the City's storm drainage system to provide a road map for the City to meet the 70% and 100% trash reduction goals. The feasibility study resulted in conceptual level drawings for storm drainage system outfalls which drain medium or high generation trash areas. A prioritization of trash capture device locations was developed which will guide the City through to design.

[Trash Capture Device Feasibility Study - City of San Bruno, 2017 – 2018](#). Schaaf & Wheeler prepared the feasibility study to evaluate alternative devices and locations and to develop conceptual level detail which may lead directly into the design phase. As Project Engineer, Robin Lee reviewed the 70%, 80% and 100% capture goals for efficiency to prioritize list of devices. The Feasibility Report located only one potential site for a large-scale device and the City is still working on the legal rights to the location.

[Citywide Flood Control and Storm Drainage Master Plan, City of Mill Valley, 2017 – ongoing](#). As Project Manager, Robin Lee developed a comprehensive Master Plan that deals with flood control provided by the creek network and pipe system that is comprehensive and implementable with streamlined analyses and prioritized improvements. An integrated hydraulic model of the City's storm drainage pipe network was developed using MIKE URBAN. It includes overland (2D) flow systems for both the 10-year and 100-year events. Potential impacts of climate change on future tide levels are evaluated to develop higher boundary conditions for the pipe and creek drainage networks. Schaaf & Wheeler served as the technical lead on a public advisory committee.

[Storm Drain Master Plan, City of Santa Clara, 2014-2015](#). As Project Engineer, Robin Lee assisted the preparation of the SDMP update. System performance was evaluated against selected drainage standards to identify deficient segments, which includes catch basins, pipe, manholes, pumping facilities, and storage basins. This master plan included the study of the amusement park: Great America Parkway.. The two-dimensional flow model, MIKE-FLOOD, was coupled with

the MIKE-URBAN to analyze the performance of the entire City stormdrain system and provide 2-year, 10-year and 100-year floodplain maps. Alternative solutions to resolve deficiencies were formulated along with their capital costs, maintenance costs, and other project implementation criteria to develop a prioritized Capital Improvement Program (CIP).

[Moraga Storm Drain Master Plan, Town of Moraga, 2011-2019](#). As Project Manager, Robin completed the development of the SDMP to guide the Town in planning, financing, engineering, and maintaining its stormwater infrastructure. This Master Plan helps identify problems and deficiencies, manage resources, and provide cost-effective and comprehensive solutions. Tasks included data collection, condition assessment, hydraulic modeling for current and future development, alternatives for capital improvements. In 2019, Robin compiled an Addendum to the Master Plan to revised the project priorities and costs, prioritizing condition related projects as the Town had experienced two sinkholes since the completion of the Master Plan in 2014 caused from failing storm drain pipes.

[San Francisco Airport Shoreline Protection Study, Moffatt & Nichol, San Mateo County, 2013](#). Project Engineer for the study. Tasks involved analyzing the deficiencies in the Airport's interior drainage systems as well as the San Bruno and Millbrae Channel systems, which drain adjacent to the airport property. The potential for interior drainage flooding using the rational method within the airport lands based on a 100-year storm event and the pumps combined capacity was analyzed.

[SFO/San Bruno/Colma Creeks Resiliency Study, Moffatt & Nichol, San Mateo County, 2013](#). Project Manager for modeling of Colma and San Bruno Creeks in more detail and to specifically look at sea level rise boundary condition impacts to flooding. The Creeks were modeled with a wide range of boundary conditions to analyze existing 100-year tide elevation, MHHW, and sea-level rise scenarios.

[Foster City Levee Protection Planning and Improvements Project, City of Foster City, 2014 - 2020](#). Project Engineer for preparation of a comprehensive framework to understand impact on flood risk by the newly released coastal study results for San Francisco Bay and the recent levee crest survey. Project requires designing roughly eight (8) miles of levee improvements which include future sea level rise adaptation measures. Project components include data acquisition, engineering analyses, design, regulatory permitting, construction support, FEMA accreditation and public outreach through the five-year process.

[Third Party C3 Review for SWMP- numerous clients \(ongoing\)](#)

[Third Party Inspections for C3 Installation Compliance - City of Palo Alto \(2015-Ongoing\)](#)

Caitlin J. Gilmore, P.E., QSD/QSP, CPSWQ, LEED AP
Senior Project Manager

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS



Caitlin J. Gilmore, P.E., QSD, CPSWQ, LEED AP has over 12 years of experience with trash capture, water quality, hydrology and hydraulics, water supply and distribution, stormwater systems, open channel design, bridge scour analysis and pump stations.

Caitlin is accomplished in assessment and design of trash capture infrastructure; SWMP Inspection and Review; NPDES permit compliance, and storm system design. She is currently assisting several Bay Area cities to comply with the Regional Municipal Permit Section C.10 to achieve their trash capture reduction goals. These projects include feasibility and design of trash capture devices. In the last 5 years, Caitlin has conducted more than 100 third party development plan reviews for different Bay Area Agencies and Developers. She is adept at conducting training workshops for BMPs and awareness of Federal, State and Bay Area

Regulatory requirements related to urban developments and water pollution.

Caitlin regularly prepares hydrology and water quality reports for EIRs of new developments. She has been involved in the water supply assessments for several new development and/or expansion projects requiring compliance to California Water Code section 10910 and Senate Bill 610 as part of the project's CEQA process. Caitlin is proficient in MikeUrban, AutoCAD, StormCAD, FlowMaster, BAHM, HEC-RAS, HEC-HMS, HEC-1, and geoRAS.

Caitlin has been at the forefront of the NPDES regulation development and has helped shape the Stormwater Management program for the Counties of San Mateo and Santa Clara.

Education

BSCE, Civil and Environmental Engineering,
California Polytechnic University, San Luis Obispo
MS, Environmental Engineering, University of
Southern California

Licenses

Registered Civil Engineer California C76810

Certifications: QSD/QSP, CPSWQ, LEED AP

Affiliations: FMA, ASCE

Relevant Projects: Trash Capture

Master Agreement for Large Trash Capture Projects - City of San Jose (2016 – 2019), Contract Value: \$1million. Schaaf & Wheeler was awarded a Master Agreement for the design of large trash capture projects. As project engineer, Caitlin assisted with the design of DSBB or HDS units for 6 locations that meet the RWQCB requirements to remove trash and debris from the City's stormwater collection system before it enters into the waterway. She also coordinated with subconsultants and construction services.

Trash Capture Design at Dore Avenue – City of San Mateo (2017-2018), Contract Value: \$44,797 - Feasibility; \$66,531 - TC Design. As Project Manager Caitlin conducted the Trash Capture Feasibility study to investigate potential projects to install approved full trash capture devices within the existing public storm drain system infrastructure at 7 locations. Designed two large trash capture devices for Poplar Avenue. Plans and specifications were prepared for two parallel Bioclean Debris Separating Baffle Box trash capture devices at the end of Dore Avenue in San Mateo, designed to treat 15% of the City's baseline trash load from a total drainage area of 313 acres. This aids the City's compliance with provision

C.10 of regional NPDES permit. Project is currently under construction.

Trash Capture Feasibility Study and Conceptual Design for Athlone Pump Station – County of San Mateo (2018), Contract Value: \$41,840 - Feasibility; \$99,580 - TC Conceptual Design. As Project Manager Caitlin evaluated the Athlone Terrace pump station and contributing drainage area to provide the County with conceptual design alternatives of system upgrades. 30% design drawings will include; forcemain size and conceptual layout, pump station plan and sections, electrical, pump components, upstream pipe sizes, trash capture size, type and location. An engineer's cost estimate will be developed based on the 30% plans, including design and construction costs.

Green Stormwater Infrastructure Planning - City of Palo Alto, 2017 – 2019. As Project Manager, Caitlin prepared the City's GSI Plan that describes the gradual integration of GSI features into the urban landscape and stormwater conveyance systems. This plan aims to create a more sustainable system while following these functions: 1) reduce and slow runoff by dispersing it to vegetated areas; 2) promote infiltration and evapotranspiration; 3) collect runoff for non-potable uses; 4) and treat runoff using biotreatment and other GSI practices.



The Plan is designed to be used to meet City's long-term commitment to implement GSI to help reduce loads of pollutants of concern (POCs), particularly mercury, PCBs, trash and pesticides.

City of Mountain View Trash Capture Design (2016), Contract Value: \$249,430. As Project Manager Caitlin designed 1 large trash capture devices and 2 floating trash booms. Leading and coordinating the subconsultants to perform geotechnical engineering, potholing and utility location, survey, structural engineering, environmental and permitting for the project. Trash design of the 1 large device (NSBB unit) will meet the full capture requirements of the MRP2.0, treating a drainage area of 941 acres. Responsibility also includes analysis of constructability, cost, and maintenance and construction and bid services. This project is currently under construction.

Trash Capture Design, Small Scale and Large Scale – City of Livermore (2017 – 2018), Contract Value: \$106,780. As Project Manager Caitlin designed the large scale trash capture device for Southfront Road that intercepts flows leaving two 66" diameter storm pipes that feed into two 12' by 8' box culverts. A 45-inch high weir is constructed to facilitate two 30-inch diameter stainless steel pipe extensions. Debris leaving the two 66-inch pipes is intercepted and stored in nets attached to the pipe extensions. Additional 150 feasible CPS device locations are identified to meet the City's trash collection goals.

Trash Capture Feasibility Study and Preliminary Design – City of South San Francisco (2016 – 2017), Contract Value: \$40,005 – Feasibility Study; \$32,616 – Conceptual Design. As Project Manager Caitlin prepared the Trash Capture Feasibility Study report that provides a multi-year plan to reduce trash entering creeks and the San Francisco Bay from the municipal separate stormwater system (MS4), with the goal of trash reduction requirements as outlined Section C.10. Ultimately, South San Francisco elected to install catch basin inlet screens due to capital costs and Caitlin assisted in the identification of the locations and maps for the vendor to install.

City of San Bruno Trash Capture Device Feasibility Study and Design (2017 – 2018), Contract Value: \$315,813. Schaaf & Wheeler is preparing the feasibility study to evaluate alternative devices and locations and to develop conceptual level detail which may lead directly into the design phase. As Project Manager, Caitlin Gilmore reviewed the 70%, 80% and 100% capture goals for efficiency to prioritize list of devices. The Feasibility Report located only one potential site for a large scale device. Caitlin also assisted the City with procuring a catch basin inlet screen vendor to install sufficient amount of catch basin screen to meet the upcoming 80% requirement.

Trash Capture Evaluation, Phase II – Town of Windsor (2019 – 2020), Contract Value: \$18,500. Windsor Storm Water Management Program includes the development of the Town's

Phase 1 MS4 Permit compliance program. As Project Manager Caitlin provided engineering services subsequent to the Storm Water Trash Control Measure Implementation Plan and Approach to Demonstrating Trash Full Capture Equivalency (Implementation Plan) developed by EOA in December 2018 - Phase I. The Town decided to pursue Track 2 which includes both the potential use of Full Trash Capture (FTC) devices as well as using other controls to demonstrate Full Capture System Equivalency (FCSE). A memorandum addressing the use of FTC devices only for Phase IIA was prepared. An additional metric was developed to determine the priority and value associated with each FTC option including the analysis of the life cycle costs of the devices and their maintenance over the design life were compared to the FCSE options.

Trash Capture Feasibility Study – City of Vallejo (2017-2018), Contract Value: \$7,500. As Project Manager Caitlin assisted EOA in reviewing draft locations being considered for large full trash capture systems within the City. Based on the Site maps, information provided and observed during the field visit, a review of large scale device alternatives was compiled including system hydraulics, constructability, system depth, device recommendations and alternative placement.

Design of Trash Capture Device for Coyote Stormwater Pump Station - City of San Mateo (2015-2016); Contract Value: \$299,900. Schaaf and Wheeler is currently designing complete rehabilitation of Coyote Point Stormwater Pump Station. Caitlin analyzed the feasibility of location and type of trash capture devices to meet City's goal of reducing trash as per Provision C.10 for the reduction of municipal trash loads. Work includes the device sizing, system hydraulics and upstream flooding mitigation, managing of CEQA and permitting subconsultants, constructability review and coordination with device manufacturers.

NPDES Trash Capture Feasibility Study- City of Mountain View (2015); Contract Value: \$85,000. Schaaf & Wheeler completed a trash capture feasibility plan to assist the City in complying with Section C.10. As project engineer, Caitlin analyzed the City's existing storm drainage system and trash capture efforts to determine the most feasible alternatives. She also assisted in determination of cost estimates, hydraulic impacts and estimates of trash capture volumes for each of the 12 full capture device alternatives studied.

Cotton Shires& Associates/City of Pacifica Esplanade Trash Capture Device (2013); Contract Value:\$6,500. Worked with the City of Pacifica and trash capture device manufacturer's, Caitlin specified and sized a trash capture device to be included in the Esplanade outfall reconstruction to the Pacific Ocean. The existing outfall was damaged by bluff erosion. Work included outfall profiling and storm drain sizing.



Fidel T. Salamanca, P.E. Senior Engineer

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS



Fidel T. Salamanca, PE, has more than seven years of experience in planning and design of urban water and stormwater systems, open channels and pump stations. Fidel is proficient at hydraulic modeling for water system planning, pumps, reservoirs, and large watersheds. He has been involved in water quality related projects and has assisted trash capture feasibility studies for several cities. He has significant design experience in water, sanitary and stormwater pump stations, pipelines, and trash capture devices throughout the Bay Area. He has conducted several third-party reviews to ensure NPDES compliance. He is also proficient in ArcGIS, AutoCAD, EPA SWMM5, HY8, MIKE URBAN, MIKE 21, MIKE ZERO, MIKE 11, BAHM, HAMMER, Microstation, HEC-RAS, geo-RAS, HEC-HMS, geo-HMS, and HEC-1, InfoSWMM, and InfoWater.

Education

BSCE, Civil and Environmental Engineering,
California Polytechnic University, San Luis Obispo

Licenses: Registered Civil Engineer California C84851

Affiliations: Society of Civil Engineers,
FMA, ASCE (Young Member Forum)

Relevant Projects

On-Call Engineering Services, Port of Oakland, 2016 – Present, Contract Value: \$113,697. Schaaf & Wheeler prepared rehabilitation/replacement plans for the two lift stations. The two pumps convey flow through a common force main through the airport terminal. Fidel Salamanca is the design engineer. These plans will be used to rehabilitate the pump stations and eliminate failures associated with the existing ejector pumps. The design includes replacing the ejector pumps with rail mounted submersible pumps, integrating the pump controls to the existing SCADA system, installing a new valve vault, and adding check valves on the discharge piping to prevent backflows. Tasks included identification of necessary and desired improvements to each of the pump stations, pump station capacities, available power sources, station limitations, and other constraints or requirements influencing pump station design.

Pump Stations Improvements, City of Oakland, 2014 – 2015, Contract Value: \$411,000. Schaaf & Wheeler designed a new pump station and improvements for 5 other sanitary sewer pump stations. Fidel Salamanca was the project associate. Designs included upsizing pumps to meet sanitary sewer flow requirements, rehabilitating pump stations based on existing conditions and applicable code requirements, including O&M staff input during the design process, and adhering to permit requirements from following agencies: East Bay Regional Parks, Port of Oakland, Bay Area Rapid Transit System, and the Oakland International Airport.

Design for Relocation of Industrial Sewage Pump Station No. 1, South San Francisco, 2017 – 2018, Contract Value: \$431,902. This pump station receives sewage from the Oyster Point commercial area and discharges sewage through a force main to a gravity sanitary sewer manhole. Schaaf & Wheeler developed a Basis of Design report including alternative pump station configurations (e.g. wet well / dry pit; variable speed and constant speed). Fidel assisted the preparation of 90% level

drawing and the detailed structural design. The pump station design includes the force main design up to the discharge manhole, the valve vault configuration, and an on-site standby backup generator.

Pump Station Q Force Main Reverse Flow Project, East Bay Municipal Utility District, 2015 – 2017, Contract Value: \$1,100,000. Schaaf & Wheeler designed a 36" gravity sewer interceptor and relief structure that utilized an existing 36-inch force main via gravity to provide additional conveyance to the District's North Interceptor. Fidel Salamanca was the project design engineer. The project extended the 36-inch gravity portion past an existing bottleneck in the District's north interceptor to effectively double the North Interceptor capacity. The 36-inch line utilizes valves which allow it to operate as a gravity system when draining to the south and can still be switched back to a pressurized system to be utilized as a force main during extreme precipitation conditions to pump north.

Water Main Design (Design Build) with ConQuest, Contra Costa Water District (2018-2019), Contract Value: \$234,040. As Project Manager, Fidel provided engineering design and construction support services for phase 1 of the project. It includes five projects (5) with varying replacement lengths, multiple agency involvement, and permitting at each site. The water main sizes vary in diameter from 4 to 8 inches. Of the 5 projects, 2 have been constructed, two are under construction, and one is being finalized in design.

Water System Master Plan and Design, Sandia National Lab (2018), Contract Value: \$149,925. Schaaf & Wheeler assisted SNL conduct a study of the potable and underground fire water system to improve the reliability and redundancy of the infrastructure. As Project Engineer, Fidel assisted in developing a hydraulic model and determine the system's performance. The model is utilized to determine necessary improvements to meet use demands and fire flow requirements and thereby develop Water System Master Plan. Additionally, Schaaf & Wheeler



assisted SNL with the preparation of 30% design drawings for seven (7) water main replacement projects. Fidel reviewed pipe alignments to identify locations for additional fire hydrants, isolation valves, water meters, potential utility conflicts, and California Plumbing Code compliance.

Utility Impact Study Confirmation for Gateway Master Plan, Mountain View, Raimi and Associates (2019), Contract Value: \$90,000. This project includes the utility planning and modeling for the Master plan for North Bayshore Gateway area (Shoreline). Utility studies include water, sewer, recycled water and stormdrain. As Project Engineer, Fidel build a model for all the four utilities to provide technical engineering support to the CEQA consultant for the City of Mountain View's CEQA documentation process. Project tasks entail confirmation of previous technical studies include the proposed development in Project Area; identification of available capacity and determination of needed revisions to previous study findings;

and determine impacts of the development on planned capital improvement projects to assist City staff in planning future infrastructure improvement implementation.

Mountain View On-Call Water and Wastewater Modeling Support, City of Mountain View (2013 – Present), Contract Value: ~\$100,000. Fidel is assisting computer model analyses for the sewer and water systems associated with the City's 2030 General Plan Update to determine needed infrastructure improvements, and to help update the City's Capital Improvement Program for anticipated commercial and residential growth, including long-term planning for eliminating the City's main pump station. Hydraulic models used are Innovyze InfoWATER / InfoSWMM in coordination with rapid redevelopment growth.



**Fee Schedule for
City of Hermosa Beach
On-Call Engineering Design Services
For Utilities (Sewer, Storm Drain)
RFQ No. 20-02**



September 21, 2020

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

EXHIBIT A



Fee Schedule

Schaaf & Wheeler CONSULTING CIVIL ENGINEERS

Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

**Current rates by classification are listed below:

Classification	Rate/Hr	Classification	Rate/Hr
Principal Project Manager	\$240	Construction Manager	\$225
Senior Project Manager	\$225	Senior Resident Engineer	\$200
Senior Engineer	\$210	Senior Scientist	\$200
Associate Engineer	\$190	Associate Scientist	\$180
Assistant Engineer	\$175	Resident Engineer	\$180
Junior Engineer	\$165	Assistant Resident Engineer	\$165
Designer	\$155		
GIS Analyst	\$150		
Technician	\$150		
Engineering Trainee	\$120		

Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$350 per hour. Court or deposition time as an expert witness is charged at \$450 per hour.

Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/20

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
BETWEEN THE CITY OF HERMOSA BEACH AND TAIT & ASSOCIATES, INC.**

This AGREEMENT is entered into this 27TH day of OCTOBER 2020, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and TAIT & ASSOCIATES, INC. ("CONSULTANT").

RECITALS

- A. The City desires to obtain engineering design services for utilities (sewer, storm drain) on an on call basis with TAIT & Associates, Inc.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1. CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total not to exceed amount of \$500,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2. SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."
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 schedule incorporated in "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 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 to perform work under this Agreement is JACOB VANDERVIS. 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.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 27, 2023, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.

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

12. INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, 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 to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. 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 to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. 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.
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 it is 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. 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.

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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or

deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. SOLICITATION. CONSULTANT 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.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein are generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

23. 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.
24. 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.
25. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
26. 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.
27. 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.
28. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
29. 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 _____ Consultant Initials _____ **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 _____ Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney



RFQ No. 20-02:

**ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER/STORM DRAIN)
CITY OF HERMOSA BEACH**

September 21, 2020



Submitted By:

TAIT & Associates, Inc.
701 Parkcenter Drive
Santa Ana, CA
714-560-8200
www.tait.com



Submitted To:

City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach CA, 90254

EXHIBIT A

COVER LETTER

September 21, 2020

City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach CA, 90254

RE: Request for Qualifications (RFQ) #20-02, On-Call Engineering Design Services for Utilities (Sewer/Storm Drain)

Dear Mr. Nguyen,

TAIT & Associates, Inc. (TAIT) is pleased to submit the enclosed Statement of Qualifications (SOQ) in response to the City of Hermosa Beach's (City) RFQ for On-Call Engineering Design Services for Utilities (Sewer/Storm Drain).

TAIT at a Glance. At TAIT, we have provided innovative engineering solutions to our clients for more than 56 years, with local headquarters right here in Santa Ana, CA. We understand that public projects have their own specific issues, and with 200 associates, we have the right blend of professional engineers, architects, surveyors, environmental assessors, and construction personnel with the experience necessary to address critical and big picture concerns. Since TAIT was founded in 1964 in Orange County, we have built mature relationships with state and local agencies throughout Southern California, and consistently create successful partnerships with the agencies for which we work.

Expertise and Experience. TAIT's experienced personnel have expertise in the many facets of civil engineering, planning, and design services including: drainage, water quality, surveying, mapping, water, and waste water, utilities site development, roadway design, and Phase I and II environmental assessments. We have extensive relevant design experience, including recent projects such as the City of Santa Ana Civic Center and Bristol BMP Design, City of Diamond Bar's Drainage Improvement Project Phase 1 & 2, Port of Long Beach's Pier G Avenue North Sewer Line Improvement Project, and City of Newport Beach's Newport Heights Sewer and Alley Replacement Project, to name a few.

We are a selected consultant to provide On-Call Civil Engineering Services to the County of Orange—OC Public Works, OC Facilities, OC Parks, and the Orange County Sheriff Department—The Orange County Sanitation District, Cities of Newport Beach, Lake Forest, Irvine, Lake Elsinore, and Mission Viejo, as well as providing On-call Plan Check Services to OCPW, among other agencies. Recently, TAIT has been selected by the City of Santa Ana Public Works Division and Water Division to provide On-Call Civil Engineering Services to the City.

Project Team. TAIT has carefully analyzed and hand selected our proposed team for this on-call contract in order to provide the best services to the City. The leadership includes **Jacob Vandervis, PE, QSD/P** who is the Chief Operations Officer, will be the Principal-in-Charge/Quality Assurance and Quality Control Manager. He is also a certified QSD/P and is the best candidate to review the design documents for the City to ensure they are to the standards required and free of error prior to submittal to the City. **David Sloan, PE**, Vice President and Director of Engineering for TAIT will serve as Lead Project Manager for the City's projects. David's career has been rooted exclusively in the public sector. His background and experience with local federally funded public works projects will be invaluable to the City.

EXHIBIT A

Bart Mink, PE, will serve as the Project Manager for Sewer Design with 22 years of experience. And **Daniela Malott, PE, QSD/P** will act as TAIT's Project Manager for Storm Drain Design for this contract. Daniela has spent her career focusing on a diversity of Stormwater Drainage and Water Quality design projects. Her extensive experience both in the public and private sector ranges from planning and design of large regional water quality and flood control basins, to development of Master Plans of Drainage and Water Quality Management Plans.

In addition to the noted Key Staff, TAIT boasts a wide array of 200 associates including Engineers, Architects, Surveyors, Storm Water Practitioners, Geologists, Contractor's, and quality design engineers. The City can be assured that the necessary support and availability of staff will be provided on each contract that is assigned to us. For our as-needed sub-consultants, we've teamed with tried and true partners who have worked with TAIT on numerous projects, including **P2S for pump station design, Chambers Environmental, and SoCal Geotechnical**.

Scope of Work. It is understood that this engineering proposal is for an on-call contract that includes potential design services for complex, regional sewer design projects, storm drain/stormwater capture and treatment projects, and other stormwater-related tasks as outlined in the Scope of Services, which includes hydrology and hydraulic computer modeling, stormwater analysis, preparation and review of Water Quality Management Plans (WQMP), technical feasibility and project impact analyses, construction documents (PS&E) and coordination for a variety of Stormwater Projects.

TAIT's noted diverse staffing and background in multifaceted projects are ideally suited for the City's wide range of anticipated needs and projects. Upon issuance of an RFP, TAIT will actively review the project requirements and will provide a project specific proposal for the City's consideration.

Commitment to Service. We aim to act as an extension of the City's staff and place an emphasis on Customer Service which has been and will remain one of TAIT's Corporate Goals **"To Completely Satisfy our Customers"**.

Jacob Vandervis is the authorized main point of contact for TAIT's services and can be reached in our Santa Ana office at phone number 714-560-8200 ext. 677, email jacoby@tait.com, and address 701 Park Center Drive, Santa Ana, CA, where the contract will be managed. We thank you for this opportunity to submit our qualifications and look forward to further discussing with you our capabilities and commitment to working with the City of Hermosa Beach.

Very truly yours,

TAIT & ASSOCIATES, INC.



Jacob Vandervis, P.E.

Chief Operations Officer and Vice President

TAIT's legal name is Tait & Associates, Inc., and we are a California Corporation (C0495510) headquartered at 701 Parkcenter Drive in the city of Santa Ana, CA.

EXHIBIT A



FIRM PROFILE

TAIT is a Southern California based, family owned engineering firm founded by Dr. Kenneth E. Tait, P.E., established in 1964, and **incorporated in the State of California**. TAIT began as a design consulting engineering and land surveying firm dedicated to providing a range of quality services to our clients.

In the past **56 years**, TAIT has grown to have 9 offices throughout the Western United States, namely our headquarter office in Santa Ana and regional offices in San Diego, San Luis Obispo, Sacramento, Norco, Boise, Denver, Atlanta, and Dallas. We have approximately 200 associates who work together as a team to provide quality design services throughout the Western United States.



Our Corporate Headquarters—Santa Ana, CA

Each project presents new challenges, and we use them as an opportunity to learn something new and apply that knowledge to future projects. Whether it is a new technical approach, a better management system, or simply improving our communication with clients, the end result is always improved service while strengthening our existing relationships with our clients. Our goal is to determine our client's needs while acting as an extension of their staff. Our prime objective is to provide the highest quality professional and technical services in a responsive, cost effective, timely, and personalized manner.

Firm Capabilities

TAIT's multi-disciplined firm offers a full array of consulting services to public agencies and private development clients. More specifically, we offer project management, civil engineering, surveying, planning, entitlement, right of way engineering, and environmental investigation and remediation services. Within the Engineering Group, our in-house design and management services include:

- ✓ *Storm Drain Design*
- ✓ *Sewer Design*
- ✓ *Hydrologic Calculations & Analysis*
- ✓ *Preparation of Plan, Specifications and Estimates (PS&E)*
- ✓ *Public Storm Drain Rehabilitation, and New Construction*
- ✓ *Water Quality Design & Review (LID Plan, SWPPP, etc.)*
- ✓ *Coordination with other Agencies*
- ✓ *Structural Design & Architectural Services*
- ✓ *Public Improvements and Development Plan Checking*
- ✓ *Design Survey and Mapping Services*
- ✓ *Construction Management, Inspection & Surveying Services*

A key component of TAIT's strength is based upon our ability to focus on solutions that are not only cost-effective, but are also constructible. We have specific expertise in public infrastructure development, water quality management plans, best management practices design, storm drain design, and environmental management. We also understand the tight time and money constraints under which our clients frequently operate, and strive to provide unique solutions that allow our client's projects to be completed on time and within budget.

EXHIBIT A



Recent Relevant Experience

Some of the most recent projects that we are under contract for or have recently completed are:

- ✓ *Bristol St & Civic Center Dr. WQ Improvements, City of Santa Ana* (Water Quality)
- ✓ *Citywide Comprehensive Drainage Studies, City of Diamond Bar* (H&H & Storm Drain)
- ✓ *Drainage Improvement Project Phase 1 & 2, City of Diamond Bar* (H&H & Storm Drain)
- ✓ *Development Plans Drainage Analysis & Design, City of Diamond Bar* (H&H & Storm Drain)
- ✓ *Pier F-G Sewer Line Improvement, Port of Long Beach* (Sewer & Roadway)
- ✓ *Newport Heights Alley & Sewer Replacement, City of Newport Beach* (Sewer & Alley)
- ✓ *Irvine Campus Drive Pavement Rehabilitation, City of Irvine* (Roadway Rehab & Reconst.)
- ✓ *Quadrant III Water Line Replacement, City of Chino* (Water Distribution)
- ✓ *Street Overlay, Alley Reconst. & Cerritos Widening, City of Stanton* (Roadway Rehab & Reconst.)
- ✓ *Portola Parkway Resurfacing Project, City of Lake Forest* (Roadway Resurfacing)
- ✓ *FY13/14 Major Street Rehabilitation, City of Pomona* (Arterial Rehabilitation)
- ✓ *SR 395 Regional Storm Drain Improvements, City of Victorville* (H&H & Storm Drain)
- ✓ *Reagan & Peterson Park Parking Lot Rehabilitation, City of Diamond Bar* (Parks & Recreation)
- ✓ *Library of the Canyons, OC Public Library* (Site Design/Facilities)
- ✓ *OC Sheriff Headquarters Security Upgrades, OC Sheriff Department* (Site Design/Facilities)
- ✓ *OCACF Facility Design, Survey, & Construction Staking, OC Animal Care* (Site Design/Facilities)
- ✓ *Water Main Replacement Design Build Projects, Glendale Water & Power* (Water Distribution)
- ✓ *Water Main Replacement Design Build Projects, Golden State Water District* (Water Distribution)
- ✓ *Harbor Boulevard Street Reconfiguration, City of Garden Grove* (Roadway Utilities)
- ✓ *A Town Street Widening & Sewer Improvements, City of Anaheim* (Sewer & Roadway)
- ✓ *Tustin Metrolink Facility Redevelopment, OCTA* (Transportation Facility)
- ✓ *On-Call Plan Checking Services, Orange County Public Works* (Plan Checking)
- ✓ *Irvine USD Site Topography and Campus Expansion, City of Irvine* (Design & Survey)
- ✓ *Irvine City Hall UST Replacement, City of Irvine* (Site Design, Survey & Environmental)

Company Location & Other Facts

As mentioned in our cover letter, Jacob Vandervis is the authorized main **point of contact** for TAIT & Associate's services and can be reached in our Santa Ana office at phone number 714-560-8200 ext. 677, fax number 714-560-8233, email jacobv@tait.com, and address **701 Park Center Drive, Santa Ana, CA, where the contract will be managed**. TAIT's **Federal Employer I.D. Number** is 95-2395818, and we have never had any failures or refusals to complete a contract.



Sub-Consultant Profiles

P2S – PUMP STATIONS



P2S Engineering has brought forward-thinking, sustainable engineering solutions to California and beyond over 29 years. We take client dreams and make them reality with inventive, sustainable solutions fueled by the desire to make the future a better place. We believe innovative, responsible design is more than cost savings and efficiency, it's the promise of a brighter, greener future that begins today.

One-Stop Resource



ENG Services

- Building systems design
- Central utility plants
- Utility master plans
- Infrastructure design
- Feasibility studies
- Energy audits

Our Staff by the Numbers

283 TOTAL EMPLOYEES

91 Professional Engineers

124 Mechanical Staff

20 Plumbing Staff

62 Electrical Staff

16 Technology Staff

59 LEED Accredited

7 CM Staff

16 Cx Agents

Project Design

104 LEED® PROJECTS

6 LEED® PLATINUM

6 NET-ZERO ENERGY

Federal Employer ID Firm Information

33-0453611

Legal Name: P2S Inc. S-Corporation, Incorporated in CA 3/7/1991

Our Locations

Long Beach (HQ) // Irvine // Los Angeles // San Diego // San Jose // Seattle

EXHIBIT A

**CHAMBERS GROUP – ENVIRONMENTAL**

Primary Point of Contact	Lisa Louie 5 Hutton Centre Drive, Suite 750, Santa Ana, CA 92707 Phone: 949-261-5414 Fax: 866-261-3100 llouie@chambersgroupinc.com
Firm Organization/Ownership	Chambers Group, Inc. Chambers Group is an S-Corporation and owned by Chambers Group, Inc. Employee Stock Ownership Trust
Federal Employer ID Number	33-0283470
Number of Years in Business	Chambers Group has provided environmental consulting services for 41 years Incorporated in the State of California, May 25, 1979

Celebrating 40 years of providing environmental consulting services, Chambers Group's corporate headquarters is in Santa Ana with regional offices in Glendale, San Diego, and Riverside, California. Chambers Group, a SBE is an Employee-Owned S-Corporation, incorporated May 25, 1979. Chambers Group has 56 active employees across a range of technical fields and supporting roles. Services include:

- CEQA and NEPA compliance
- Biological surveys and agency consultations
- Biological, Cultural, and Marine and Aquatic resources
- Construction mitigation monitoring
- Habitat restoration and revegetation
- Geographic Information Systems (GIS)
- Environmental planning and permitting

Chambers Group is known for providing technically proficient experts who are exceptionally responsive and communicative with our clients. Chambers Group has built this reputation on decades of experience preparing appropriate CEQA and NEPA documents for complex projects; preparing required resource agency permit applications, preparing mitigation plans; and monitoring construction activities for compliance.

Conducting environmental analyses and documentation for development projects, including complex and sensitive projects, is Chambers Group's specialty. They have built this reputation on decades of experience preparing appropriate CEQA and NEPA documents and technical studies. Chambers Group's staff has ongoing relationships with many State and local agencies, and the firm's 40-year presence in California has provided an understanding of evolving environmental legislation and meeting the stringent requirements of federal, State, and local regulatory agencies. Their team of technical experts will provide scientific objectivity, environmental expertise, defensible environmental analysis, and technical documentation to support our clients in meeting target strategic and long-range planning and community development goals.



SoCALGEO – GEOTECHNICAL



- Official name and address.
Southern California Geotechnical, Inc. 22885 E. Savi Ranch Parkway, Suite E Yorba Linda, CA 92887
- Name, address, email, and telephone number of the consultant's primary point of contact.
Gregory K. Mitchell, GE 2364, 22885 E. Savi Ranch Parkway, Suite E Yorba Linda, CA 92887,
[**gkmitchell@socalgeo.com**](mailto:gkmitchell@socalgeo.com)
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
Corporation
- Federal Employer I.D. Number.
33-0794704
- Number of years consultant has been in business under the present business name and has been providing geotechnical services.
21 years.

Southern California Geotechnical, Inc. (SCG) is a consulting engineering firm providing geotechnical consulting services. SCG is a California corporation founded, owned, and operation by the principal engineers, the same engineers who perform or supervise all of our consulting services.

The company has been structured from the beginning as a streamlined organization with hands-on involvement by the principals of the company. The commitment of the founders is to provide responsive, cost-effective, and technically reliable service to our clients while fostering a stimulating professional environment for our employees. We understand the compressed timelines that most projects follow. Therefore, our focus is in providing the service that will allow your project to proceed in a timely, economical fashion.

The personal involvement of the owners means there are no extra layers of management to increase overhead or to cause unnecessary delays. Clients deal directly with the principals; thereby obtaining personalized service. Active participation by the principals also assures that our clients receive accurate, consistent recommendations from the most qualified experts in the firm.

SCG was established to provide consulting engineering services to clients in the commercial, residential, industrial, retail, and governmental fields. We are committed to offering the most responsive service available at competitive rates. The principals have always sought to earn an excellent reputation in the industry by maintaining the highest level of professional and ethical standards. Every member of the SCG team is dedicated to earning the trust and confidence of our clients by demonstrating our ability and integrity on each and every project we accept.



PROJECT UNDERSTANDING AND APPROACH TO SCOPE OF WORK

Statement of Project Understanding

Public Works engineering contracts require **careful planning**, **effective communication**, and **precise execution** in order to avoid costly contract change orders or delays during the construction phase. In an effort to ensure consistent and excellent services, TAIT employs our proven 5 step project management protocol (**UNDERSTAND**→**ASSIGN**→**PLAN**→**EXECUTE**→**QA/QC**) on each assigned contract.

STEP 1 → UNDERSTAND:

Understanding the City's Needs

To best understand the projects specifics needs, we first focus on what the City's overall needs are for this contract and future contracts that will be required as part of the On-Call Contract. Based on our review of the City's RFQ, the following is our understanding of the City needs on this and future projects as compared to TAIT's capabilities:

<u>City of Hermosa Beach Needs:</u>		<u>The TAIT Team Has:</u>
...a Consultant to design complex, regional sewer pipelines, and stormwater capture and treatment projects and perform other storm drain-related tasks.	➡	...Over 56 years of extensive local public works design experience, understands the complexity of Regional Sewer and Basin Design, extensive work experience on sewer and storm water quality treatment, and understands the MS4 Permit requirements.
... It's assumed the City intends to seek local, State, and Federal grant moneys to fund regional sewer and storm drain projects and the selected firm shall comply with the funding agency's requirements.	➡	...has previously worked with other Cities to secure local, State and Federal Grant money for their projects. Our project team will stay up to date and inform the City of upcoming grant opportunities as part of the on-call efforts. Additionally, Chambers group as part of the team will support and assist with environmental permitting processes.
...All proposals, plans, drawings, specifications, estimates, grant applications, modeling, studies, presentations, and/or reports will be subject to the final approval and satisfaction of the City.	➡	...as our main goal to provide our clients with " complete satisfaction ". With this approach in mind we strive to provide the best services and always ensure our quality of work meets our client's needs.
...a consultant to prepare detailed and accurate sewer and storm drain PS&E.	➡	...successfully completed multiple recent local and federally funded street PS&E design contracts
...a consultant who can maintain the proposed project schedule.	➡	... the staffing necessary to allocated the required resources to meet and exceed the City's scheduling needs
...a cost effective and high quality design.	➡	...placed and emphasis on design and construction costs throughout the project life and is included in TAIT's QA/QC Program in order to ensure maximum value is retained by the City.

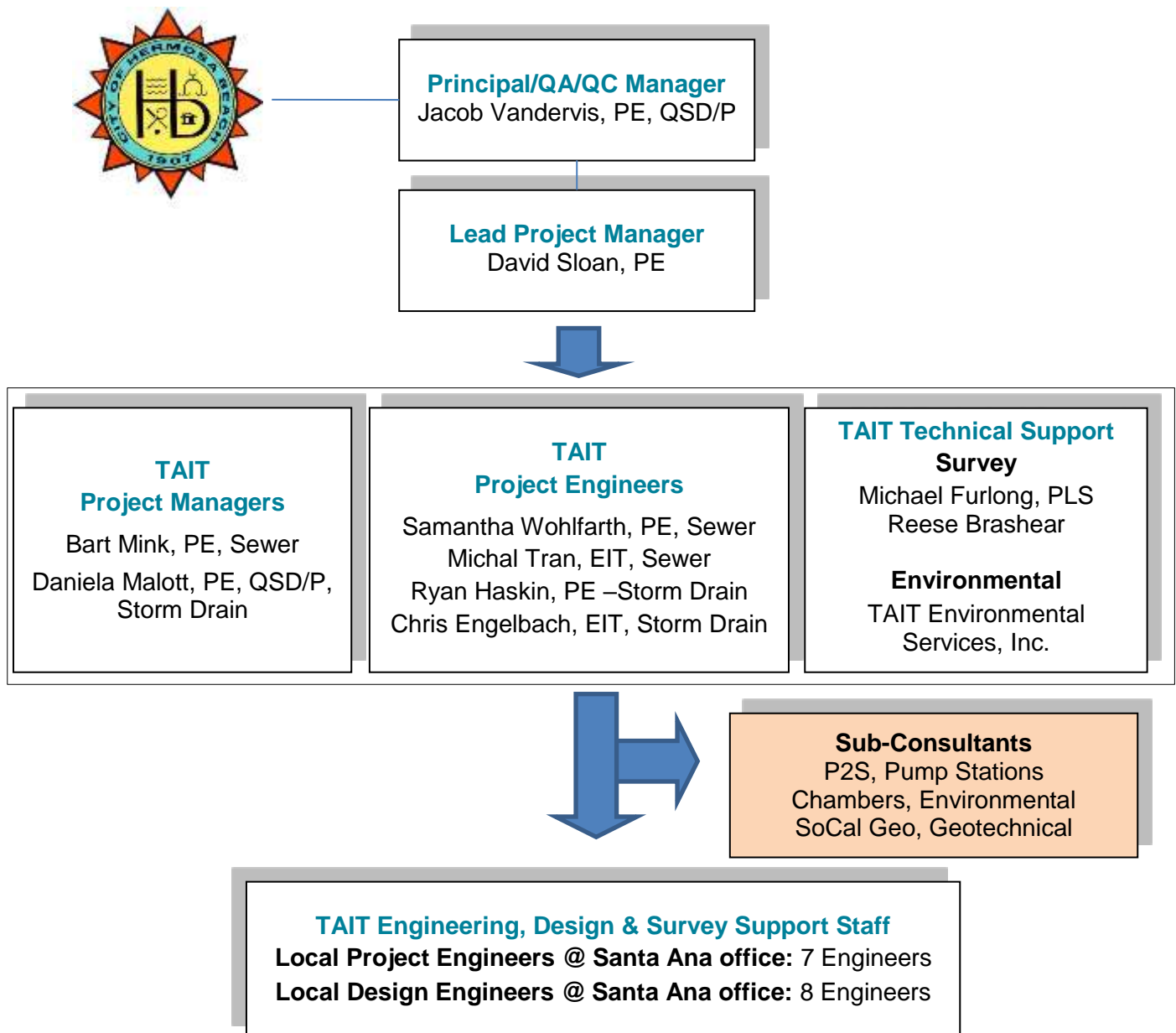


Organizational Chart

STEP 2 → ASSIGN:

TAIT will carefully reviewed the staffing needs and staff assignments for each project under this on-call. Of notable importance in our approach is to assign a project-specific Project Manager who will best meet the City's needs for the particular project assignment, and a Project Engineer who will assist and support from project inception to completion.

The chart below summarizes our key personnel and their expertise and positions for this contract.





Approach to Work Program (Required and Optional Tasks)

STEP 3 → PLAN (SCOPE OF WORK):

We will prepare and submit a clear and concise scope of work, project schedule, and fee proposal that includes all necessary tasks to successfully complete contracts under this on-call. Key considerations in the planning phase will include the funding source (local/state/federal) and associated permitting/documentation requirements, stakeholder requirements/needs, level of design detail desired by the City (plan/plan & profile), storm water quality requirements, coordination and meeting needs, and the overall scheduling needs. Upon selection of the design team for the contract, TAIT initiates the preparation of the detailed project scope of work tailored to the needs of the specific project requirements. (See Scope of Services section for additional details).

STEP 4 → EXECUTE:

Upon issuance of the Notice to Proceed, TAIT will actively and effectively execute the scope of work for each assign contract. Our assigned project manager will stay in constant contact with the City and will remain available and responsive to the City's needs through the life of this on-call contract. At the heart of each relationship and team member, is effective communication of the roles & responsibilities, quality requirements and scheduling needs.

As part of TAIT's approach to executing a project under this on-call contract, the selected Project Manager will work on developing a Project Management Plan (PMP) specific to the project. This PMP will layout:

- ✓ Project tasks.
- ✓ Assign team members to the task.
- ✓ Develop a schedule.
- ✓ List deliverables for each task.
- ✓ List budget for each task.

The team assigned to the project will diligently follow the PMP to ensure that deadlines and budgets are met, along with performing the best quality of work. The Project Manager will continuously monitoring the progress of each task and the status of the budget to ensure that each task is accomplished in a timely manner and within the budget.

Lastly, a key component for a successful project is communication. TAIT will maintain communication with the City, each internal team members and sub-consultants as applicable to the project, to ensure coordination efforts and completion of task is accomplish in a smooth and timely manner.

STEP 5 → QUALITY ASSURANCE/QUALITY CONTROL PROGRAM:

An important feature of our design process is our Quality Assurance/Quality Control (QA/QC) Program. TAIT has established **clearly defined quality control and quality assurance protocols** set in place in the office. As part of our scope of services and fee proposal, we have set aside time to ensure that quality control is incorporated in to the contract.

We discuss our QA/QC Program more in the Project Management Plan section of this SOQ.

EXHIBIT A



Roles and Responsibilities for City Staff and Additional Services

The proposed TAIT project team is capable of handling the full scope of services requested in the RFQ and no exceptions are taken. With the decades of local, relevant project experience, we are confident in our selected team's ability to service the City on this contract. Key sub-consultants for relevant areas of work (MEP/Geotechnical/Environmental) have been listed and highlighted in the SOQ with relevant firm bios and key team member resumes. It is understood that based on the final scope of work on each project, additional sub-consultants may be required. Such sub-consultant work will be identified in the project understanding and assignment stages of our project management protocol listed above. Only key sub-consultants have been listed in this SOQ, however, TAIT has long standing working relationships with the following sub-consultants who will be requested for proposals on relevant projects. **Additional sub-consultant work that may be required on a contract include:**

- **CDPC:** Landscape Architect (for plant/site work or roadway work impacting medians)
- **TJW:** Traffic Engineer (if City requests traffic control plans or signal improvements are impacted)
- **BTL:** GPR Investigation/Utility Potholing/CCTV Inspections (if data is not provided by the City)

Resources and assistance that is expected from the City on the assigned contracts are:

- City to provide available public roadway, utility, and right of way records
- City to provide sewer/storm drain master plans and supporting modeling data
- City to provide title report for site work (unless requested in the scope from consultant)

Prior to submittal of each proposal, TAIT will coordinate with City staff on any additional items to ensure roles and responsibilities on each job are made clear at the start of the project.

PROJECT MANAGEMENT PLAN

Scheduling

The Project Manager is responsible for efficiently directing the team and completing projects within the established budget and schedule. To accomplish this, the Project Manager must authorize and approve all time cards, work reports, change orders and expense sheets with the current modules of BST (most accepted applicable accounting system). The TAIT team is 100 percent committed to our clients for the duration of each project it undertakes.

Communications Approach

TAIT has built a reputation of successfully managing projects from concept to completion, with both **big company expertise and small company culture** dedicated to customer service. We know when to look for feedback from our clients and other approving agencies, especially when budget constraints restrict a project's direction. When multiple solutions or options are available, a request for input/feedback along with our recommended alternative is presented to our clients ensure that our client's sometimes limited resources and time is efficiently utilized.

EXHIBIT A



Quality Assurance/Quality Control Program:

As noted previously, an important feature of our design process is our Quality Assurance/Quality Control (QA/QC) Program. TAIT has established **clearly defined quality control and quality assurance protocols** set in place in the office. As part of our scope of services and fee proposal, we have set aside time to ensure that quality control is incorporated in to the contract.

TAIT assigns a QA/QC Manager to each project to ensure reviews occur prior to making submittals to the reviewing agency and the City is provided a quality design. Mr. Jacob Vandervis, P.E. has been assigned to oversee TAIT's QA/QC Program for this on-call contract. TAIT's QA/QC Program focuses on the following four primary objectives:

- To ensure that a quality design has been provided by following our in-house design checklists
- To verify that different design disciplines have been coordinated
- To verify that the proposed improvements are constructible, and
- To verify that a cost effective analysis approach was followed in achieving the client's specific project goals and objectives.

TAIT utilizes a Total Quality Management approach. - TAIT's philosophy is that quality control begins at day one and does not end until the project is completed.

Quality Control is the responsibility of each and every team member. - It includes the selection of project team members who have demonstrated the ability to understand and apply the project objectives to achieve a specific goal. It requires continuous communications between all parties, and it includes self-checks during design and development of the project.

TAIT has developed internal design checklists. - Design checklists are used by our design team members as a component of our firm's design process and not solely part of the QC process.

Timely Quality Control Reviews are provided. - Before plans are submitted to outside parties, TAIT's QA/QC Manager or his designated QC team member conducts a thorough review to verify the quality, constructability and completeness of the submittal.

A typical TAIT QA/QC Program includes the following steps:

- **Project Manager (PM) Transmits Design Documents/Reports to the QA/QC Manager** - PM initiates the QC process as agreed upon project milestones.
- **QA/QC Manager conducts initial review** - The QA/QC Manager reviews the submittal with the PM to obtain project information and conducts a limited review on the submittal's completeness.
- **Review of the Submittal** – The submittal is reviewed using TAIT's internal checklists. Necessary corrections are identified on the submittal which is returned to the PM.
- **PM to Addresses QC Comments** - The QA/QC Manager and PM review the QC comments to set a course of action. Any proposed Value Engineering (VE) measures are reviewed to determine the appropriate next step (i.e.: implement the VE measure, review the VE measure with the City, or conduct additional analysis to determine the feasibility and potential cost savings). The reviewed submittal is then returned to the design team, who carefully makes corrections on plans, calculations and reports as needed.

PM finalizes Design Documents/Reports for Submittal to the Agency - The PM meets with the design team to monitor progress and verify incorporation of the QC comments into the design documents. Deviations from the QC comment are reviewed for acceptance.

EXHIBIT A



EXPERIENCE AND QUALIFICATIONS

Summary of Relevant Projects

ON-CALL ENGINEERING CONTRACTS

Ex: Orange County Public Works—On-Call Land Planning and Engineering Services County of Orange, CA

Since 2011, TAIT & Associates, Inc. (TAIT) was retained by the County of Orange to provide On-call Land Planning and Engineering Services. TAIT also assists OCPW - OC Planned Communities in the review of development applications for new planned communities in South County, and in the evaluation of County owned properties for redevelopment opportunities.

Other On-Call Engineering Contracts

- On-Call Engineering, City of Santa Ana Public Works & Water
- On-Call Engineering, City, County, & Port of San Diego
- On-Call Engineering, City of Newport Beach
- On-Call Engineering, City of Lake Forest
- On-Call Engineering, City of Irvine
- On-Call Engineering, Port of Long Beach
- On-Call Engineering, Orange County Sanitation District
- On-Call Surveying, SOCCCD
- On-Call Engineering, City of Lake Elsinore
- On-Call Engineering, City of Mission Viejo

Storm Drain Projects

BRISTOL STREET AND CIVIC CENTER DRIVE WATER QUALITY IMPROVEMENTS - SANTA ANA, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Report**
- **BMP Design**

TAIT was selected by the City of Santa Ana as part of the Design On-Call Contract to provide civil engineering design services associated with water quality improvements on the Bristol Street and Civic Center Drive Improvement Project. TAIT was contacted by the city after the noted projects were designed and constructed (Bristol Street) or under construction (Civic Center Drive) for the roadway improvements for which water quality improvements were required to be retrofitted in to. TAIT worked closely with the City of Santa Ana on this project which required quick turnaround in order to review field conditions, design water quality systems that capture and treat equivalent volumes for the tributary area, and provided individual WQMP and BMP Plan improvement documents that allow bidding and construction of the required improvements. Of critical importance on this project was the review of existing utilities and potential conflicts with the required treatment units. Further, value engineering of the system to maximize the City's budget was critical on this job. Construction is anticipated in the summer of 2020.

Reference Contact:

Craig Foster, PE
20 Civic Center Plaza,
Santa Ana, CA 92701
(714) 647-5659
cfoster@santa-ana.org

Client:

City of Santa Ana

Construction Cost:

\$300 K

Project Dates

Design: 2020

Construction: 2020

Key Staff

PIC/QA/QC: Jacob Vandervis

PM: David Sloan

PE: Daniela Malott

EXHIBIT A



WQMP/BMP DESIGN FOR THE EL TORO 20 ACRE RV STORAGE LEASE – IRVINE, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Report and Design**
- **Hydraulic Analysis**
- **BMP Design**
- **Hydrology Study**

The County of Orange land lease project for the creation of a 20 acre RV storage site included a Water Quality Management Plan (WQMP) for the design of two Dry Extended Detention Basins to fulfill stormwater treatment requirements. The design utilized Water Quality Best Management Practices (BMP) and included cost estimates, coordination with the client, development of construction plans for the BMP's installation, and the design and approval of a connection to an existing Orange County Flood Control facility. Several alternatives and solutions for the type and configurations of BMP were analyzed and preliminary design was completed to determine the most optimal solution for the County. A hydraulic study was performed and included models for each basin during a 2-, 25-, and 100 -year storm event. Final construction plans included BMP installation details, custom riser outlet details for each basin, and site specific construction specifications for BMP site elements.

Reference Contact:

Tim Nguyen, OCPW Project Management

Client:

Orange County Public Works

Construction Cost:

\$2.5 M

Project Dates:

Design: 2019-2020

Construction: 2020

Key Staff

PIC/QA/QC: Jacob Vandervis

PM: David Sloan

PE: Ryan Haskin

DRAINAGE IMPROVEMENT PROJECT PHASE 1 & 2 – DIAMOND BAR, CA

RELEVANT PROJECT ELEMENTS

- **Storm Drain Design**
- **Hydraulics Study**
- **BMP Design**

TAIT was hired by the City of Diamond Bar to provide design engineering and construction management services for Phase 1 & Phase 2 of the City's Drainage Improvement Project. This project included three separate areas: Brea Canyon Road – Parkway Drain System & Perforated Drain, Hipass Drive – Sub drain System, Low Flow Storm Drain & cross-gutters, Golden Springs – Sub drain System & Low Flow Storm Drain.

This project included extensive coordination with the City and the design team in order to recommend and implement final design scenarios for each location. Appropriate water quality treatment systems were implemented in all systems that have direct storm drain connection (modular wetland system), and the sub drain system and crossing were analyzed to avoid conflicts. During the construction phase, TAIT managed the contractor in order to review the field operations, respond to design related inquiries, updated designs based on final field needs, and successfully completed the construction project. The construction of this project was completed in 2018 within budget.

Reference Contact:

John Beshay
21810 Copley Drive
Diamond Bar, CA 91765
(909) 839-7043

JBeshay@DiamondBarCA.Gov

Client:

City of Diamond Bar

Construction Cost:

\$400 K

Project Dates

Design: 2017-2018

Construction: 2018

Project Team:

PIC: Jacob Vandervis

PM/CM: David Sloan

IOR: Michael Delagarza

QA/QC: Todd Schmieder

EXHIBIT A



CITYWIDE COMPREHENSIVE DRAINAGE ANALYSIS & CIP DESIGN PROJECTIONS – DIAMOND BAR, CA

RELEVANT PROJECT ELEMENTS

- **Street Flooded Width Study**
- **Hydrology Study**
- **Hydraulic Analysis**
- **CIP Plan**

TAIT was hired by the City of Diamond Bar to analyze, design and recommend pavement and drainage solutions for 11 locations throughout the City which currently experience groundwater seepage problems. The analysis included field investigations, geotechnical testing and reporting, pavement design, and the preliminary design and cost estimating for multiple design scenarios at each project location. The cost estimate included estimation of the design consultant fees as well as the construction costs for the ultimate design scenarios.

Extensive coordination was required on this contract with City, Utility, LACFCD Staff, and private residences in order to understand the existing conditions and to project the required design and permitting efforts for the design and construction phase. Upon completion of the report, the City will utilize TAIT's recommendations for future CIP budget and project planning efforts in order to justify the cost and importance of each location.

Reference:

Christian Malpica
Tel: 909-839-7042

Client:

City of Diamond Bar

Construction Cost:

Approx. \$1.5 M

Project Dates

2014-2015

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

PE: Michael Delagarza

EL TORO DEVELOPMENT PLANS DRAINAGE ANALYSIS & DESIGN – IRVINE, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Reports**
- **BMP Design**
- **Master Drainage Study**
- **Property Survey**

TAIT is serving as the Civil Engineering Lead to Lowe Enterprises, the County's selected Developer for the County-owned properties, for the Phase 1 Preliminary Engineering and Environmental Support Services for a development of the County of Orange's "100-Acre Parcel" and "West Alton Parcel" areas on approximately 140 acres. The combined projects will provide nearly 3000 multi-family residential housing units, 200,000 SF of retail, a 200-room hotel and 1.8 million sf of commercial office space. Working with Lowe and the Project Architect, KTGy, TAIT has assisted in the development of the Site Plans, Master Drainage Studies, and Preliminary WQMPs for both areas.

Other TAIT engineering services have included property surveys, the preparation of encumbrance maps, and preliminary engineering design. Preliminary designs have included grading plans, street circulation plans, storm drain plans and technical reports, wet utility plans, and a feasibility studies. The documents have been developed to support the project's CEQA and Entitlement phase and construction was completed in 2018.

Reference Contact:

James Campbell, PM
445 Civic Center Dr. W.,
2nd Flr, Santa Ana, CA
(714) 567-7742

James.Campbell@ocgov.com

Client:

County of Orange

Construction Cost:

\$40 M

Project Dates

2013-Present

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

PE: Ryan Haskin



OC ANIMAL CARE FACILITY – TUSTIN, CA

RELEVANT PROJECT ELEMENTS

- **WQMP Report**
- **Storm Drain Design**
- **Hydraulic Analysis**
- **Basin Design**

TAIT oversaw the preparation of rough and precise grading plans, street plans, sewer and water plans, fire water protection plans, Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP) for a 10-acre site on the former USMC Tustin Air Station. This County of Orange project is the first Design-Build project implemented by the County. TAIT was the Civil Engineering Consultant to Snyder Langston, the County's Design-Build Contractor. The contract was awarded in the spring of 2016 and a Rough Grading Permit was issued by the City of Tustin in July 2016 while the County Animal Care and the Design-Build Contractor finalized the building and kennel improvements. A Delta 1 Rough Grading Plan was developed to allow the Contractor to grade pads for the reconfigured Administration Building and dog kennels in October 2016. As part of the Design, TAIT had to coordinate the project's containment wall and fence locations and develop a site accessibility plan for the project. Construction of the \$28 million facility completed in August 2018. The facility includes a 2-story 40,000 SF administration building with state of the art veterinary facilities, six dog kennels, special cat housing quarters, and a small corral.

Reference Contact:

Joe Seybold, Project Manager
1143 Fruit Street
Santa Ana, CA
(714) 667-4921
Joseph.Seybold@ocpw.ocgov.com

Client:

County of Orange

Construction Cost:

\$28 M

Project Dates:

2016

Project Team:

PIC: Jacob Vandervis

PM: Todd Schmieder

CAMPUS DRIVE ROADWAY IMPROVEMENT PROJECT – IRVINE, CA

RELEVANT PROJECT ELEMENTS

- **Street Flooded Width**
- **Storm Drain Design**

TAIT was selected by the City of Irvine to provide civil engineering and surveying on the Campus Drive Rehabilitation Project from Michelson Drive to University Drive. The project limits include a total of 4000 linear feet of arterial roadway rehabilitation and reconstruction on Campus Drive which is a 2 lane arterial roadway with bike lanes extending through the City of Irvine. The project includes the design of pavement rehabilitation strategies as well as the identification and replacement of non-ADA compliant curb ramps, sidewalk, replacement of damaged curb and gutter, re-grading of the low point of the roadway due to flooding and ponding issues, improvements of stormwater conveyance structures, and coordination with IRWD and UCI for right of way and wetlands protection. Careful attention was paid to the roadway profile which required modification in order to raise the low point of the roadway by more than 6". Plan and profile for the roadway was re-designed per CA Highway Design Manual standards, and extensive coordination conducted with the City to verify that the pavement replacement scenario is in line with the proposed and revised grades.

Reference Contact:

Darrell Hartman, PE
1 Civic Center Plaza,
Irvine, CA 92606
(949) 724-7556
dhartman@cityofirvine.org

Client:

City of Irvine

Construction Cost:

\$2.6 M

Project Dates:

Design: 2017-2018

Construction: 2018

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

QA/QC: Todd Schmieder

PE: Chris Engelbach

EXHIBIT A



Sewer Projects

PIER G AVENUE NORTH SEWER LINE IMPROVEMENT PROJECT – PORT OF LONG BEACH

As part of TAIT's On-Call Contract with the Port of Long Beach (POLB), TAIT was selected to provide civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

Disciplines included within this project include civil, geotechnical, traffic, plumbing, and utility potholing/locating services, all of which required coordination and incorporation to the basis of design report.

In addition to the sewer improvement plans, this project also includes the rehabilitation and widening of pier G Avenue North as well as the Reconstruction of Pier G avenue South. TAIT was tasked with preparation of master traffic control plans and phasing concepts for the project in order to ensure POLB trucking operations were not impacted during the course of the project. Careful and detailed review of traffic sections and phasing alternatives have been conducted so as to minimize impacts.

This project is currently completing preliminary design and analysis and will enter in to construction drawing phase in July of 2018 upon POLB Management approval of the preliminary design concept and recommendations.

Reference Contact:

Daniel Shieh, PE
Deputy Chief Harbor Eng.
4801 Airport Plaza Drive,
Long Beach, CA 90815
(562) 283-7860
daniel.shieh@polb.com

Client:

Port of Long Beach

Construction Cost:

\$3.1 M

Project Dates

Design:

2017-18: Prelim Design
2018: Construction Dwg
2019: Construction

Project Team:

PIC: Jacob Vandervis
PM: David Sloan
QA/QC: Todd Schmieder
PE: Bart Mink

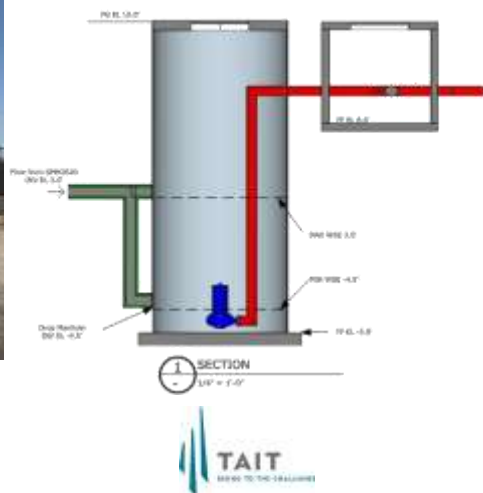


EXHIBIT A



NEWPORT HEIGHTS SEWER AND ALLEY REPLACEMENT PROJECT – NEWPORT BEACH, CA

TAIT was selected by the City of Newport Beach to provide civil engineering services on Newport Height Sewer and Alley Replacement Project. The project limits spanned across an entire neighborhood in the City's coastal community of Newport Heights and include the review and repair of existing alley sewer and lateral connections and a total of 3+ miles of alley reconstructions. In order to facilitate the City's budget and timelines, the design project was split in to three phases which required separate design PS&E for each project. Phase 1 included all sewer main replacements while Phases 2 and 3 included the alley removal and replacements in the neighborhoods.

The proposed design includes the preparation of design plan and profile for each alley, prepare of design cross sections at 25' intervals for review of proposed cross falls, preparation of sewer main replacement and lateral replacement plans, field review of all alley locations to field locate existing utilities, conflicts, and join locations, identification of sewer laterals that have been recently been replaced for protection, and the detailing of all alley approaches for ADA compliance. In total, the design package includes 60+ sheets of alley and sewer replacement plans. Due to the narrow alley widths (15' typical), design cross falls and alley drainage capacity was a critical issue in the design. TAIT is carefully checking each alley limit to ensure that the proposed design cross section improves the drainage condition both on the longitudinal as well as the horizontal cross sections.

As part of this design, TAIT also included the installation of LID seep drains at the low point of each alley in order to capture nuisance flows to infiltrate in to the sand bed rather than entering the storm drain system. TAIT is also working closely with City staff to determine the extent and need for private repairs for encroaching improvements within the alleys.

Reference Contact:

Frank Tran, PE, Associate Civil Engineer
100 Civic Center Drive,
Newport Beach, CA 92660
(949) 644-3340

FTran@NewportBeachCa.gov

Client:

City of Newport Beach

Construction Cost:

\$1.3 M (Sewer)

\$1.8 M (Alley)

Project Dates

Design:

2016 (Sewer & Alley)

Construction:

2016 (Sewer TBD)

2016-2017 (Alley)

Project Team:

PIC: Jacob Vandervis

PM: David Sloan

QA/QC: Todd Schmieder

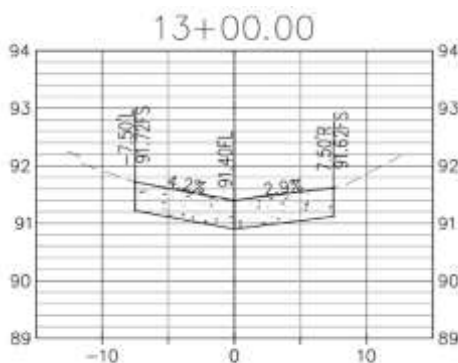


EXHIBIT A



SEWER, ALLEY & ROADWAY DESIGN FOR GREENWOOD AT TUSTIN LEGACY – CITY OF TUSTIN

TAIT provided engineering design and construction survey services for Precise Grading and Infrastructure Improvement Plans and Construction Staking Services as part of an 80-acre residential development containing 375 homes.

The project's infrastructure plans addressed 2.6 miles of public sewer and domestic water lines, private residential streets and alleys, and private storm drain lines. TAIT's design also included a short segment of recycled water line for the development's common area landscaping and Community Park and 2000 linear feet of CMU soundwall with a maximum wall height of 14 feet along Jamboree Road. The project included extensive use of private drives and private courts providing alley access to single family detached homes for over 50 percent of the residential lots. For these lots, storm water runoff management and maintaining private home owners access to private garages and the homes' primary and secondary entry points were critical elements used for creating the final construction plans.

TAIT's design services also included extensive coordination with multiple consultant's for the project's dry utilities, common area landscaping, community screen walls, the off-site public street improvements and backbone infrastructure improvements. Design services began in 2013, and construction of the project streets, storm drain, sewer, and water lines commenced in 2015. Precise grading for models and the initial building phases started in March 2015. The estimated construction cost for the infrastructure improvements is \$6.3 million.

Reference:

Scott McBean, CM
15360 Barranca Parkway
Irvine, CA 92618
(949) 236-9042
scott.mcbean@calatl.com

Client:

Standard Pacific Homes/City
of Tustin

Construction Cost:

\$6.3M

Project Dates

2013-2015

Project Team:

PIC: Jacob Vandervis
PM: Todd Schmieder
PE: David Sloan



EXHIBIT A



A-TOWN SEWER CAPACITY AND STREET WIDENING – ANAHEIM, CA

TAIT has worked closely with the City of Anaheim's Planning, Public Works, and Construction Departments to process plans for the proposed public infrastructure improvements within the City's Platinum Triangle Development District.

Engineering services included design of capacity enhancements for sewer lines in Katella Avenue, Gene Autry Way and Santa Cruz Road (approximately 2 miles on new sewer). TAIT also provided design plans for street widening to Katella Avenue, State College Boulevard and Gene Autry Way (approximately one-mile total length) including a new raised landscape median in Katella Avenue, and the reconstruction of a City Changeable Message Sign as part of our consultant services associated with the A-Town redevelopment area within the City's Platinum Triangle. TAIT services also included coordination for the undergrounding of City electrical lines and obtaining Caltrans Encroachment Permits for street and sewer improvements within state right of way along the I-5 HOV access ramps to Gene Autry Way.

Reference:

Natalie Meeks, Public Works
Director
200 South Anaheim Blvd.,
Anaheim, CA 92805
(714) 756-5148
nmeeks@anaheim.net

Client:

City of Anaheim

Construction Cost:

\$7.3M

Project Dates

2005-2008

Project Team:

PIC: Jacob Vandervis
PM: Todd Schmieder





SEWER SLIP LINING – TUSTIN, CA

TAIT has hired by Lennar Homes to work with the Irvine Ranch Water District for the Valencia Avenue and Armstrong Avenue sewer lining project as part of the Tustin Legacy development in Tustin, California. TAIT's scope of work for this project involved the preparation of sewer lining plans, temporary sewer by-pass plans and traffic control plans for slip-lining approximately 3,300 LF with an existing 8-inch and 15-inch sewer for the Irvine Ranch Water District (IRWD).

Services also included the development of a construction staging program and a six-phase traffic control plan to accommodate existing traffic on the new public streets. The existing sewer lines were recently installed in Valencia Avenue and Armstrong Avenue without the IRWD required slip-lining to accommodate potential pipe settlement due to concrete encasement. To satisfy the slip-lining contractor work schedule, TAIT coordinated a pre-design submittal process with IRWD and the City of Tustin that allowed design to be completed in six weeks. Design Services and Construction were completed on schedule. The estimated project cost was \$250,000 and the project was completed in July 2007.

Reference Contact:

Marsha Santry, Vice
President

(949) 306-4899

msantry@mac.com

Client:

Lennar Homes/Irvine Ranch
Water District

Construction Cost:

\$250 K

Project Dates

Design: 2007

Project Team:

PIC: Jacob Vandervis

PM: Todd Schmieder





References

1. City of Santa Ana

Craig Foster, PE
20 Civic Center Plaza,
Santa Ana, CA 92701
(714) 647-5659 / cfoster@santa-ana.org
*Project: Bristol Street & Civic Center Dr. Water
Quality Improvements*

2. City of Diamond Bar

John Beshay
21810 Copley Drive
Diamond Bar, CA 91765
(909) 839-7043 / JBeshay@DiamondBarCA.Gov
*Project: Drainage Improvement Project
Phase 1 & 2*

3. Port of Long Beach

Daniel Shieh, PE
Deputy Chief Harbor Eng.
4801 Airport Plaza Drive,
Long Beach, CA 90815
(562) 283-7860 / daniel.shieh@polb.com
*Project: Pier G Avenue North Sewer Line
Improvement Project*

4. City of Newport Beach

Frank Tran, PE
100 Civic Center Drive
Newport Beach, CA 92660
(949) 644-3340 / FTran@NewportBeachCa.gov
*Projects: Newport Heights Sewer & Alley
Replacement*

5. County of Orange

James Campbell
300 N. Flower St.
Santa Ana, CA 92703
(714) 834-5736 /
Joseph.Seybold@ocpw.ocgov.com
*Project: OC Animal Care Facility & On-Call
Engineering*

6. City of Irvine

Darrell Hartman, PE
1 Civic Center Plaza
Irvine, CA 92606
(949) 724-7556 / dhartman@cityofirvine.org
Project: Campus Drive Roadway Improvement

7. City of Seal Beach

Iris Lee, Deputy Public Works Director/City
Engineer
211 8th Street,
Seal Beach, CA 90740
(562) 431-2527x1322 / ilee@sealbeachca.gov
*Project: 7th Street Waterline and Sewer
Replacement*



Experience and Qualifications of Key Personnel

RESUMES



Jacob Vandervis, PE

PRINCIPAL-IN-CHARGE/QA/QC MANAGER

Mr. Vandervis currently serves as a Vice President/Chief Operations Officer in TAIT's Corporate Office in Santa Ana. In addition to his management duties, he acts as the primary point of contact for several national retail and residential developers. Mr. Vandervis is a licensed civil engineer with over 34 years of experience with land development projects in the western United States. His areas of expertise include site design, grading design, drainage studies, water pollution control plans, erosion & sediment control plans, as well as street improvement plans. He is experienced in site design of all sizes for commercial development, involved in preliminary design to develop cost estimates & due diligence packages, as well as experienced in the entitlement phase of projects. His surveying experience includes the preparation of ALTA and topographic surveys, parcel maps, record of survey and legal descriptions. He is a certified Qualified SWPPP Developer (QSD), Certified Development, Design & Construction Professional (CDP) and Certified Retail Property Executive (CRX)

Education

B.S. - Civil Engineering
California State University,
Long Beach

Year of TAIT Team Enlistment

1997

Total Experience

34

Certifications

Registered Professional
Engineer, Civil – California,
Oregon, Arizona, Utah,
Nevada, North Dakota,
Washington, Hawaii, and
Alaska.

Professional Engineer
California No. C46301

Pipeline Management Program, FY2018-2019 Phase 1 Project Glendale Water & Power, Principal in Charge, 2018-2019

Principal in Charge of the work being conducted by all TAIT staff to provide Design Engineering Service for the \$3.1 M water main replacement project throughout various locations in Glendale, CA. Primary responsibilities were to review and stamp water main replacement plans and specifications, supervise design engineers and coordinate with client and contractor through the design and construction phases.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, Principal-In-Charge, 2017-2019

TAIT provided civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

EXHIBIT A

**Chino Quadrant III Water Main Replacements, City of Chino, Principal-In-Charge, 2017-2018**

TAIT provided design services to the City of Chino for approximately 7000 linear feet of new 8-inch PVC water line replacing a similar length of 50-year old 6-inch ACP lines within 13 residential street. Over 170 customers will be affected during construction. The City required that all points of connection to be upgraded to include the newer and larger PVC water pipe and the installation of new water valves in each cross street. Eight of the thirteen segments require obtaining approvals from the State Division of Drinking Water due to restricted horizontal clearances in the narrow residential streets. To assist the City in meeting an early delivery schedule for one of their current water projects Quadrant III water plans were separated into two separate bid contracts. The first segment of 2800 LF was recently awarded at a low bid price of \$990,000 and construction commenced in April 2018. The second bid package received City authorization to advertise in February 2018 and was constructed in 2018.

Hoover, Toll, Keppel Recycled Water Project, Glendale Water & Power, City of Glendale, Principal-In-Charge/Project Manager, 2016-2017

TAIT provided design services to the City of Chino for approximately 7000 linear feet of new 8-inch PVC water line replacing a similar length of 50-year old 6-inch ACP lines within 13 residential street. Over 170 customers will be affected during construction. The City required that all points of connection to be upgraded to include the newer and larger PVC water pipe and the installation of new water valves in each cross street. Eight of the thirteen segments require obtaining approvals from the State Division of Drinking Water due to restricted horizontal clearances in the narrow residential streets. To assist the City in meeting an early delivery schedule for one of their current water projects Quadrant III water plans were separated into two separate bid contracts. The first segment of 2800 LF was recently awarded at a low bid price of \$990,000 and construction commenced in April 2018. The second bid package received City authorization to advertise in February 2018 and was constructed in 2018.

Kenneth and Ben Lomond Water Main Replacement Projects, Glendale Water & Power, City of Glendale, Principal-In-Charge/Project Manager, 2015-2016

TAIT provided design build services with JDC for the Kenneth and Ben Lomond neighborhoods water main replacement projects. The project was located in residential streets in an area of Glendale which required our team to develop construction documents that could accommodate traffic while working in residential streets and a design that would work with many existing utilities. TAIT provided the design services along with topographical survey of the long neighborhood. Due to the numerous existing utilities and mains within the project, detailed designs were provided to ensure adequate clearance between all utilities. TAIT met and discussed with many of the utility purveyors in order to ensure the final design and construction was approved by all. In addition, TAIT worked with public works to complete Traffic Control plans for the heavily used intersections and Detour Plans for the narrow areas of the streets.

Drainage Improvement Project Phase 1 & 2, City of Diamond Bar, Principal-In-Charge, 2017-2018

TAIT provided design engineering and construction management services for Phase 1 & Phase 2 of the City's Drainage Improvement Project. This project included three separate areas: 1. Brea Canyon Road – Parkway Drain System & Perforated Drain; 2. Hipass Drive – Sub drain System, Low Flow Storm Drain & X-gutters; 3. Golden Springs – Sub drain System & Low Flow Storm Drain. This project included extensive coordination with the City and the design team in order to recommend and implement final design.

EXHIBIT A



scenarios for each location. Appropriate water quality treatment systems were implemented in all systems that have direct storm drain connection (modular wetland system), and the sub drain system and crossing were analyzed to avoid conflicts. During the construction phase, TAIT managed the contractor in order to review the field operations, respond to design related inquiries, updated designs based on final field needs, and successfully completed the construction project. The construction of this project was completed in 2018 within budget.

Newport Heights Alley and Sewer Replacement Project, City of Newport Beach, Principal-In-Charge, 2016-2017

TAIT provided civil engineering services on Newport Height Alley and Sewer Replacement Projects. The project limits spanned across an entire neighborhood in the City's coastal community of Newport Heights and include a total of 3+ miles of alley reconstructions as well as the review and repair of existing alley sewer and lateral connections. In order to facilitate the City's budget and timelines, the design project was split in to three phases which required separate design PS&E for each project. Phase 1 included all sewer main replacements while Phases 2 and 3 included the alley removal and replacements in the neighborhoods.

Citywide Comprehensive Drainage Analysis and CIP Design Projections, City of Diamond Bar, Principal-In-Charge, 2014-2015

Analyzed, designed and recommend pavement and drainage solutions for 11 locations throughout the City which currently experience groundwater seepage problems. The analysis included field investigations, geotechnical testing and reporting, pavement design, and the preliminary design and cost estimating for multiple design scenarios at each project location. The cost estimate included estimation of the design consultant fees as well as the construction costs for the ultimate design scenarios. Extensive coordination was required on this contract with City, Utility, LACFCD Staff, and private residences in order to understand the existing conditions and to project the required design and permitting efforts for the design and construction phase. Upon completion of the report, the City will utilize TAIT's recommendations for future CIP budget and project planning efforts in order to justify the cost and importance of each location.

Beaudry Terrace Water Main Replacement Project, Glendale Water & Power, City of Glendale, Principal-In-Charge, 2014-2015

TAIT provided design build services with JDC for the Beaudry Terrace neighborhood water main replacement project. The project was located in residential streets in a hilly part of Glendale which required our team to develop construction documents that could accommodate traffic while working in narrow residential streets. The existing water mains in the Beaudry Terrace neighborhood were 40-50 years old and were deteriorated and made with unlined cast-iron. The design involved the preparation of plans and specifications for the replacement and installation of approximately 5,300 linear feet of new 12-inch, 8-inch, and 6 inch diameter ductile-iron water mains. Existing galvanized and copper services smaller than 1 inch were replaced with 1-inch copper services. Existing fire hydrants were replaced and spacing was increased to provide current fire protection to the neighborhood. TAIT provided the design services along with topographical survey of this hilly neighborhood.

**David Sloan, P.E.****LEAD PROJECT MANAGER**

As a Project Manager, David is responsible for supervising staff at TAIT on the preparation of public and private development projects. David has performed and coordinated detailed designs on federally funded arterial roadways, conducted utility coordination for major relocations on high profile projects and conducted project management efforts on multiple projects throughout the Southern California region. David has designed and managed the construction for multiple projects in the southern California region and is an ideal candidate to manage this project for the City. David is an effective communicator and actively stays in contact with his clients throughout the life of his projects. David has also managed multiple public works construction projects and understands the methods and costs of construction.

Education

B.S. - Civil Engineering Tau
Beta Pi Honor Society &
Chi Epsilon, University of
Southern California

BS Physical Science, Biola

**Year of TAIT Team
Enlistment**

2014

Total Experience

13

Certifications

Professional Engineer
California No. 82595

**Newport Height Alley & Sewer Reconstruction Project, City of Newport Beach,
Project Manager, 2016-2017**

David was the Project Manager to the City of Newport Beach for the Newport Heights Alley & Sewer Reconstruction Project. The project includes the survey, design, and reconstruction of over three miles of residential alleys. The project is designed in three phases with phase 1 being sewer main replacements, and phase 2 & 3 being alley reconstructions within select neighborhoods. The alley replacement design included the geometric and profile analysis of each alley along with the preparation of design plan and profile sheets for each alley segment. The design also included the preparation and analysis of design cross sections (via use of Civil 3D corridors) to ensure design crossfalls along the alley are appropriate. The project is scheduled to complete phase 1 design in April, 2016, and phase 2 & 3 design in July, 2016.

**Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach,
Project Manager, 2017-2019**

As Project Manager, David provided civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

EXHIBIT A

**Drainage Improvement Project Phase 1 & 2, City of Diamond Bar, Project Manager/Construction Manager, 2017-2018**

As Project Manager, David provided design engineering and construction management services for Phase 1 & Phase 2 of the City's Drainage Improvement Project. This project included three separate areas: 1. Brea Canyon Road – Parkway Drain System & Perforated Drain; 2. Hipass Drive – Sub drain System, Low Flow Storm Drain & X-gutters; 3. Golden Springs – Sub drain System & Low Flow Storm Drain. This project included extensive coordination with the City and the design team in order to recommend and implement final design scenarios for each location. Appropriate water quality treatment systems were implemented in all systems that have direct storm drain connection (modular wetland system), and the sub drain system and crossing were analyzed to avoid conflicts.

Chino Quadrant III Water Line Replacement Project, City of Chino Project, Project Engineer/Specs Manager, 2017-2018

This City project required the replacement of approximately 8000LF of existing 6-inch ACP water pipe with new 8-inch PVC water pipe within 13 local streets for the City. The process included obtaining DDW approvals for 8 of the 13 segments.

Citywide Comprehensive Drainage Analysis and CIP Design Projections, City of Diamond Bar, Project Manager, 2014-2015

As Project Manager, David analyzed, designed and recommend pavement and drainage solutions for 11 locations throughout the City which currently experience groundwater seepage problems. The analysis included field investigations, geotechnical testing and reporting, pavement design, and the preliminary design and cost estimating for multiple design scenarios at each project location. The cost estimate included estimation of the design consultant fees as well as the construction costs for the ultimate design scenarios. Extensive coordination was required on this contract with City, Utility, LACFCD Staff, and private residences in order to understand the existing conditions and to project the required design and permitting efforts for the design and construction phase. Upon completion of the report, the City will utilize TAIT's recommendations for future CIP budget and project planning efforts in order to justify the cost and importance of each location.

El Toro Development Plans Drainage Analysis & Design, City of Irvine, Project Engineer, 2013-Present

As Project Manager, David provided for the Phase 1 Preliminary Engineering and Environmental Support Services for a development of the County of Orange's "100-Acre Parcel" and "West Alton Parcel" areas on approximately 140 acres. Plans the combined projects will provide nearly 3000 multi-family residential housing units, 200,000 SF of retail, a 200-room hotel and 1.8 million sf of commercial office space. Working with Lowe and the Project Architect, KTGy, TAIT has assisted in the development of the Site Plans, Master Drainage Studies, and Preliminary WQMPs for both areas.

Portola Parkway Resurfacing Project, Project Manager, 2015

David is currently serving as the Project Manager to the City of Lake Forest on this federally funded arterial pavement rehabilitation project which included design engineering, geotechnical engineering, surveying, and federal documentation/ approvals. The project included the rehabilitation of the arterial roadway as well as the identification and replacement of non-ADA compliant or non-functional PCC sidewalk, curb ramp, curb and gutter and other improvements. The design also included the replacement and updating of the roadway and bike lane striping throughout the project limits.

EXHIBIT A

**Bart Mink, PE, LEED AP*****PROJECT MANAGER-SEWER***

Bart Mink, PE, LEED AP, a registered civil engineer in California and LEED AP certified brings 22 years of multidisciplinary experience to our team. Bart is results-driven and detail-oriented. He is proficient in many facets of civil engineering, including the municipal, industrial, commercial and residential fields. Bart is proficient in water hydraulic modeling utilizing KY Pipe and WaterCAD. He is also proficient in wastewater modeling using SewerCAD. Bart has in depth knowledge and experience in water/wastewater treatment and design. He is skilled in state and federal funding policies and procedures and is efficient with Autodesk Civil 3D including grading, corridors, and pipe networks. Bart is experienced and knowledgeable in hydrology and hydraulics utilizing such programs as TR-55 and HEC-RAS. He is also knowledgeable with FEMA Letters of Map Amendment and Map Revision procedures.

Education

B.S. - Civil Engineering,
Arkansas State University

**Year of TAIT Team
Enlistment**

2018

Total Experience

22

Certifications

Professional Engineer
California No. 82953
Arkansas No. 12169
2009/LEED Accredited
Professional

Associations

American Public Works
Association, US Green
Building Council
Leadership in Energy and
Environmental Design,
American Society of Civil
Engineers
Past Memberships:
National Society of
Professional Engineers,
American Water Works
Association, Arkansas
Water Works, and Water
Environment Association

West Seaside Way Storm Drain, City of Long Beach, CA, 2017-2018

Project Engineer for the field review, recommendation, and final design services of the upsize to this key relief storm drain system in the City of Long Beach. Due to an extremely large rain event caused flooding of the lower levels of several parking garages along W Seaside Way near Rainbow Harbor, a portion of the existing Storm Drain Backbone along W. Shoreline Drive and the Storm Drain Lateral along W. Seaside Way were found to be deficient. Final design included upsizing of 1,900 LF of Storm Drain from S. Chestnut Place near the Pike Outlets Parking Garage to the tie in of the County's Storm Drain system just past the Golden Shore overpass as well as reworking the County's junction structure and upsizing the inlet pipe from Shoreline Drive. The project included an extensive research and potholing effort, urban hydrology utilizing the LA County Hydrology MODRAT, pipe hydraulics utilizing Bentley StormCAD and WSPG, traffic control, coordination with FEMA and City of Long Beach regarding disaster relief funds, coordination with OC Flood Control, and obtaining encroachment permits from the County.

The Creek at Dominquez Hills-Athletics, Recreation, and Retail, City of Carson, 2017-2020, Project Manager

Project Manager for the design of approximately one mile of new onsite roadways and over 2,000 parking spaces. Public street improvements included additions of 2 signalized intersections and modifications to several existing intersections around the site on Avalon Boulevard and Martin Luther King Jr. Street. Other work performed included 5,900 LF of SCE electrical backbone; 2,100 LF of new public sewer main lines; 4,500 LF of reclaimed water main lines; 5,400 LF natural gas main lines; 7,300 public fire water main lines; saving over 2

EXHIBIT A



dozen onsite trees; and mass grading of approx. 450,000 cubic yards of soil with imports of approx. 150,000 cubic yards.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, 2017-2019, Project Engineer

Project Engineer for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

On-Call Engineering/Plan-Check Services, Orange County Public Works, Plan Review Team Lead, 2018-Present

Provides On-call Plan Check Services to OCPW Planned Communities for the review of Developer Submittal for a project in Ladera Ranch Covenant Hills and multiple developer projects in the PA 1 of the Ranch Plan. Serving as the Team Lead for TAIT's consultant team of reviewers plan review submittals have ranged from Tentative Maps, Site Development Plans, Water Quality Management Plans, Rough and Precise Grading Plans, Public and Private Street Improvement Plans, Storm Drain Plans and Technical Reports, Wall and Fence Plans, Model Complex Plan, Building Master Plans, Building Repeat Plans, Landscape Plans, Park Plans, Non-residential structural submittal plans, Geotechnical Investigation Reports and Final Maps. Responsibilities as the Team Lead, in addition to conducting technical plan acceptance reviews and actual plan checks, includes coordination of the TAIT team members, coordination with the County's management and QA/QC staff members and coordination with the Applicant and their design consultants.

6th Street Storm Drain, City of Long Beach, CA, 2017-2018

Project Engineer for the final design of this key relief storm drain system in the City of Long Beach. The project included an extensive potholing effort, hydrology, hydraulics, traffic control and obtaining encroachment permits from the County.

Pavement Rehabilitation Ximeno Avenue and Redondo Avenue, City of Long Beach, CA, 2017

Project Engineer for engineering services for the pavement rehabilitation of Ximeno Avenue (from Atherton Street to Los Coyotes Diagonal) and Redondo Avenue (from Reservoir Drive to Stearns Street). Services included support during construction, and the supervising, coordinating, monitoring and reviewing of design plans and specifications for conformance with local agency standards, policies and procedures.

Vincent Street Sanitary Sewer Rehabilitation, Redondo Beach, CA, 2018

Project Engineer for the design, preparation of the civil plans and construction management for the building of an approximate 745 LF parallel sewer system near the Vincent Street Park and surrounding neighborhoods.

EXHIBIT A

**Daniela Malott, P.E.*****PROJECT MANAGER-STORM DRAIN***

Mrs. Malott has a strong civil engineering background with a water resources and surface runoff focus. Her engineering experience includes hydrology, storm drain design, and hydraulics. Her computer modeling background includes the application of the U.S. Army Corps of Engineers HEC-HMS (Hydraulic Modeling System), HEC-SSP (Statistical Software package), and HEC-RAS (River Analysis Software), Watershed Modeling System (WMS), Advanced Engineering Software (AES) for hydrologic/hydraulic analysis in Southern California, Water Surface Pressure Gradient (WSPGW) Software, XP-Solutions Storm Water and Wastewater Management Model (XP-SWMM), AutoCAD Civil 3D, and ArcGIS. She has worked for projects in the County of Los Angeles, County of Orange, and San Bernardino County. The projects she has been involved with are both in the private and public sector. In the private sector she worked on projects for developers including Rancho Mission Viejo and the Irvine Company. Her public sector experience includes working on projects for the County of Orange, the City of Rancho Palos Verdes, the City of Chino, the City of Chino Hills, and the City of Santa Ana. She is an out of the box thinker with great energy and a hard working ethic. She has great communication, writing, organizational and leadership skills.

WQMP/BMP Design for Bristol Street Improvements and Civic Center Street Improvements, City of Santa Ana, Project Manager/Project Engineer, 2020

As part of this project Mrs. Malott served as the Project Manager/Project Engineer, she provided client coordination, scheduling tracking, reviewed internal scheduling and supported the City in a timely manner and under the budget to achieve the project goals. The Bristol Street and Civic Center Improvements Water Quality Management Plans (WQMP) Project included the development of a Water Quality Best Management Practices (BMP) design, cost benefit analysis, cost estimates, coordination with the client, and development of construction plans for the BMP's installation. As part of the cost benefit analysis, several alternatives location and solutions for the type and configurations of BMP were analyzed and preliminary design was completed to determine the most optimal solution for the City. After an alternative was selected project design plans for the BMP installation were prepared and proprietary manufacturer detail design and coordination was completed. Careful review of the Santa Ana and Newport Beach Watershed basin plans was completed to understand the pollutant of concerns and develop a treatment system that provides appropriate treatment. Additionally, two WQMPs were completed for each of the street improvmenet projects following the North Orange County Tehcnical Guidance Document.

EXHIBIT A

Education

M.S. - Civil Engineering
(Hydrology and Water
Resources), University of
California at Irvine

B.S. - Civil Engineering,
California State University,
Long Beach

**Year of TAIT Team
Enlistment**

2017

Total Experience

8

Certifications

Professional Engineer,
California No. C86581

Affiliations

American Society of Civil
Engineers (ASCE), OC YMF

**Dana Point Harbor Revitalization, City of Dana Point Harbor, Project Manager, 2018-Present**

As part of the Dana Point Harbor project team Ms. Malott has provided stormwater technical design for the Master Plan of Drainage for Planning Areas 1 and 2, supported the development of the Hydrology and Hydraulics Basis of Design Report and WQMP for Planning Areas 3 and 4 for the Coastal Commission Project Application. Starting 2020, she has assisted as the Project Manager for the Commercial Core and Marina development portions of the DPH Revitalization Plan. As the Project Manager, Mrs. Malott has overseen the preliminary design of different aspects of the project, and the construction documents design and development for the Phase 2 of the Commercial Core Portion of the DPH Revitalization Plan. Additionally, Mrs. Malott has led a team of 10 Civil Engineering Designers to support the Projects efforts, while maintaining and providing coordination with the client and other subconsultants. Her organizational skills, civil design knowledge and experience, and communication abilities resulted in timely submittals and project reviews to achieve deadlines and project schedule, as well as to maintain project budget goals.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, Project Engineer, 2017-2019

Mrs. Malott supported all project coordination efforts and was a vital part of the project team. Task managed the Hydraulics Analysis and Basis of Design Report for the Pier G Avenue North Sewer Line Improvement Project for the Port of Long Beach (POLB). The project limits spanned approximately 1/3 of a mile within The Port's Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current and future demand peak flow conditions. Client meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare a Basis of Design Report that outlined all project parameters, calculations and chosen alternative, as well as detailed Sewer Design Plans. This project faced different challenges due to there being several existing utilities such as water, storm drain, dry utilities and oil lines that support the Port's daily operations. Additionally, extensive preliminary planning and coordination with potential contractors was completed in order to ensure all traffic control plans accommodated sufficient space for trucks and trailers while construction activities occurred to ensure Port operations would be maintained.

Newport Heights Alley and Sewer Replacement Project, City of Newport Beach, Project Engineer, 2016-2017

Mrs. Malott was an Assistant Engineer for the Newport Heights Alley and Sewer Replacement Project. The project included the preparation of design plan and profile for each alley that was repaired, prepared of design cross sections at 25-foot intervals for review of proposed cross falls, preparation of sewer main replacement and lateral replacement plans, field review of all alley locations to field locate existing utilities, conflicts, and join locations, identification of sewer laterals that were recently replaced for protection, and the detailing of all alley approaches for compliance with the Americans with Disabilities Act (ADA). As part of the project team Mrs. Malott provided plan production assistance, alley design, and completed field visits.

EXHIBIT A

**Subarea 2 Agricultural Preserve Master Plan of Drainage, City of Chino, Project Engineer, 2015-2016**

Prepared the Master Plan of Drainage (MPD) Report and Analysis for the Agricultural Preserve storm drain system. The 2016 MPD incorporated amendments and updates to the Agricultural Preserve storm drain system that were completed after the 2001 MPD. The 2016 MPD included hydrologic and hydraulic analysis following the County of San Bernardino standards. The analysis was prepared for the existing, interim and ultimate condition. The analysis provided alternatives for the master plan storm drain systems in order to accommodate the City of Chino requirements. The MPD included studies for regional water quality basin preliminary design following the Santa Ana Region Water Quality Board Control and the San Bernardino County requirements. The storm drain design and regional water quality basin design optimized the basin location and sizes to maximize the developable land within the area.

Storm Water Master Plan, City of Rancho Palos Verdes, Project Engineer, 2014-2015

The Rancho Palos Verdes Storm Water Master Plan includes the development of a GIS database for the storm drain inventory including a Facility Mapping Tool which is being utilized to gather field data and keep the City informed of the field work schedule and findings. Data gathering for the project includes filling in missing as-built data such as inverts and facility naming. The hydrology and hydraulics modeling is being completed utilizing GIS, XPSWMM, and XPWSPGW. This master plan includes the integration of stormwater quality retrofit opportunities. The Master Plan will ultimately provide the City with a comprehensive “living” storm water master plan. The master plan also includes a project prioritization scheme and a Capital Improvement Plan.

Orange County Flood Control District Local Drainage Manual Updates, County of Orange, Assistant Engineer, 2015-2016

The Orange County Flood Control District Local Drainage Manual was in the process of being updated to incorporate new policies and methodologies that have been set in place in recent years. The Local Drainage Manual provides design criteria policies and procedures to be utilized by Civil Engineering Consultants and Developers for projects located in the County of Orange. As the Assistant Engineer, Ms. Malott supported the preparation of several Chapters and attended meetings with the County staff to discuss comments and the approach of the updates to the manual.

Santa Ana Storm Drain Master Plan, City of Santa Ana, Designer, 2013

Responsible for CADD design. Provided professional engineering services to update the city's storm drain master plan. The city has an established drainage system with some segments over 50 years old and other segments recently constructed. Michael Baker analyzed the main line drainage system and prepared a hydrology study along with maps for the entire city boundary and for individual sub-areas for 2-, 10-, 25- and 100-year storm events. The capacity of the existing storm drainage was evaluated to determine system capacity sufficiency using a hydrodynamic hydraulic model. A comprehensive list of needed storm drainage improvements was then generated. Performed a hydraulic analysis to size sufficient storm drain lines and provided an ESRI ARCGIS geodatabase of city storm drain facilities, including storm drain pipes, city-owned drainage channels, manholes, catch basins, and culverts. Michael Baker used the Bentley software hydrodynamic hydraulic model CivilStorm, which uses hydrographs with in the hydraulic model to determine adequate pipe sizing.

**Samantha A. Wohlfarth, PE****PROJECT ENGINEER**

Ms. Wohlfarth has professional experience that includes the preparation of storm drain plans and drainage reports, storm water quality management reports, grading plans, water main replacement plans, sewer plans, cost estimates and cost benefit analysis for public and private developments throughout Southern California, Western Washington, and North Dakota. Her project experience includes the preparation of storm water quality reports such as SWPPP, WQMP, SUSMP and LID following the state and local municipalities' mandates. Ms. Wohlfarth has technical knowledge with multiple software programs including Microstation, AutoCAD 2014, Civil 3D, Land Desktop, GeoPak, WWHM2012, RetainPro, and additional specialty programs.

**Pipeline Management Program, FY2018-2019 Phase 1 Project
Glendale Water & Power, Project Manager, 2018-2019**

TAIT was contracted to provide design build services with JDC for the Pipeline Management Program, FY2018-2019 Phase 1 water main replacement project. The project was located in residential streets in various areas of Glendale which required our team to develop construction documents that could accommodate traffic while working in residential streets and a design that would work with many existing utilities.

**Chino Quadrant III A, B, and C Water Line Replacement Project, City of Chino
Project, Project Engineer, 2017-2018**

This City project required the replacement of approximately 8000LF of existing 6-inch ACP water pipe with new 8-inch PVC water pipe within 13 local streets for the City. The process included obtaining DDW approvals for 8 of the 14 segments.

**Hoover, Toll, Keppel Recycled Water Project, Glendale Water & Power, Project
Engineer, 2016-2017**

TAIT was contracted to provide design build services with JDC for the recycled water project within the Glenwood residential neighborhood and surrounding schools. The project was located in the residential streets in an area of Glendale which required our team to develop construction documents that could accommodate traffic while working and a design that would work with many existing utilities.

**Kenneth and Ben Lomond Water Main Replacement Projects, Glendale Water
& Power, Project Engineer, 2015-2016**

TAIT was contracted to provide design build services with JDC for the Kenneth and Ben Lomond neighborhoods water main replacement projects. The project was located in residential streets in an area of Glendale which required our team

EXHIBIT A

Education

B.S. - Civil Engineering,
Valparaiso University
Valparaiso, IN, 2012

Year of TAIT Team**Enlistment**

2012

Total Experience

8

Certifications

Professional Engineer

California No. 86126



to develop construction documents that could accommodate traffic while working in residential streets and a design that would work with many existing utilities.

Beaudry Terrace Water Main Replacement Project, Glendale Water and Power, Project Design Engineer, 2014

The Beaudry Terrace water main replacement project included four phases, six streets, and approximately 5,300 linear feet of water line that was designed to replace existing service pipe mains with ductile iron pipe. The project included new services, hydrants, inverts, tie-ins, and other appurtenances. Department of Public Health waiver exhibits were prepared for select non-potable and water crossings. The project included a community outreach meetings, service survey coordination, as well as detailed final As-Built submittals.

Adams Hill Water Main Replacement Project, Glendale Water and Power, Design Engineer, 2014

The Adams Hill water main replacement project included six phases, 13 streets, and approximately 10,620 linear feet of water line that was designed to replace existing service pipe mains with ductile iron pipe. The project included new services, hydrants, inverts, tie-ins, and other appurtenances. As well, the project included different pressure zones and the installation of a division gate. Department of Public Health waiver exhibits were prepared for select non-potable and water crossings. The project included a community outreach meetings, service survey coordination, as well as detailed final As-Built submittals.

Foothill Water Line Improvement Projects, Golden State Water Company, Design Engineer, 2013

The Foothill Improvements included six projects that were designed to replace existing service pipe mains with 8" ductile iron pipe. One of the six projects included replacement of the transmission line and reconnection to three existing wells. The total pipe replacement was approximately 13,200 linear feet. Multiple agencies reviewed the design plans, including City of San Dimas, City of Claremont, City of Arcadia and the County of Los Angeles in addition to Golden State Water.

Freeman Ave. Water Line Improvement Projects, Golden State Water Company, Project Design Engineer, 2013

The Freeman Avenue Water Line Improvement included approximately 3600 linear feet of water line that was designed to replace existing service pipe mains with 8" ductile iron pipe. The project included new services, hydrants, inverts, tie-ins, and other appurtenances. Department of Public Health waiver exhibits were prepared to the satisfaction of Golden State Water Company for select non-potable and water crossings.

Normandie Ave. Water Line Improvements, Golden State Water Company, Design Engineer, 2013

The project encompassed the planning and design for a 12" water main replacement in Normandie Ave. in the County of Los Angeles, approximately 1400' linear feet. Project included new services, hydrants, inverts, tie-ins and other appurtenances. Existing 14" pipe was designed for abandonment. Department of Public Health waiver exhibits were prepared to the satisfaction of Golden State Water Company for select non-potable and water crossings. GWSC project engineer: Conde Ventura.

**Ryan Haskin, P.E.****PROJECT ENGINEER**

Ryan is an experienced Project Engineer in design, technical analysis, and quality control of land development projects. Since joining TAIT & Associates, he has prepared construction documents for a variety of residential, commercial, industrial, and institutional projects. He has expertise in design and preparation of construction drawings, hydrology and water quality calculations and reports, water system hydraulic modeling, and coordination with clients, sub-consultants, site managers, contractors, and survey crew.

Education

B.S. Civil Engineering,
California Polytechnic
State University,
San Luis Obispo, 2012

**Year of TAIT Team
Enlistment**

2012

Total Experience

8

Certifications

Professional Engineer
California No. 84850

Affiliations

American Society of Civil
Engineers, Member

Irvine Avenue Sidewalk Gap Closure Project, Design Manager, 2019

Ryan is serving as the lead Design Manager for the City of Newport Beach on the Irvine Avenue Sidewalk Gap Closure Project which includes the design and implementation of two blocks of missing sidewalk adjacent to Harbor High school in the City of Newport Beach. Project includes site review and home owner coordination due to impacts to driveways, utility notification and relocations, Regrading of sidewalk and private steep driveways to ensure accessible path of travel, and preparation of detail PS&E for the City's review and approval. Project design is anticipated to be completed by June of 2019.

Mesa Drive Widening and Drainage Improvement Project, Design Manager, 2019

Ryan is serving as the lead Design Manager for the City of Newport Beach on the Mesa Drive widening and drainage improvement project which includes the widening of Mesa Drive, construction of a new catch basin, design of on-street flows, and implementation of a new storm drain junction structure to join existing storm drain system. The project includes utility notification, hydraulic analysis, and preparation of detail PS&E. Project design is anticipated to be completed by June of 2019.

Packer Place Park Drainage Improvements, Design Manager, 2019

Ryan is serving as the lead Design Manager for the City of Lake Forest on Packer Place Drainage Improvement project which includes the removal and replacement of an existing undersized storm drain line, and the construction of new roadway parkway drain capture and discharge system, dry creek drainage conveyance system, and roadway/park grading activities in order to mitigate flooding that is currently being encountered. Scope of the project includes design survey, hydraulic analysis of the tributary areas, grading analysis, preparation of details PS&E, and construction support services. Project design is anticipated to be completed by June of 2019.

El Toro 100-Acre Parcel Development, Irvine, Project Engineer, 2014-2016

Ryan was a lead Project Engineer for the County of Orange, 100-Acre Development project on the former Marine Corps Air Station El Toro. The project involved developing 108 acres of a linear parcel for residential,

EXHIBIT A



commercial, retail, and open-space mixed use which included 30 Planning Areas and a series of backbone streets and utilities. Ryan was directly responsible preparing the County reviewed and approved Master Drainage Study, Water Quality Reports, Master Grading scheme, and backbone drainage facilities. The Master Drainage Study included 100-year project runoff analysis to 3 separate OCFCD facilities, the connection and capacity analysis of a Caltrans facility, and design of individual Water Quality Treatment systems for each of the 30 Planning Areas.

Western Alton Parcel, Irvine, Project Engineer, 2015-2016

Ryan was a lead Project Engineer for the County of Orange, Western Alton Parcel project on the former Marine Corps Air Station El Toro. The project involved developing 2 separate triangular plots of land consisting of 40 acres for residential use. Ryan was directly responsible preparing the County reviewed and approved Master Drainage Study, Water Quality Reports, Grading Plans, Utility Plans, and Roadway Widening Plans. The Master Drainage Study included 25 and 100-year project runoff analysis to 3 separate OCFCD facilities and 2 separate county watersheds, design and analysis of 3 detention basins and 1 infiltration basin.

Orange County Animal Care Facility, City of Tustin, Project Engineer, 2016

Ryan was a Project Engineer on this Orange County Animal Care Facility in the City of Tustin. The project includes Public Sewer, Water, Fire Water, Water Quality, On-site Utilities, and Grading plans. Ryan produced the Hydrologic modeling and reports for the Project runoff for multiple storm year events and Hydraulic Modeling for connections to public storm facilities.

Monterey Park Marketplace, City of Monterey Park, Project Engineer, 2015

Ryan served as the lead designer of a Storm Facility network and a pressurized water network for a 40 acre retail development in the City of Monterey Park. Ryan performed an in-depth drainage analysis incorporating and analyzing off-site run-on from an additional 40 acre area of an adjacent cemetery through the on-site drainage system, 2 underground Detention basins, and mitigated discharge flows to a Caltrans drainage facility and a Southern California Edison drainage channel.

Orange County Engineering Plan Check, County of Orange, Project Engineer, 2015-Present

Ryan currently provides plan check services for the County of Orange including review of Hydrologic & Hydraulic Reports, Grading Plans, Street Improvement Plans and Storm Drain Plans. Plans are reviewed for compliance with various codes and regulations including California Building Code, the Americans with Disabilities Act, community specific development standards, and County of Orange Standards.

**Christopher Engelbach, E.I.T.****PROJECT ENGINEER**

Mr. Engelbach is an experienced Project Engineer in design, approval, and quality control of Public Works projects as well as private residential and commercial land development. He has extensive experience in preparation of storm drain, street, sewer, water, rough grading, precise grading, and erosion control plans. He has extensive experience in preparing hydrology and hydraulic analysis utilizing AES, Civil-D and WSPG for a variety of public works and private development projects. Additionally, he has experience with developing and designing Water Quality Best Management Practices (BMPs) WQMP, report preparation, coordination with clients, sub-consultants, site managers, contractors, and survey crew. Mr. Engelbach's technical skills, abilities and engineering experience allow him to assist on all areas of a project.

Newport Heights Alley and Sewer Replacement Project, City of Newport Beach, Project Engineer, 2016-2017

Project Engineer for the services on Newport Height Alley and Sewer Replacement Projects. The project limits spanned across an entire neighborhood in the City's coastal community of Newport Heights and include a total of 3+ miles of alley reconstructions as well as the review and repair of existing alley sewer and lateral connections. In order to facilitate the City's budget and timelines, the design project was split in to three phases which required separate design PS&E for each project. Phase 1 included all sewer main replacements while Phases 2 and 3 included the alley removal and replacements in the neighborhoods.

Pier G Avenue North Sewer Line Improvement Project, Port of Long Beach, Project Engineer, 2017-2019

Project Engineer for the civil engineering services for the review, recommendation, design, and construction support services for the Pier G Avenue North Sewer Line Improvement Project. The project limits spanned approximately 1/3 of a mile within Pier G, and included the review of existing conditions, analysis of tributary areas and hydraulic capacity for the existing system, preliminary design and recommendation for five separate design alternatives which included conventional open trench, pipe bursting, sewer lift stations, sewer force mains, and retrofit of existing sewer lift stations to accommodate the current peak flow conditions. Extensive meetings and coordination efforts were conducted with POLB during the preliminary engineering phase to prepare detailed quality management plans and a basis of design report that outlined all project parameters.

Education

B.S. Civil Engineering,
California State
Polytechnic University,
Pomona

**Year of TAIT Team
Enlistment**

2016

Total Experience

11

Certifications

E.I.T.

**Balboa Peninsula Alley Reconstruction and Sewer Repair Project, City of Newport Beach, Project Engineer, 2020-Current**

The Balboa Peninsula Project will extend the existing alley, provide needed additional width, correct existing drainage, provide accessible paths of travel, and repair damaged portions of the existing public sewer line. Mr. Engelbach's familiarity with the City's standards along with his knowledge of roadway design and drainage are an asset in facilitating the client's budgetary and scheduling needs.

Jeronimo Road Widening, City of Lake Forest, Project Engineer, 2020-Current

The Jeronimo Road Widening Project will correct the current roadway geometry of Jeronimo Road at the Intersection with El Toro Road in the City of Lake Forest. Mr. Engelbach is the Project Engineer handling the roadway widening design which includes vertical and horizontal design, drainage, relocation of existing public and private improvements, reconstruction of existing roadway medians and construction of a new retaining wall. In addition to engineering services Mr. Engelbach supports coordination with the client, land owners, and appropriate utility purveyors.

Trabuco Road Median, City of Lake Forest, Project Engineer, 2020-Current

The Trabuco Road Median Project will provide a safe left turn to and from the Ascension Cemetery Located in the City of Lake Forest. This project includes the design of a new acceleration lane and redesign of existing medians. Mr. Engelbach is the Project Engineer handling the roadway design which includes vertical and horizontal design while maintaining existing drainage patterns.

Dana Point Harbor, Project Engineer, 2018-Current

The Dana Point Harbor Project includes the redesign of entire guest experience at the Harbor. Mr. Engelbach is the Project Engineer providing design solutions for the harbor which includes an all new retail and dining area, roadways, parking fields, boater services, as well as updated drainage management facilities and wet utilities. Mr. Engelbach's knowledge of Civil 3D, drainage, grading and roadway design are providing the client the best possible solutions for their vision of the new Dana Point Harbor Experience.

Campus Drive Pavement Rehabilitation Project, City of Irvine, Project Engineer, 2017-2018

The Campus Drive Pavement Rehabilitation Project, included the redesign of Campus Drive from University Drive to Carlson Ave. As part of this project Mr. Engelbach, assisted as the Project Engineer for the design of the pavement rehabilitation strategies as well as the identification and replacement of non-ADA compliant curb ramps, sidewalk, damaged curb and gutter, reconstruction and re-grading of the low point of the roadway due to flooding and ponding issues. As part of the design team he supported the coordination with IRWD and UCI for right of way and wetlands protection, and for the identification, adjustment and protection of utility facilities throughout the project limits. Mr. Engelbach's ability to create a Civil 3D Corridor model for this project provided the client a better solution for the street design, streamlined the design process and plan production.

**Michael Tran, EIT****PROJECT ENGINEER**

As a Project Engineer, Michael has performed and coordinated detailed designs on residential, commercial, industrial and public works projects throughout the Southern California region. In addition to the wide range of projects, Michael has also designed and coordinated K-12 and higher education projects. He is an effective communicator and well-rounded engineer that stays in contact with his clients throughout the life of his projects. He has a great passion for quality of design and project ownership.

Education

BS Civil Engineering –
CSULB

**Year of TAIT Team
Enlistment**

2015

Total Experience

7

Certifications

Engineer-In-Training

El Rancho High School Reconstruction, El Rancho, Design Engineer III, 2017

Michael served as Design Engineer for the reconstruction of El Rancho High School. The design included various site improvements and layouts for the new classroom buildings and baseball and football fields. Michael was responsible for the overall grading, drainage, and utility infrastructure design for the site. In addition, the project also met the storm water requirements that were necessary for obtaining LEED credits.

Glendora Residential Tract –Glendora, Design Engineer, 2014

Michael served as Design Engineer for a residential development consisting of 148 townhomes. His design included precise grading, public and private utility plans and SWPPP report.

The Parker Collection – Buena Park, Design Engineer, 2013

Michael served as Design Engineer for a residential development consisting of 140 townhomes. His design included demolition, rough grading, retaining wall, precise grading, private utility, fire access, erosion control, and public improvement plans.

Sun Valley Business Park – Sun Valley, Design Engineer II, 2016

Michael served as Design Engineer for the industrial development of approximately 16 acres. The project included site improvements and utility infrastructure for new distribution warehouses. The design included precise grading, private utility and public improvement plans.

Home Depot, Pasadena, Project Engineer, 2018

Michael served as Project Engineer for the commercial development consisting of a reconstructed Home Depot building, parking lot, and various public improvements. He was responsible for the overall project design which included all plans and reports required for project permitting and approval.

Starlight Cinemas, Garden Grove, Project Engineer, 2019

Michael served as Project Engineer for a commercial development consisting of a carwash, fast food restaurant and parking lot. He was responsible for the overall project design which included all plans and reports required for project permitting and approval.

Sunset House, City of Los Angeles, Project Engineer, 2019

Michael served as Project Engineer for a commercial development consisting of an 18-story hotel with 4 levels of subterranean parking. He was responsible for the overall project design which included all plans and reports required for City of LA approval and permitting.

EXHIBIT A



Michael Furlong, PLS

PROJECT SURVEYOR

Mr. Furlong is a Land Surveyor licensed in the State of California with 40 years of experience, over 30 of those being in the Field on all types of Projects from Boundary Surveys to Construction Services with some of the largest listed below. More recently he has spent years providing Mapping Services preparing Tract Maps, Parcel Maps, Record of Surveys, Corner Records and Exhibits of all kinds as well as providing Support to Engineering and Field Support for the Survey Crews.

Year of TAIT Team Enlistment

2019

Total Experience

41

Certifications

CA PLS 8899

Experience

2019– Present Tait and Associates

2012 – 2019 O.K.O. Engineering Inc.

2008 – 2012 Hernandez, Kroone and Associates

2005 – 2007 AEI-CASC Consulting

1997 – 2005 David Evans and Associates, Inc.

1981 – 1997 J.F. Davidson and Associates, Inc.

Equipment

GPS-Trimble & Leica, Total Stations Trimble & Leica, Data Collectors-Trimble, Leica & Allegro, Electronic Levels, AutoCAD

Public Works Related Projects

- On-call Services for Caltrans District 7 East Contact Area providing Construction Staking and Topographical Surveys on various large widening and reconstruction Highway Projects including the 10, 110, 134 and 210 Freeways.
- Topo and mapping of various rivers at bridge crossings along HWY 101, Santa Clara County.
- SR 71 Segments 1 through 3 in Chino, 6 miles of new Freeway Construction.
- I-10 Segments 1 and 2 in Montclair and Ontario, 10 Miles of Freeway widening.
- SR 30/210 Segments 4, 5 and 7 in Rancho Cucamonga and Fontana, 6 miles of new Freeway Construction.
- I-10 in El Monte, 2 Miles of Freeway widening with 12 Undercrossing structures to be widened.
- SR 60 in Moreno Valley, 8 miles of Freeway widening.

Subdivisions

- Coyote Canyon, a 400 Lot Development in North Fontana with extensive Storm Drain Improvements.
- Sunnymead Ranch a 2000 Lot Development in Moreno Valley.
- Infrastructure for Moreno Valley Ranch a large Development in Moreno Valley.
- Many other Residential and Commercial Development Projects in Orange, San Bernardino and Riverside County.

**Education**

A.A. – Land Surveying (Degree in Progress) Santiago Community College

Year of Tait Team Enlistment

2003

Total Experience

17

Licenses/Certifications

Licensed Surveyor-In-Training
State of California

Global Positioning System
Certification

University of California-
Riverside, 2008

Reese B. Brashear, LSIT**FIELD PARTY CHIEF**

Mr. Brashear's expertise is in field surveying, A.L.T.A. surveys, rough grade staking operations, construction staking projects, engineering design surveys, as-built surveys, topographic surveys, and GPS surveys.

Selected project experience:**Field Party Chief – Greenwood at Tustin Legacy, Tustin, CA, 2013-Present**

Served as TAIT's Field Party Chief performing construction staking survey for the preparation of 2.6 miles of Developer backbone streets, storm drain sewer and water infrastructure improvements for an 80-acre single family detached planned community on the former Tustin MCAS. Design services also include preparation of precise grading plans for three residential neighborhood totaling nearly 300 SFD residential homes and 2000 linear feet of sound wall along Jamboree Road.

Field Party Chief – College View School, Glendale, CA, 2013-2015

Survey services included developing base maps from aerial mapping and field topographical services, conducting design surveys to verify existing conditions, including ADA accessibility and preparation of base map, including all existing public and private utilities.

Field Party Chief – County Regional Park at Former MCAS, Tustin, CA, 2010-2011

TAIT's survey services included conducting a boundary survey, obtaining updated aerial mapping, and developing an existing utility base map of the 84.5 acre site and surrounding public streets.

Field Party Chief – Tustin Family Campus, Tustin, CA, 2007-2009

Survey services included providing design survey for connecting to existing improvements, obtaining aerial base map, developing property boundary, and preparation of easement documents for public utilities.

Field Party Chief – Irvine Unified School District, Irvine, CA 2009

TAIT was recently retained by the Irvine Unified School District to conduct a detailed topographical and site survey of the existing Woodbridge High School campus located in Irvine, California. Mr. Brashear was the Party Chief on the field crew and provided detailed topographical shots for ADA path of travel and future design. The site survey also included research to locate existing on-site utilities and off-site utilities in the adjacent public streets.

PROJECT TEAM
P2S INC.**MARCO CABIBBO**

PE, LEED AP BD+C

Project Manager, Senior Electrical Engineer | P2S Inc.

EDUCATIONMS, Electrical Engineering,
CSU Long BeachBS, Electrical Engineering,
Cal Poly Pomona**REGISTRATIONS**Electrical Engineer,
California, E17508Electrical Contractor,
California, C10 658090Water Treatment
Operator Grade 2, 20440Water Distribution
Operator Grade 2, 9011**CERTIFICATIONS**

- LEED AP BD+C

AFFILIATIONS

- IEEE
- AWWA
- ISA

Marco Cabibbo is an Electrical Engineering Group Manager, electrician, licensed electrical contractor, and certified Grade 2 water treatment and distribution system operator. He specializes in industrial power systems, instrumentation and control system design. His 30+ years of experience includes research, design, engineering, construction administration, and project management for an extensive range of facilities including water/wastewater treatment plants, petrochemical refineries, bulk loading plants, motion picture studios, healthcare and educational facilities.

Marco strives to deliver top-tier projects through close collaboration with project stakeholders and equipment manufacturers, as well as his extensive field experience in construction, troubleshooting, maintenance and repair. Marco volunteers his time to various initiatives in the Long Beach community. He is a member of the IEEE, AWWA and the ISA.

RELEVANT PROJECT EXPERIENCE

- **City of Anaheim**
Design-Build Harbor 12kV
Substation
Anaheim, CA
- **City of Anaheim**
Water Department Arc Flash
Analysis
Anaheim, CA
- **City of Monterey Park**
Water Utility Well & Booster Station
Electrical Upgrades
Monterey Park, CA
- **City of Monrovia**
Arc Flash Study
Monrovia, CA
- **Los Angeles Department of Water
and Power**
Sun Valley Battery Storage
Sun Valley, CA
- **San Diego State University**
Infrastructure Assessment
San Diego, CA
- **Long Beach Water Department**
Groundwater Treatment Plant HVAC
Study
Long Beach, CA
- **City of Long Beach**
Willow Springs Wetlands Restoration
Project Electrical Plan Review
Long Beach, CA
- **Irvine Ranch Water District**
Pressure Regulating Station
Instrumentation & Controls
Irvine, CA
- **Elsinore Valley Municipal
Water District**
Arc Flash Risk Assessment
Lake Elsinore, CA
- **Marigold Mutual Water Company**
Pressure Regulating Station
Instrumentation & Controls
Bloomington, CA
- **John Wayne Airport**
Microgrid Independent Fee Estimate
Santa Ana, CA
- **John Wayne Airport**
Capital Improvement Program
Construction Management
Santa Ana, CA
- **Port of Long Beach**
Infrastructure Assessment
Long Beach, CA
- **Port of Long Beach**
Middle Harbor Redevelopment
Long Beach, CA
- **Port of Los Angeles**
Distribution Center Medium Voltage
Infrastructure Upgrades
San Pedro, CA

**RFQ No. 20-02. On-Call Engineering Design Services
for Utilities**

City of Hermosa Beach

**Lisa Louie**

Senior Project Manager, Regulatory Permitting Specialist

EducationMS, Marine Science;
University of San Diego, 2005BS, General Biology,
University of California, San
Diego, 1999**Training**California Rapid Assessment
Method (CRAM) – Southern
California Research Project
(May 2009)Wetland Delineation –
Wetland Training Institute
(August 2007)Wetland Riverine Functional
Assessment/Ecology for
Project Managers – USACEEnvironmental
Considerations in Planning –
USACEHydrologic & Hydraulic
Considerations in Planning –
USACEPublic Involvement and
Teaming in Planning – USACE**Professional Experience**

Lisa Louie is a Senior Project Manager with more than 20 years of experience in aquatic environmental management. She has prepared or supported in the preparation of multiple NEPA and CEQA documents. Lisa also has coordinated with state and federal resource agencies, including the successful negotiation of mitigation and conservation requirements. In addition, Lisa has coordinated and managed mitigation and monitoring plans as well as permit applications that include Clean Water Act (CWA) Section 404 (individual and nationwide) permits for United States Army Corps of Engineers (USACE), CWA Section 401 water quality certifications for the Regional Water Quality Control Board (RWQCB), Section 1600 streambed alteration agreement applications for the California Department of Fish and Wildlife (CDFW).

Project Experience

Westminster Coastal Resources Evaluation, USACE – Sub to Noble Consultants, Westminster, CA. Project Manager, Environmental Planner, Marine Biologist. Lisa prepared the environmental impacts on coastal biological and water resources evaluation from the proposed flood risk management project for the NEPA document. Lisa developed and analyzed a compendium qualitative report for water quality and sediment in the project area of the Garden Grove-Wintersburg Channel and participated in regulatory and resources agencies meetings to develop alternatives to address the project objective. The project NEPA lead was USACE. The Orange County Flood Control District was the CEQA lead for the preparation of a Joint Environmental Impact Statement/Environmental Impact Report.

On-Call Environmental Services, Orange County Public Works (OCPW), Orange County, CA. Senior Project Manager/Biologist/Permitting Specialist. Lisa was responsible for coordination with OCPW regarding regulatory permits, including biological resource surveys for sensitive species/habitat, protocol-level surveys, environmental documentation, jurisdictional delineations of waters and wetlands, and construction monitoring in support of regulatory permits.

Desalination Slant Well Decommissioning Project, Municipal Water District of Orange County, Orange County, CA. Senior Project Manager, Regulatory Permitting Specialist. Lisa prepared the appropriate amendments to the project regulatory permits for the removal of the test slant well for the Doheny desalination project, including the lease and right of entry permit for CDPR, lease for CSLC, Coastal Development Permit for CCC, CWA Section 401 permit and Waste Discharge Requirements for RWQCB, and CWA Section 404 permit for the USACE. Lisa also participated in agency and contractor meetings and managed the monitors.

Sepulveda Boulevard over Dominguez Channel, Permitting, City of Carson & Caltrans, RKA Group, Carson, Los Angeles County, CA. Regulatory Permitting Specialist. Lisa prepared the application packages for the Section 404 NWP for USACE, Section 401 WQC for RWQCB, and Section 1602 LSAA for CDFW. The project involves widening the Sepulveda Blvd. bridge over the Dominguez Channel by adding a median and sidewalks on both sides of the bridge to improve road safety and reduce traffic congestion.



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RESUME

Gregory K. Mitchell
Principal Engineer

Professional Registrations

Registered Civil Engineer, California
Registered Geotechnical Engineer, California
Registered Civil Engineer, Arizona
Registered Civil Engineer, Nevada (inactive)

Education

BS Civil Engineering, University of New Mexico, 1987

Professional Training

Shallow Foundation Short Course,
University of Missouri-Rolla, 1987
USEPA 40-hour HAZWOPER Training, 1987
Phase I ESA Seminar, PSI, 1989
Phase II ESA Seminar, PSI, 1989
Slope Stability and Landslides Short Course
University of Wisconsin, 1997

Experience

Over twenty-five years' experience in the geotechnical and environmental industries. Began career as a field engineer on both environmental and geotechnical assignments. The geotechnical assignments included supervision of drilling rigs during geotechnical investigations, and field density testing as part of grading control operations. Environmental assignments included all phases of field investigation including monitoring well installation, well drawdown tests, well sampling, collection of soil and groundwater samples, and completion of research for Phase I ESAs.

Mr. Mitchell managed the geotechnical operations at a branch office of a national engineering firm for three years, and was the regional manager for a second national firm for 7 years. In addition to the management activities, also had responsibility as a senior-level engineer, and obtained extensive experience in preparing and supervising geotechnical studies for commercial, industrial, residential and retail properties, including warehouses, manufacturing facilities, bridges, towers and single family residences. Provided designs for shallow foundations, drilled piers, driven piles, pavements, floor slabs and retaining walls. Geotechnical experience also includes liquefaction studies, fault studies, forensic investigations, pavement studies, groundwater studies, landslide evaluations, slope stability studies, and general geotechnical consulting services.



Assignment of Key Personnel

TAIT has carefully considered the City's needs and prepared the following team members for the success of this on-call contract. The key personnel for the TAIT Team is listed below with their positions, qualifications, and availability percentage. We understand that team members may only be substituted with written permission from the City.

Name	Classification/ Designation	Licenses/ Registration	Years of Experience	Time with Firm	% of Availability
Jacob Vandervis, P.E., QSD/P	Principal In Charge/QA/QC Manager	CA No. C46301	34	23	20%
David Sloan, P.E.	Lead Project Manager	CA No. C82595	13	6	20%
Bart Mink, P.E., LEED AP	Project Manager- Sewer	CA No. 82953	22	2	30%
Daniela Malott, P.E., QSD/P	Project Manager- Storm Drain	CA No. C86581	8	4	30%
Samantha Wohlfarth, P.E.	Project Engineer	CA No. C86126	8	8	30%
Ryan Haskin, P.E.	Project Engineer	CA No. C84850	8	8	30%
Christopher Engelbach, EIT	Project Engineer	E.I.T	11	4	30%
Michael Tran, EIT	Project Engineer	E.I.T.	7	5	30%
Michael Furlong	Surveyor of Record	CA PLS No. 8899	41	2	30%
Reese Brashear, LSIT	Field Party Chief	CA LSIT No. 7868	17	17	30%



REQUIRED FORMS

Certification of Proposal

RFQ 20-02

City of Hermosa Beach



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: none issued

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:



Printed Name and Title:

Jacob Vandervis, COO/Vice President



Non-Collusion Affidavit

RFQ 20-02

City of Hermosa Beach



6.3.2 Non-Collusion Affidavit

RFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

Jacob Vandervis, COO/Vice President



Compliance with Insurance Requirements

RFQ 20-02

City of Hermosa Beach



6.3.3 Compliance with Insurance Requirements

RFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

Jacob Vandervis, COO/Vice President



Acknowledgement of Professional Services Agreement

RFQ 20-02

City of Hermosa Beach



6.3.4 Acknowledgement of Professional Services Agreement

RFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Section 12 (Indemnification) needs to be modified to comply with
CA Civil Code 2782.8(a) which states that the duty and cost to
indemnify/defend are "unenforceable except to the extent the
claims arise out of, pertain to, or relate to the negligence,
recklessness, or willful misconduct of the design professional"
and "in no event shall the cost to defend charged to the design
professional exceed the design professional's proportionate
percentage of fault."

Signature of Authorized Representative:

Printed Name and Title:

Jacob Vandervis, COO/Vice President

FEE SCHEDULE

Per the RFQ requirements, the fee schedule has been submitted in a separately sealed envelope.

EXHIBIT A



Schedule of Fees

1. Employee Classification	Hourly Rate
06 - Engineering Assistant.....	70.00
18 - Project Administrator	100.00
04 - Engineering Designer I	120.00
10 - Engineering Designer II	145.00
03 - Project Engineer/Project Manager	165.00
25 - Project Engineer II	175.00
02 - Professional Engineer/Licensed Surveyor	190.00
17 - Senior Professional Engineer/Surveyor	205.00
52 - Principal II.....	245.00
01 - Principal	215.00
15 - Structural Engineer	220.00
05 - Permit Expediter I	95.00
11 - Permit Expediter II	110.00
09 - Project Coordinator.....	130.00
07 - Surveyor.....	110.00
08 - Senior Survey Specialist/ Party Chief.....	150.00
00 - Two man survey crew*	325.00*
22 - One Man Survey Crew with Robotics*	225.00*
90 - Project Manager I	145.00
54 - Entitlement Director	175.00
125 - Assistant Project Manager.....	130.00
91 - Project Manager II.....	165.00

*Prevailing Wage Rates based on current State of California Prevailing Wage Rate Schedule and the assigned project office location.

The hourly rate for client authorized overtime and for representation at hearings and meetings after 6:00 p.m. will be invoiced at 1.5 times the posted rate.

The above rates are inclusive of phone charges, fax charges, software and licensing fees, and photocopying charges.

2. Mileage, Travel and Per Diem

Auto Mileage: IRS Rate plus 15 percent

Air Travel and Auto Rental: Actual cost plus 15 percent

Per Diem: Actual cost of lodging and meals, plus 15 percent

3. Materials and Supplies

Office and CADD supplies are included in the hourly rates. Prints, plots and reproductions are charged at cost plus 15 percent from commercial blueprint companies. In-house reproduction charges are as follows:

	Prints	Plots	Color Plots
Bond	\$.95/s.f.	\$.95/s.f.	\$6.00/s.f.
Vellum	1.35/s.f.	1.65/s.f.	7.50/s.f.

4. Reimbursable Expenses

Will be billed at cost plus 15 percent. Client will pay directly for all permit and agency fees; otherwise cost plus 15%. Subconsultant invoices will be billed at cost plus 15%.

5. Insurance Coverage

General Liability: \$5,000,000

Errors/Omissions: \$1,000,000

California Workers' Compensation - Statutory

Certificates of insurance coverage will be provided upon request.

EXHIBIT A

Fee Schedule: 2020SC

Escalation Rate: 3% per year



P2S INC.
RATE SCHEDULE FOR ENGINEERING SERVICES
ON A TIME AND EXPENSE BASIS

Category	Rate		
	<u>2020</u>	<u>2021</u>	<u>2022</u>
PRINCIPAL ENGINEER	\$310	\$319	\$329
ENGINEER GRADE 05	\$260	\$268	\$276
ENGINEER GRADE 04	\$251	\$259	\$267
ENGINEER GRADE 03	\$216	\$222	\$229
ENGINEER GRADE 02	\$199	\$205	\$211
ENGINEER GRADE 01	\$177	\$182	\$187
DESIGN ENGINEER GRADE 05	\$216	\$222	\$229
DESIGN ENGINEER GRADE 04	\$199	\$205	\$211
DESIGN ENGINEER GRADE 03	\$177	\$182	\$187
DESIGN ENGINEER GRADE 02	\$156	\$161	\$166
DESIGN ENGINEER GRADE 01	\$139	\$143	\$147
DESIGNER GRADE 04	\$148	\$152	\$157
DESIGNER GRADE 03	\$139	\$143	\$147
DESIGNER GRADE 02	\$127	\$131	\$135
DESIGNER GRADE 01	\$121	\$125	\$129
CAD/BIM DESIGNER GRADE 04	\$122	\$126	\$130
CAD/BIM DESIGNER GRADE 03	\$112	\$115	\$118
CAD/BIM DESIGNER GRADE 02	\$99	\$102	\$105
CAD/BIM DESIGNER GRADE 01	\$90	\$93	\$96
COMMISSIONING GRADE 05	\$260	\$268	\$276
COMMISSIONING GRADE 04	\$225	\$232	\$239
COMMISSIONING GRADE 03	\$192	\$198	\$204
COMMISSIONING GRADE 02	\$153	\$158	\$163
COMMISSIONING GRADE 01	\$132	\$136	\$140
PROJECT ASSISTANT	\$90	\$93	\$96

In addition, for direct out-of-pocket expenses (if and when they occur) we quote the following:

- 1) Automobile: at current IRS rate per mile from home office for travel outside Los Angeles, Orange, San Diego, San Bernardino and Riverside counties
- 2) Travel Expense: at Cost
- 3) Subsistence: While away from home office for more than 1 day: at Cost, but not to exceed \$250 per day per person.
- 4) Plan Check Fees: at Cost plus 10% markup
- 5) Third Party Services: at Cost plus 10% markup
 - Printing and copy services
 - Consultant and subcontract professional fees
 - Surveying / Soils Investigation
 - Testing Laboratory Work

LIABILITY LIMITS

Professional Liability	\$ 2,000,000.
General Liability	\$ 5,000,000.

EXHIBIT A

RFQ No. 20-02. On-Call Engineering Design Services for Utilities

City of Hermosa Beach



Fee Schedule

Billing Title	2021 Bill Rate	2022 Bill Rate
Sr. Director	\$225.00	\$231.75
Director	\$200.00	\$206.00
Project Manager 3	\$190.00	\$195.70
Project Manager 2	\$165.00	\$169.95
Project Manager 1	\$140.00	\$144.20
Environ. Planner 6	\$185.00	\$190.55
Environ. Planner 5	\$154.00	\$158.62
Environ. Planner 4	\$134.00	\$138.02
Environ. Planner 3	\$114.00	\$117.42
Environ. Planner 2	\$104.00	\$107.12
Environ. Planner 1	\$93.00	\$95.79
Cultural Resources Specialist 6	\$165.00	\$169.95
Cultural Resources Specialist 5	\$134.00	\$138.02
Cultural Resources Specialist 4	\$118.00	\$121.54
Cultural Resources Specialist 3	\$103.00	\$106.09
Cultural Resources Specialist 2	\$92.00	\$94.76
Cultural Resources Specialist 1	\$73.00	\$75.19
Biologist / Botanist 6	\$185.00	\$190.55
Biologist / Botanist 5	\$149.00	\$153.47
Biologist / Botanist 4	\$129.00	\$132.87
Biologist / Botanist 3	\$113.00	\$116.39
Biologist / Botanist 2	\$103.00	\$106.09
Biologist / Botanist 1	\$93.00	\$95.79
GIS Technician 4	\$147.00	\$151.41
GIS Technician 3	\$122.00	\$125.66
GIS Technician 2	\$107.00	\$110.21
GIS Technician 1	\$99.00	\$101.97

EXHIBIT A



63556



STANDARD FEE SCHEDULE

PERSONNEL - CONSULTING & TESTING SERVICES

A) Principal Engineers & Geologists	\$260.00/hr
B) Senior Engineers & Geologists	\$200.00/hr
C) Project Engineers & Geologists	\$160.00/hr
D) Staff Engineers & Geologists	\$135.00/hr
E) Deputy Grading Inspector/Deputy Soils Technician	\$135.00/hr
F) Senior Technician	\$90.00/hr
G) Technician	\$85.00/hr
H) Laboratory Services	\$80.00/hr
I) Drafting	\$100.00/hr
J) Expert Witness & Depositions	\$500.00/hr
K) Clerical	\$60.00/hr
• Additional Copies (Reports)	\$10.00/ea
• Additional Copies (Oversize Plans)	\$10.00/pg

GEOTECHNICAL LABORATORY TESTING

A) Visual Classification by Engineer/Geologist	\$5.00/ea
B) Moisture Content (ASTM D-2216)	\$16.00/ea
C) Density of Undisturbed Sample	\$12.00/ea
D) Organic Content by Combustion (ASTM D-2974)	\$100.00/ea
E) Atterberg Limits (ASTM D-423/429)	\$150.00/test
F) Expansion Index EI (Expansion Index) Test (UBC Standard 18-2)	\$150.00/test
G) Specific Gravity (ASTM D-854)	\$80.00/test
H) Grain Size Analysis	
• Mechanical Analysis (Sand or Gravel)	\$70.00/test
• Including Wet Wash over No. 200 Sieve	\$120.00/test
• Hydrometer Analysis	\$125.00/test
• Mechanical and Hydrometer Analysis (ASTM D-422)	\$150.00/test
• Wet Wash over No. 200 Sieve Only (ASTM D-1140)	\$70.00/test
• Sand Equivalent	\$100.00/test
I) Maximum Density Determination (with Curve)	
• Standard Proctor (ASTM D-698/AASHTO T-99)	\$160.00/test
• Modified Proctor (ASTM D-1557/AASHTO T-180) 4 inch Mold	\$160.00/test
• Modified Proctor (ASTM D-1557/AASHTO T-180) 6 inch Mold	\$190.00/test
J) R-Value	\$275.00/test
K) California Bearing Ratio – Per Point	\$190.00/test
L) Unconfined Compression	
• Pocket Penetrometer	\$4.00/test
• Full Unconfined Compression of Undisturbed Sample, with Curve	\$90.00/test
M) Direct Shear (Including 3 Points)-Soil	\$230.00/set
N) Consolidation Testing (Including Curve)	
• Time Rate With Maximum 12.8 ksf Load	\$500.00/test
• Single Point	\$150.00/test
• Consolidation/Collapse, No Time Rate Data	\$150.00/test
• Swell Percent and Pressure	\$200.00/test
O) Sulfates	\$50.00/test
P) pH/Resistivity	\$125.00/test
Q) Chlorides	\$75.00/test

Note: Prices for geotechnical laboratory testing services not included above will be quoted upon request.

NOTES

- Projects will be invoiced biweekly for services performed during the previous billing period. All invoices are due upon receipt, and late fees of 1.5% per month will be charged on all balances more than 30 days past due, not to exceed the maximum allowable under California state law.
- All personnel services and time charged portal/portal.
- Direct non-salary expenses for engineering and technical personnel charged at cost + 15%.
- The personnel billing rates are applicable to normal working hours; overtime rates are applicable for services in excess of 8 hours per day, performed outside the hours of 7 am to 6 pm, as well as Saturdays, double time rates for Holidays and Sundays. Overtime is billed at 130% of standard rates and double time is 200% of standard rates. Minimum monitoring fee 3 hours per trip.

EFFECTIVE JANUARY 1, 2019

EXHIBIT A

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
BETWEEN THE CITY OF HERMOSA BEACH AND TETRA TECH**

This AGREEMENT is entered into this 27TH day of OCTOBER 2020, by and between the CITY OF HERMOSA BEACH, a general law city a municipal corporation ("CITY") and TETRA TECH ("CONSULTANT").

RECITALS

- A. The City desires to obtain engineering design services for utilities (sewer, storm drain) on an on call basis with Tetra Tech.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- 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 of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1. CONSIDERATION AND COMPENSATION

As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total not to exceed amount of \$500,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2. SCOPE OF SERVICES.

CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

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.

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 in accordance with the schedule of compensation incorporated in "Exhibit A."
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 schedule incorporated in "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 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 to perform work under this Agreement is NATE SCHREINER. 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.
7. TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 27, 2023, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
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. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and 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.

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

12. INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, 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 to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. 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 to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. 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.
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 it is 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. 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.

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 two million dollars (\$2,000,000) 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.
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 one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional 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 Contractor 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.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or

deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-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 services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

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
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

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.

- A. SOLICITATION. CONSULTANT 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.
- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein are generally 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 city manager, or designee, may execute any such amendment on behalf of CITY.

23. 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.
24. 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.
25. 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.
26. 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.
27. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
28. DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)
29. DISPUTE RESOLUTION. The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion
30. STANDARD OF CARE. Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no other warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

31. SUSPENSION OF WORK. The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project

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 _____

Consultant Initials _____

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 _____

Consultant Initials _____

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

CITY OF HERMOSA BEACH

CONSULTANT

MAYOR

By: _____
TITLE

ATTEST:

Eduardo Sarmiento, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Michael Jenkins , City Attorney



STATEMENT OF QUALIFICATIONS
RFQ# 20-20

On-Call Engineering Design Services for Utilities (Sewer, Storm Drain)



September 21, 2020



EXHIBIT A

September 21, 2020

City of Hermosa Beach
City Clerk Office
Attn: Andrew Nguyen
1315 Valley Drive
Hermosa Beach, CA 90254

**REFERENCE: ON-CALL ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)
(RFQ 20-02)**

Dear Mr. Nguyen:

Tetra Tech appreciates the opportunity to submit our statement of qualifications to provide On-Call Engineering Design Services for Utilities (Sewer, Storm Drain) in the City of Hermosa Beach, California. We understand that the City of Hermosa Beach is seeking a highly skilled and multifaceted consultant team to provide on-call professional civil engineering design services on an as-needed basis to support the City's vision and goals of the recently adopted General Plan, and the Capital Improvement Program.

FIRM INTRODUCTION

Tetra Tech is a full-service, multidisciplinary engineering consulting firm, specializing in planning, design and construction management. Tetra Tech has served more than 5,000 different clients since 1966, successfully solving design and construction challenges through our innovative approaches to "real world" design and construction activities. Our clients include a diverse base of municipalities, public, and private sector agencies both in the U.S. and internationally. We have more than 20,000 professionals employed across 450 offices worldwide. Our firm has been ranked by *Engineering News Record* (ENR) as #4 of the Top 500 Design Firms and holds numerous #1 rankings in a variety of service areas by ENR, as well as #6 in Sanitary & Storm Sewers.

PROFESSIONAL QUALIFICATIONS

Tetra Tech can best serve the City on this important contract by providing all of the required disciplines and services in-house, allowing for efficient delivery of the City's projects. Our team, consisting of staff known for their technical excellence, complement the type and complexity of services requested including sewer, storm drain, stormwater, pump stations, water quality, environmental, geotechnical, surveying, community outreach, electrical, structural, and potable and recycled water. Team members have completed the planning and/or design of numerous utility projects with similar scope within Los Angeles County. In addition, our team has in-depth experience with the planning and design of projects that span all facets of civil engineering including regional stormwater capture, complete streets, active transportation, green streets, and ADA.

UNDERSTANDING OF SCOPE OF WORK

As the *No. 1 ENR ranked company in Water projects*, we develop innovative solutions to further enhance project goals utilizing technical, economical,

Required Information:

Listed below is Tetra Tech's authorized representative, proposed Principal-in-Charge, Mr. Jason Fussel.

Proposed Project Manager, Mr. Nate Schreiner will serve as the single point of contact throughout the course of the proposal selection process and this contract.

Mr. Fussel and Mr. Schreiner are committed to each task order's success and the overall success of the City of Hermosa Beach. They will commit all necessary resources to support this contract.

Authorized Representative

Jason Fussel, PE, PLS, QSD/P,
LEED AP, ENV SP
Vice President
17885 Von Karman Avenue
Suite 500
Irvine, CA 92614
Jason.Fussel@tetratech.com
Office: (805) 542-9052
Mobile: (805) 305-0150

Primary Point of Contact

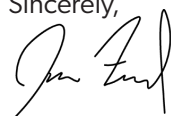
Nate Schreiner, PE, QSD
Project Manager
17885 Von Karman Avenue,
Suite 500, Irvine, CA 92614
Nate.Schreiner@tetratech.com
Office: (949) 809-5177
Mobile: (949) 241-5538

and environmentally responsible methods. Our significant experience with water projects, specifically for storm drain and sewer improvements, enables best practices to be implemented with no learning curve creating the best solutions from proven approaches. The result is a team with a fresh perspective in the utilization of diverse technical disciplines to produce multi benefit solutions.

Our team of 1,000+ staff in Southern California understand the role that an on-call contract provides. We bring a proven track record of planning effectively, responding quickly, and managing efficiently a multitude of task orders concurrently for ***on-call contracts throughout the United States including 35 contracts in Southern California spanning over 20+ years.*** Our role is to be responsive to Task Order requests and to provide the technical expertise to execute the work to the City's satisfaction in a cost-effective and schedule conscious manner. We offer a committed team of highly qualified managers with extensive experience in on-call contract management. The result is a deep bench of experienced professionals ready to mobilize.

We look forward to the opportunity to discuss our experience, qualifications and approach further with the City. As a Vice President with Tetra Tech, I have the authority to negotiate a contract with the City. Should you have any questions regarding our proposal, please feel free to contact me at (805) 305-0150, or via email at Jason.Fussel@tetrattech.com, or our Project Manager Nate Schreiner at (949) 241-5538, Nate.Schreiner@tetrattech.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Fussel', written in a cursive style.

Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP
Vice President

Section 2: Firm Profile



Consultant:

Tetra Tech, Inc.

Legal Form of Company:

Tetra Tech is a publicly traded Corporation, incorporated in Delaware in 1988. No individual or firm owns an interest of 10% or greater in our corporation's stock.

Federal Employee ID Number:

95-4148514

Corporate Headquarters:

Tetra Tech, Inc.
3475 East Foothill Boulevard, Suite 300
Pasadena, CA 91107

Years in Business:

Established in 1966, Tetra Tech has been providing consulting and engineering services for more than 54 years.

Years Providing Relevant Experience:

Although Tetra Tech has been providing relevant engineering design services since 1966, the proposed Tetra Tech team has 20 years providing of experience providing equivalent utility design services.

Failures or Refusals to Complete a Contract:

The proposed Tetra Tech team has no history of failures or refusals to complete a contract.

Primary Point of Contact:

Mr. Nate Schreiner, PE, QSD
17885 Von Karman Avenue, Suite 500, Irvine, CA 92614
Office: (949) 809-5177, Mobile: (949) 241-5538
Email: Nate.Schreiner@tetrattech.com

Firm Locations:

Tetra Tech maintains more than 450 offices throughout the United States and worldwide. This contract will be managed out of the Irvine office. Listed below are additional Tetra Tech offices included on the project team that will be supporting the City of Hermosa Beach on this important contract.

Irvine Office

17885 Von Karman Avenue, Suite 500
Irvine, CA 92614
Phone (949) 809-5000, Fax: (949) 809-5006

Pasadena Office

3475 East Foothill Boulevard, Suite 300
Pasadena, CA 91107
Phone: (626) 351-4664, Fax: (626) 351-5291

Los Angeles Office

707 Wilshire Boulevard, 23rd Floor
Los Angeles, CA 90017
Phone: (213) 239-8866, Fax: (213) 239-8871

Diamond Bar Office

21700 E. Copley Drive, Suite 200
Diamond Bar, CA 91765
Phone: (909) 860-7777, Fax: (909) 860-8017

San Luis Obispo

711 Tank Farm Road, Suite 110
San Luis Obispo, CA 93401
Phone: (805) 542-9052, Fax: (805) 542-9254

San Dimas Office

160 E. Via Verde, Suite 240
San Dimas, CA 91773
Phone: (909) 305-2930, Fax: (909) 305-2959

Tetra Tech consistently ranks among the top engineering firms annually according to the Engineering News-Record. In 2020, Tetra Tech was ranked No. 1 in the "Water" category for the 17th year in a row, and No. 4 among the "Top 500" consulting firms nationwide.



Tetra Tech appreciates the opportunity to submit our statement of qualifications to provide On-Call Engineering Design Services for Utilities (Sewer, Storm Drain). Our team represents a combination of the country's **#1 Engineering Firm in Water related projects**, with a strong history of providing engineering, environmental, resource management, and restorative services in southern California. The Tetra Tech team represents the foremost multidisciplinary group of technical and professional staff offering the following benefits to the City of Hermosa Beach:

- *Innovative Storm Drain and Sewer Design*
- *Current relevant experience designing and constructing similar infrastructure projects, including recent, relevant project experience for the City of Hermosa Beach*
- *Local offices ready to provide services without delay*
- *Strong relationships with regulatory agencies to streamline permitting*

With the depth and resources of a large firm, complemented by our local, unified team of experienced professionals, Tetra Tech is highly regarded by its clients

RELEVANT EXPERTISE

- 20+ years of experience on sewer and storm drain projects.
- 30+ On-Call programs currently under contract in Southern California resulting in 240+ task orders over the past 5 years.
- 2020 Engineering News-Record (ENR) Rankings. Tetra Tech has been
 - ✓ No. 1 in Water for 17 consecutive years
 - ✓ No. 6 in Sanitary & Storm Sewers
 - ✓ No. 4 in the Top 500 Design Firms

and among its peers in the sewer and storm drain design. We pledge to provide you with the required design services in a professional and cooperative manner that will enhance a high level of service to the City and all project stakeholders. The Tetra Tech team is committed to open communications, joint problem solving, partnering, and teamwork to accomplish the goals of each assignment.

TETRA TECH SNAPSHOT

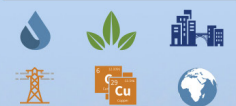
WORKED IN
120
COUNTRIES
7 WORLDWIDE
CONTINENTS

Publicly traded on
NASDAQ as

TTEK
NASDAQ
GLOBAL SELECT
\$4B Value

\$3.1 billions **ANNUAL REVENUE**

WORKED ON
70,000
PROJECTS



450 **OFFICES**
WORLDWIDE

17,000 **CLIENTS**

20,000 **ASSOCIATES**

ENR Rankings

#1 Consulting/Studies

#1 Dams & Reservoirs

#1 Environmental Management

#1 Environmental Science

#1 Hydro Plants

#1 Solid Waste

#1 Water

#1 Water Treatment/Desalination

#1 Water Treatment/Supply

#1 Wind Power

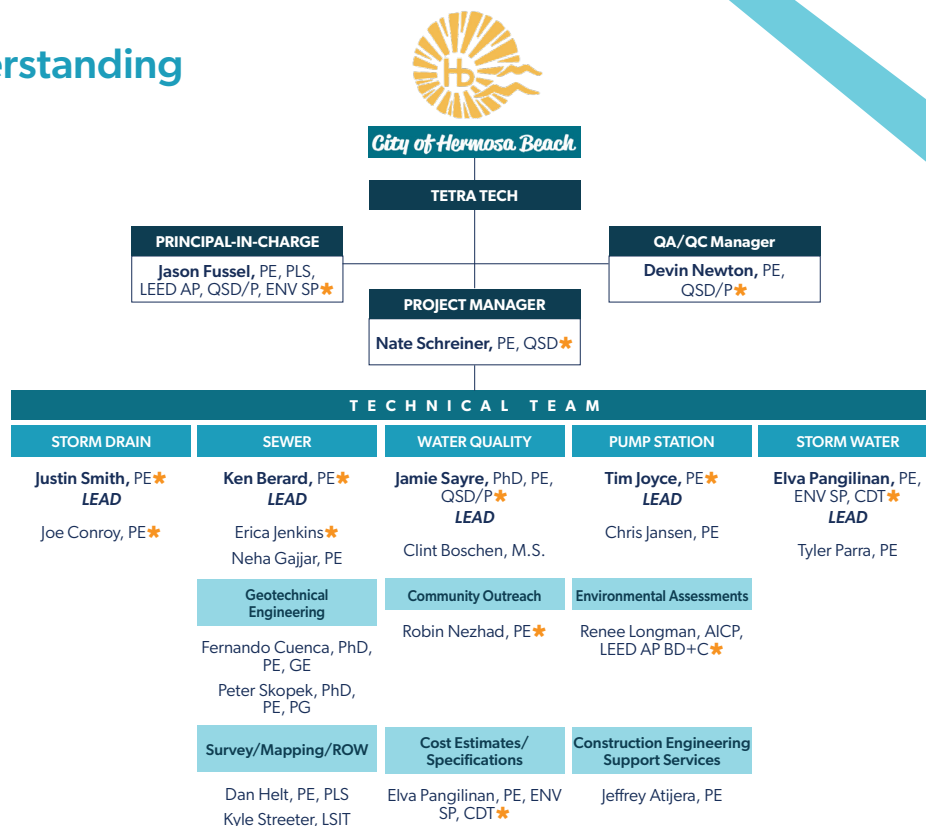




Section 3: Project Understanding and Approach to Scope of Work

Statement of Project Understanding

We understand that the City of Hermosa Beach is seeking a highly skilled and multifaceted consultant team to provide on-call professional civil engineering design services on an as-needed basis to support the City's vision and goals of the recently adopted General Plan, and the Capital Improvement Program. Over the duration of the contract, the City will assign task orders for projects involving the design and construction of a variety of infrastructure projects including sewer, stormwater, storm drain, pump stations, water quality, infiltration, feasibility studies, and other civil projects. Through these projects, it is anticipated that civil engineering, environmental assessments, geotechnical engineering, utility support, surveying, and community outreach services will be necessary to support the City.



★ Key Personnel - Resume Included

Organizational Chart

As illustrated in the organization chart below, Tetra Tech has assembled our personnel based on individual strengths, technical skills, and experience working together. We tailored our team composition to fit specific scopes of work and provide benefits to the City, including:

- One Tetra Tech team, although able to meet diversity goals, our team is able to self-perform the scopes of work required.
- Providing a team that is local, experienced, and seamlessly transitions into the roles required under each on-call task order.
- Strategically use personnel who have availability, for continuity between task orders.
- Select team members with extensive on-call and sewer and storm drain experience and expertise.

Approach to Work Program

Successful on-call service contracts require a diverse and highly talented team, made up of specific engineering and design disciplines, as well as responsible project management. No matter the task that is being requested, each project requires:

- Delivering a project within budget and on schedule
- Coordinating with appropriate agency representatives
- Implementing a Quality Assurance/Quality Control Plan to increase the excellence of the end product
- Teamwork development and meeting participation

Tetra Tech is well suited to accomplish all features of each required task. We are eager to provide the City with the professional services required for the On-Call Contract utilizing our in-house qualified staff that have worked together as a team the past several years.

Task Order Initiation

Upon receipt of a Task Order Request from the City, our proposed Project Manager, Mr. Nate Schreiner will:

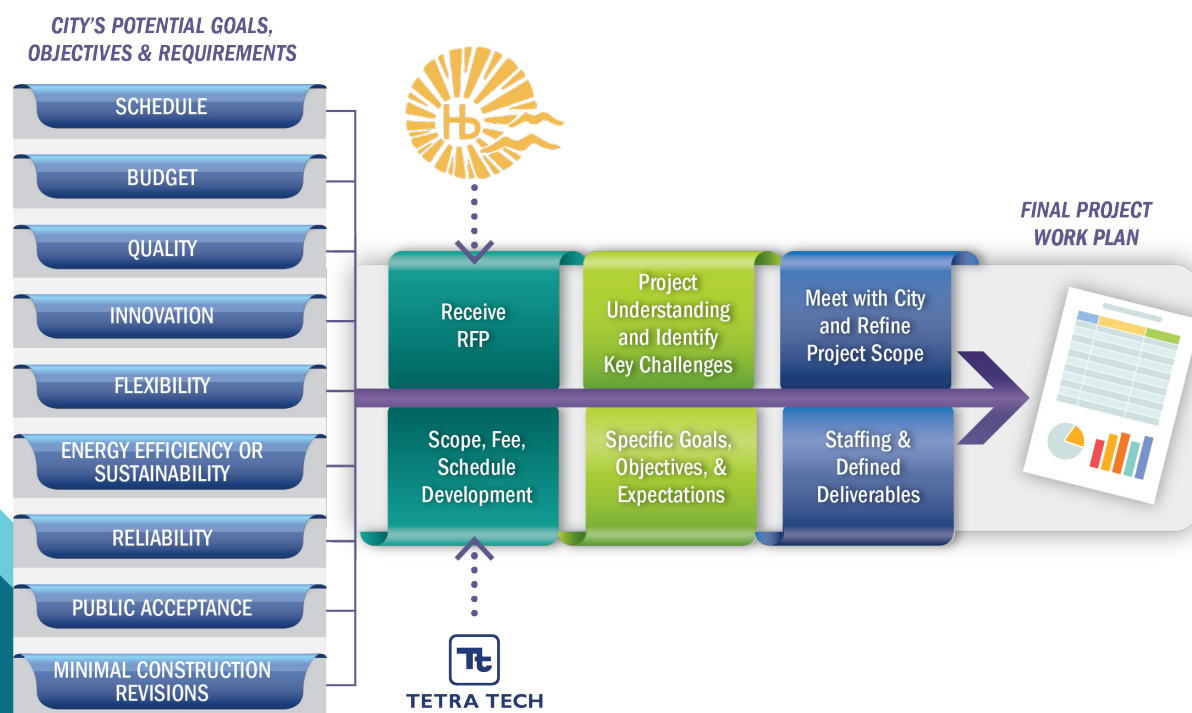
- Review the available information for the Task Order.
- Meet with the City's Project Manager and the City staff members (via teleconference or in person) to discuss the intent of the project and clarify the nature of the work.
- Meet with the Tetra Tech project team for selection of the appropriate Task Manager and technical staff resources for the particular assignment.
- Follow up meeting with the City's Project Manager to ensure expectations are well defined.
- The selected Task Order Team will assist in the preparation of the Task Order budget, goals and schedule.

Data Research: Tetra Tech will determine the availability of design drawings, calculations, reports, photographs, studies, etc., which are pertinent to the completion of the Task Order. These documents will be reviewed to determine their impact on the project prior to a visit to the project site.

City Coordination: A Manager will meet with key personnel from the City in person to discuss the proposed work. A site visit will be conducted at this time to determine actual site conditions, record pertinent measurements, and take photographic records of the project site.

Draft Proposal: The Project Manager will prepare a draft proposal which will define our understanding of the proposed work, our approach to completing the required work, the project team, the scope of the proposed work, schedule, and fee. Fee estimates for each Task Order will be prepared using a cost/ price modeling tool (CPM) which was developed by Tetra Tech. The CPM is a spreadsheet that itemizes each of the tasks required to complete the project, the personnel required to complete each task and the number of hours required by each person for each task. In addition to providing a tabulation of the hours required to complete each task, the CPM also reports the total number of hours required by each person and a total cost for the entire Task Order. Large Task Orders may require a comprehensive project schedule, prepared using MS Project; smaller task orders may require fewer formal schedules, which may be conveyed to the City in writing via email. The draft proposal will be reviewed by our Quality Assurance Manager, Task Manager, and select team members.

Final Proposal and Work Plan: Tetra Tech will discuss the draft proposal internally, make the necessary adjustments and submit our final proposal. After the fully executed agreement between the City and Tetra Tech is in place, the Project Manager will prepare a Work Plan. The Work Plan is an internal Tetra Tech document which will contain the scope of work, project team, schedule and budget for the project. The format of the Work Plan will vary with the type and size of the given task order. For small projects the Work Plan may be a short memorandum which is distributed by email



to the members of the project team. No internal kick-off meeting will be required for smaller projects. For larger projects, the Work Plan will be a comprehensive document which is distributed and discussed at an internal kick-off meeting. The kick-off meeting will include all key project team members. The input of engineers and specialists of other disciplines may be required in order to provide comprehensive solutions to some of the tasks. Tetra Tech has experienced staff in all required disciplines who will address any situation that comes up.

Task Order Authorization: Upon receipt of the notice to proceed from the City for a given Task Order, Tetra Tech will schedule a project kick-off meeting or teleconference, update the Quality Control Plan (as necessary), and prepare a Health and Safety Plan (if required).

Project Execution: The last and most important component of the management process is to perform the work. This component is dependent on the type of work required and the scope of work for each Task Order. However, to provide the City with a sense of our knowledge of project requirements for the general types of projects expected under this contract, we discuss our project understanding in the next section.

Design Approach and Coordination with the City

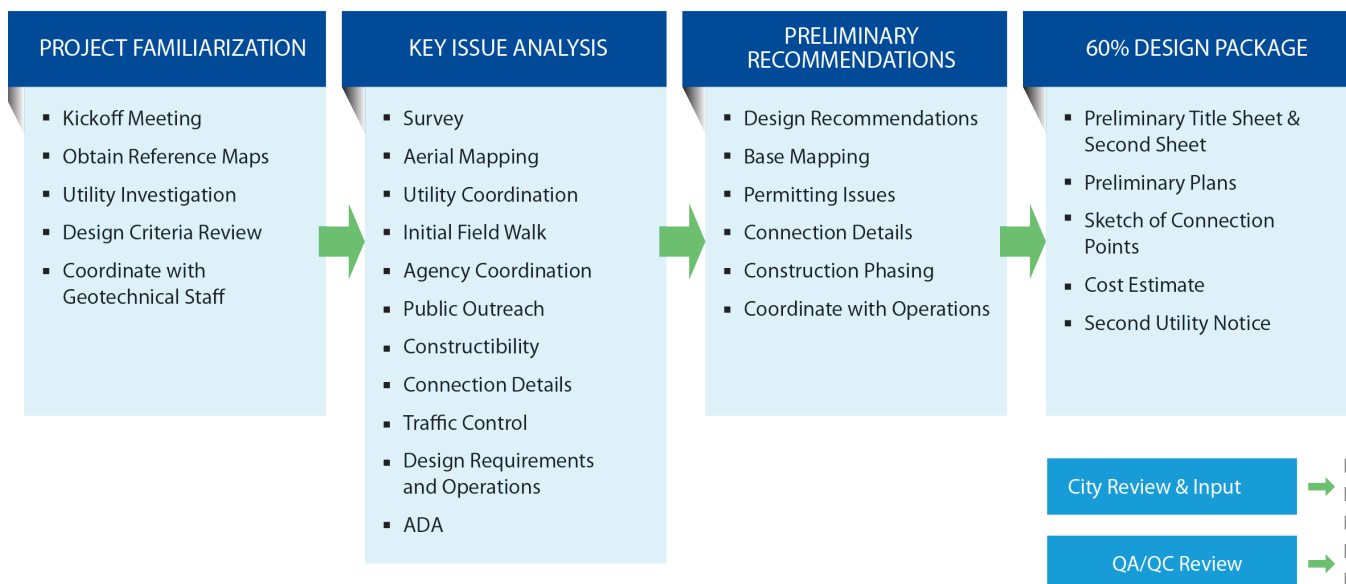
The approach that Tetra Tech uses for engineering design includes a preliminary design phase and a final design phase. Prior to commencing the preliminary design phase, Tetra Tech will lead with support from

the City a project kickoff meeting to review the project in detail, discuss the project approach, identify critical success factors, schedule, budget and obtain project specific goals from the City. During the preliminary design phase, the Tetra Tech team will work toward understanding the project and site location. The team will analyze project design issues and base their design recommendations to the City on this analysis. Lastly, the team will work with the City to set a design course that will result in a 60% design review package.

After the City completes their review of the 60% design package, Tetra Tech will initiate the final design phase. Tetra Tech will produce a 100% design package, and then a Final design package. The City will review each of these design packages, and the Tetra Tech team will work closely with the City to address comments, adjust, and ultimately produce the final, approved, design package.

Design review meetings will be held after the 60% and 100% design level completion. The 60% design review meeting will focus on confirming the project's design meeting the goals and intent that the City has for the project. The 100% design review meeting will ensure that all City comments and concerns are addressed prior to the design team finalizing the final PS&E bid package. Meetings will be attended at a location selected by the City or virtually. Tetra Tech will prepare meeting minutes for each.

PRELIMINARY DESIGN PHASE



Technical Approach and Methodology

Having an adequate amount and necessary type of resources are critical to the success of a project. Inadequate resources can result in project delays and/or poor execution of required tasks. Tetra Tech is ready to provide support to the City with our experience and knowledge to quickly resolve technical issues and challenges. The Tetra Tech team can provide the specialized expertise and the depth of resources necessary to meet or exceed the City's variable project requirements. The depth and breadth of our team's technical expertise is described in the following sections.

Detailed Design

Field Investigations: Conducting thorough field reviews on projects is another critical component of cost-effective project management. Tetra Tech believes very strongly in walking our projects in the field throughout the base mapping and design stages of a project to insure all design issues are considered. This task can be particularly important on the City's future projects due to the variety of conditions that exist within potential project footprints. Therefore, we will conduct thorough field reviews of all projects, whenever possible, in order to obtain relevant site information.

Sewer and Storm Drain Assessments: The City's sanitary sewer and storm drain systems are aging and in need of extensive rehabilitation per the City's Capital Improvement Program. Aged and defective sanitary sewer and storm drainage infrastructure should be replaced as part of an ongoing investigation and rehabilitation program. This ensures structural integrity of infrastructure components to help prevent wet-weather inflow and infiltration (I/I) into the sewer collection system as well as upgrade storm drain systems to improve pipe conveyance to prevent flooding and account for more build-out conditions that were not originally accounted for. I/I is water that enters a sanitary sewer system from a rain event. Inflow can enter a sanitary sewer system through surface openings such as manhole lids and from unauthorized stormwater connections among other sources. Infiltration via rain-induced groundwater percolation can enter a system through sewer pipe defects such as cracked and broken pipe and through openings/cracks in manhole walls among other sources.

Sewer mains and storm drains need rehabilitation if they are in a deteriorated condition and/or they need additional hydraulic capacity. Our approach will be to review the available information for the pipe in question



including the data collected as part of the sewer and storm drain master plans. Based on the review and the severity of structural defects viable repairs will be proposed. The defects can be repaired through open cut construction or spot repairs.

The second analysis will include verifying the hydraulic capacity of the pipes described in the master plans. Tetra Tech will utilize the City's flow information to calculate the depth of flow, slope and velocities of the proposed conduits to determine the appropriate size. The conduit design will conform to the latest edition of the City's Standard Plans and Standard Specifications for Public Works Construction (Greenbook). For storm drain analysis, Tetra Tech will review existing available hydrologic and hydraulic information available, as well as the drainage master plan.

If the hydraulic capacity exceeds the required capacity, Tetra Tech will recommend pipe size upgrades for the conduit segments that exceed its hydraulic capacity. Based on the recommended pipe size upgrade, Tetra Tech can evaluate viable construction alternatives (pipe bursting or open cut construction) to address the improvements of the existing conduit and provide recommendations for the most cost effective repair.

Surveying Approach: Our cutting-edge surveyors utilize the latest in ground survey equipment to perform topographic, boundary, right-of-way, ALTA, GIS data collection and control network surveys. All survey work is performed under the supervision of a Professional Land Surveyor, licensed in California. Tetra Tech surveyors utilize a combination of GPS and Robotic Total stations to perform most traditional surveys. Additionally, technologies such as Unmanned Aerial Systems (UAS), Vehicle mounted mobile LiDAR mapping, aerial photogrammetry and LiDAR, and terrestrial LiDAR scanning and are available to supplement the City's

survey needs. These technologies, combined with traditional techniques can increase efficiency and accuracy, while reducing staff exposure to dangerous situations.

Utility Research and Coordination: The locations of existing utilities on a project site are critically important for facility design, any subsurface investigations, or any earthwork during construction. Tetra Tech will obtain and research all plans showing the locations and sizes of all aboveground and underground utility lines and appurtenances within the proposed project area. Research will include researching Prior Rights to clearly identify parties responsible for any relocation of conflicting utilities. Additionally, our coordination efforts will include researching whether any future utilities are proposed in the project area that may require accommodation through the improved area. When appropriate (particularly before any ground-disturbing activities on site), we will employ geophysical survey techniques, or Dig-Alert type services to physically locate any subsurface utility lines. Tetra Tech will perform a field review of all utility line locations and verify that the plotted or surveyed locations for all existing lines shown on drawings are correct.

Tetra Tech will coordinate with the utility purveyors to obtain concurrence on the relocation and/ or protection strategies. In this way, we can avoid piecemeal work or moving a utility twice. If the relocation design is to be prepared by the utility owner (e.g., SCE), we will monitor and track their design progress with the schedule. We will employ our proven methodology to notice, catalogue, plot, track, and coordinate utility impacts. Tetra Tech will develop accurate substructure and utility maps to be used by the design team to avoid utility impacts or surprises. Utilizing USA Dig Alert's website,



a comprehensive utility matrix and contact log will be developed, which Tetra Tech will use to request utility atlas information and document correspondence with each purveyor with regards to responses received and as necessary when a utility company requests to review the design plans.

Research: Tetra Tech will seek to obtain and review all available documents for a current or proposed project, unless directed otherwise by the City that the City has information readily available. Information of interest will include existing reports, studies, design plans, as-built plans and documents, benchmarks, and any other pertinent and available information that could be used in the design of the project.

Community Engagement: We are sensitive to the importance of this issue and its potential impact of the design and overall delivery of projects. As a result, we are engaging our community outreach specialist, Ms. Robin Nehzad, to lead these efforts. Ms. Nehzad is an experienced project manager specializing in the delivery of wastewater and stormwater planning and design projects for treatment, storage, and conveyance facilities. Ms. Nehzad has excellent communication skills that have offered her vast experience in client management and stakeholder coordination for some of the largest municipal clients in the nation.

Depending on the task order, Tetra Tech will develop a Stakeholder Engagement Plan (SEP) that will incorporate methods to communicate the project information, tools for effective public participation, and an approach to elicit input. The SEP will describe the proposed outreach activities, outlets and methods for providing information about how nearby residents, businesses, and stakeholders can get involved, roles of community partners, and timing for all activities.

The SEP will have digital and distance engagement strategies that respond to COVID-19 safe practices and social distance directives. These are critical tools of engagement especially in the early stages of this project.

It will be beneficial for the Tetra Tech to lead strategy sessions with the City project team to plan for the stakeholder/community meetings. During these sessions the team will confirm objectives, determine best tools for eliciting input, and finalize outreach approach to ensure a successful turn out including the role of community partners. Following strategy sessions, the outreach team will develop a stakeholder/community meeting approach and agenda.

The community meetings will be the primary method to provide updates and information about the project community members and stakeholders including

property owners, residents, business, and schools. Four stakeholder/community meetings are recommended to fully engage the community during major project milestones. The following are proposed phases when Tetra Tech proposes community meetings:

- Meeting #1 – Project Launch
- Meeting #2 – Existing Conditions and Refined Design
- Meeting #3 – Project Benefits and Impacts
- Meeting #4 – Final Draft Design

Our public outreach and early intervention and collaboration with the public will assist in identifying red flag community issues early in the project design process. In addition, efforts will be taken to design the projects in such a way to minimize disturbances to the neighboring community.

Project Engineering Design and Analysis: When analyzing and performing designs for capital improvement projects it is our goal to find the greatest possible public benefit. Our experience supports our ability to find creative, non-traditional solutions, if necessary, to meet project requirements. Our team will focus our design on meeting all project code, permit and regulatory requirements. We fully understand that the City has its own set of design standards.

Reports: Tetra Tech has a broad range of experience preparing feasibility, evaluation and analysis, and conceptual studies for various municipalities. Tetra

Tech's reports will be prepared in accordance with the City standards and submitted with adequate time for review and approval by the City staff. Almost every project we complete begins with a detailed preliminary design and/or conceptual design report. Our team is well versed in preparing all manner of reports, and is experienced with implementing the recommendations provided in these types of reports, even when prepared by other agencies or design professionals. Tetra Tech has also participated in the preparation of numerous technical reports and studies on pilot testing, alternative analysis, and storm drain and sewer master plans.

Plans: Our construction drawings production includes extensive internal quality control for all design elements, including adherence to the City standards. We always ensure that proper coordination of plans and specifications are completed before each submittal. The project team is experienced and knowledgeable with the codes and design criteria that will govern both the conceptual and final design plans for a project.

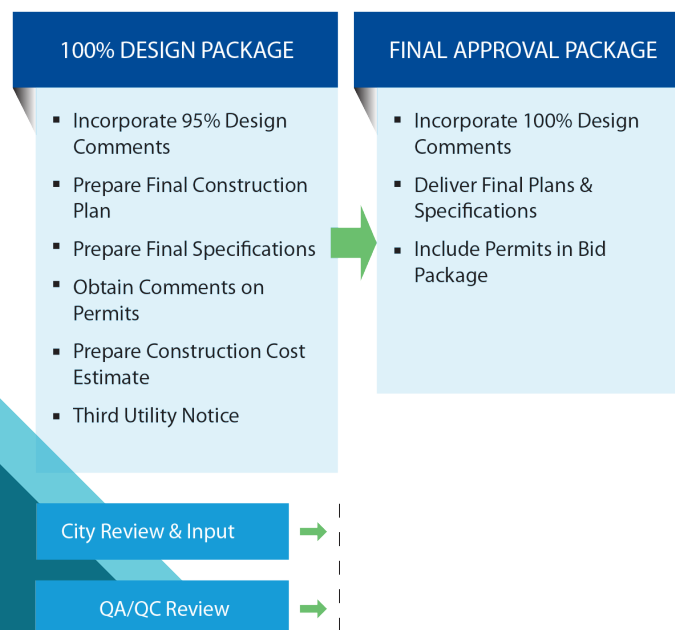
We are well versed in the design manuals and requirements established by the City, Caltrans, American Public Works Association (APWA), the County of Los Angeles, the Regional Water Quality Control Board (RWQCB), AASHTO, Manual on Uniform Traffic Control Devices (MUTCD), California Building Code (CBC), and the Standard Specifications for Public Works Construction (SSPWC).

Specifications: Technical specifications will include the City's boilerplate general conditions and requirements of the construction, detailed requirements for the work to be performed, and requirements for the materials to be used in construction.

Tetra Tech will make certain that specifications conform to the requirements set forth by the City, Caltrans, the Standard Specifications for Public Works Construction (Green Book), and any other applicable general conditions.

Cost Estimates: Accurate and well-defined cost estimates are critical to the success of every project to ensure that each element of the project is well defined, properly funded throughout the construction phase, and that proper contingencies have been applied to account for unanticipated changes in design and scope during the construction phase. Our design staff and construction cost estimators specialize in providing accurate construction cost estimates from the initial programming phase through the detailed design and construction phases. We understand the importance of preparing accurate life-cycle cost estimates for various alternatives. In preparing the

FINAL DESIGN PHASE



cost estimates, we consider the local market conditions, prevailing wage rates, construction equipment rates, site accessibility, and any associated risk factors that might impact the project budget.

Our team will prepare quantities and estimates per City standards, utilizing RS Means cost estimating data base and software, recent City and County wide bid data, and our own current pricing data base to validate unit costs. A parametric cost estimate, will be prepared at the pre-design phase to validate project programming. During the detailed design phase, we will prepare a cost estimate (60% design submission) which will include much greater detail, take offs, and pay item descriptions, which will then be updated at 100% design, and updated again at final design. Contingencies will be applied at industry standard levels for each of the various cost classes.

Permitting and Agency

Approval: Tetra Tech has significant permitting and agency approval experience that will benefit the City. Where applicable, Tetra Tech will coordinate with Authorities having jurisdiction (AHJ) to assist the City in procuring job-specific permits and authorizations. Tetra Tech will prepare Storm Water Pollution Prevention Plans (SWPPP), prepare and submit encroachment permit applications to Caltrans, coordinate permit approval with Los Angeles County Flood Control District (LACFCD). It is assumed the City will pay all permit fees.

Stormwater Pollution Prevention Plans (SWPPP):

Tetra Tech's Qualified SWPPP Developer (QSD) can prepare a SWPPP for all construction activities. SWPPPs will be prepared to meet the requirements of the State's General Permit for Stormwater Discharges Associated with Construction Activities; 2012-0006-DWQ and will follow the California Stormwater Quality Association's template. We are also available to provide support from our Qualified SWPPP Practitioners (QSPs) to implement the SWPPP during the construction phase of the project. It is assumed the City will be responsible for the filing of the Notice of Intent (NOI), Notice of Termination (NOT), and data input into the Stormwater Multi Application Reporting & Tracking System (SMARTS). It is assumed that all registration fees will be paid by the City.

Caltrans: For projects on State Highways, Tetra Tech will assist the City with the completion of the necessary

reporting forms as required by Caltrans. Tetra Tech understands the regulatory framework and relationships from similar assignments which have required coordination with Federal, State, and Local Agencies representatives, as well as a thorough knowledge of associate regulations and guidelines related to legal requirements, environmental compliance, permitting and local codes and ordinances.

Regulatory Agencies: Tetra Tech is familiar and has successfully completed projects within areas under jurisdiction of the US Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW) 1602, and Los Angeles County Sanitation District. Projects that would involve work within these areas may require a 404 permit from the USACE or a 401 Water Quality Certification.

Environmental Permitting:

Tetra Tech can assist the City of Hermosa Beach with every step of the environmental planning process. Our knowledge of the regulatory environment in California and more specifically the City of Hermosa Beach, allows us to identify

stakeholders early in the process so that an expedited consultation to identify resource-specific issues occurs. Early and frequent communication with jurisdictional agencies is key to a streamlined environmental review process.

We begin the environmental process with a thorough review of all proposed project actions and develop a detailed project description. Based on the project description, we will identify potential issues and constraints; agencies that will require consultation; anticipated permits; anticipated type of California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) document; and develop a proposed schedule. We then identify key technical staff to best meet the project's needs.

CEQA Compliance (General): Tetra Tech will assist the City of Hermosa Beach in determining if a proposed project (action) is exempt from CEQA review either by statute or pursuant to a categorical exemption. If desired, Tetra Tech will also prepare a Notice of Exemption (NOE) and file it with the State Clearinghouse and County Clerk.

Tetra Tech has significant permitting and agency approval experience that will benefit the City

If not exempt, then an Initial Study (IS) will be prepared. Initial Studies are prepared based on CEQA Guidelines using the Appendix G IS Checklist form, and considers all phases of project planning, implementation, and operation. The IS provides a brief description of the project, the environmental setting, identifies potential environmental effects, and proposes mitigations for potential significant environmental impacts or effects. The IS will contain a complete list of references and people contacted during preparation of the environmental document.

- Aesthetics
- Agriculture & Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology & Soils
- Greenhouse Gas Emissions
- Hazards & Hazardous Materials
- Hydrology & Water Quality
- Land Use & Planning
- Energy
- Wildfire
- Utilities & Service Systems
- Mineral Resources
- Noise
- Population & Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural
- Mandatory Findings of Significance

Reports prepared for the project site will be reviewed, such as Phase I and II Environmental Site Assessments (ESAs), technical studies, feasibility studies, inventory surveys, planning documents, previous CEQA/NEPA documents including the PLAN Hermosa Environmental Impact Report (EIR), and Geographical Information Systems (GIS) data. The information collected at this stage will be reviewed for completeness, accuracy, relevance, and historical context. Where data is incomplete, data collection in the field may be necessary or additional technical studies may be recommended. The IS environmental analysis will include reviewing potential impacts on:

Potential impacts will be described for each resource area using both qualitative and quantitative data. The IS will provide decision makers the information needed to decide whether a negative declaration (ND), mitigated negative declaration (MND), or EIR should be prepared. A ND will be prepared when the IS has indicated there are no potentially significant impacts resulting from the proposed project and no mitigation measures are required. An MND will be prepared when the IS has identified potentially significant impacts resulting from

the proposed project, which can be mitigated to less than significant. An EIR will be prepared when the IS has identified one or more potentially significant impacts on the environment.

NEPA: When there is a federal nexus and NEPA is required, Tetra Tech will follow the implementing procedures of the applicable federal agency.

Bid and Award Phase

Bid Phase Support: If needed during the bid phase, Tetra Tech will provide bid support services to the City. Tetra Tech will attend pre-bid meetings, respond to requests for information (RFI's), prepare addendum as required to modify bid documents, assist in the review of bids, bid qualifications, and proposed contract language exceptions during the construction contractor selection process. At the conclusion of the process, Tetra Tech will provide the City with our recommendation for award.

Pre-Bid Meeting Attendance: Members of our team will attend city-led pre-bid meetings at the City's designated location and, as applicable, attend/lead a job walk of the project site to assist the City in providing general and detailed project background and answer questions raised by potential bidders that are in attendance.

Assist with RFIs Addendum and Technical Related

Issues: Bidder related questions and RFIs that arise during the bid phase will be submitted to the City and forwarded to the Tetra Tech team. Our team will prepare answers to these questions and other RFIs for distribution by the City. As necessary, Tetra Tech will prepare addendum to modify the existing bid documents, construction drawings and specifications for distribution to bidders by the City.

Construction Engineering Support Services

If needed, during construction, Tetra Tech will provide engineering services including review of RFIs (Request for Information), shop drawing review, material certifications, review of contractor substitutions, schedule reviews and assistance with change orders. Tetra Tech's team of engineers understand the importance of services during construction and is committed to providing timely and accurate review of all submittals. We pride ourselves in being able to solve complex field issues quickly and find cost-effective solutions to keep the project moving ahead without delays and cost overruns.

Submittals for Project Design by Contractor

Personnel: Our team will review project design submittals provided by the contractor. They will be reviewed for conformance with the contract documents. Substitutions will be carefully reviewed to determine if they are equal to the specified materials. We will also review any substitution to see if it changes any other part of the existing design. Our analysis will include our opinion of the benefit to the City of the proposed substitution and validity of any proposed cost savings. We will keep in mind the overall desires of the City operations staff in our analysis.

Review of Technical Submittals: Our project team will review contractor technical submittals including, but not limited to, shop drawings, material certifications, material samples and schedules, as requested by the City. Shop drawings will be reviewed for general conformance with the plans and specifications. Each submittal or shop drawing will be reviewed and returned to the City, stamped with our shop drawing stamp and marked accordingly.

Our team of construction management personnel are qualified professionals who can effectively manage the technical complexities of today's construction projects. Our construction management philosophy is to keep the project on schedule and on budget through communication and project controls.

As-Built Records: Upon completion of a construction contract, Tetra Tech will prepare record drawings by updating the original project plan sheets showing changes that occurred during bidding and construction. Record drawings will be prepared by transferring the updates from red marked plans received from the City. The record drawings will be completed in the project AutoCAD files. "Record Drawing" cells will be included on each plan sheet and updates will be clouded to provide distinction from the original design.

Innovative and Creative Approaches

New technologies and state of the science practices are constantly being developed and introduced to the sewer and storm drain field. Relationships with academia, similar municipalities, and proprietary vendors provide continued learning and knowledge of the most recent practices being implemented throughout the state and nation. We pride ourselves in staying informed of the state of the science and share our experiences with others through publication and conferences to further those relationships. The Bolivar Park project is considered the first "smart regional stormwater BMP" and went on to win the 2016 Environmental Business

Journal Award for Innovative Technology and the CASQA Outstanding Stormwater BMP Implementation Project of the Year in 2019.

Combining our experience developing standard details for sewer and stormwater related projects, optimal design configurations, and full plans and specifications with our intimate knowledge of the policies and procedures of the City, our team is poised to provide cutting-edge, state of the science solutions to meet the City's project needs.

Additional Services

In addition to the above services, the proposed Tetra Tech team also has in-depth experience with projects similar to those identified in the City's capital improvement program. The additional services the proposed Tetra Tech team can provide include:

- Regional Stormwater Capture/Infiltration/Reuse
- Green Streets
- Active Transportation
- Complete Streets
- Accessibility
- Potable and Recycled Water Distribution
- Structural
- Electrical



Section 4: Project Management Plan



Tetra Tech's project management procedures are designed to keep each project on schedule and within budget. Specifically, all Tetra Tech projects, regardless of size, are managed utilizing our in-house Project Management Guidelines & Policies Manual that sets forth the following project schedule/cost control methods:

Project/Cost Control: For project development, Tetra Tech will use a Project Management/Control System which we have used successfully on numerous municipal projects. The core of this system is a monthly Project Management Report.

Critical Path Method (CPM) Schedules: Tetra Tech will approach the development of a detailed work plan very seriously. The project team will meet at project initiation to collectively determine the smaller work tasks required to complete the major work activities as established in the Scope of Services. A sequencing plan of these smaller work tasks, using precedence format, will be developed which in turn will determine the overall schedule. The series of work tasks and resulting schedule will be diagrammatically exhibited as a Critical Path Method (CPM) flow chart. This flow chart, which highlights the critical path, will be used to base our determination of the intermediate project milestones.

It is critical that this part of the project management system be flexible and able to accommodate scheduling adjustments that may occur. Our system requires the Project Manager re-plan the project, as necessary, to reflect an accurate and up-to-date schedule. When re-planning, the Project Manager will assess:

- *Work completed;*
- *Work remaining;*
- *Effort required to complete remaining work and when that effort is needed;*
- *Calendar days needed to complete the remaining work.*



Communications Approach

Our approach to this contract includes a "teamwork and partnering" approach with the City. We are hired for our resources, expertise, independent thought, technical background, and problem-solving abilities. Therefore, we understand that it is imperative to work closely with your staff to ensure successful completion of the City's projects.

The Tetra Tech team's goal is to keep the City's staff informed from day one of each project. Communication tools include the formal progress reports, meeting agendas and minutes, e-mail and informal give-and-take approach starting with our Project Manager and extending to every member of the Tetra Tech project team. Our Project Manager will be responsible for all day-to-day communications. However, at the project outset, a chain of command and communication methods will be set-up and agreed upon.

We are proposing to use e-mail to keep you aware of the status of each project. Every other week, we will prepare an e-mail update containing the following:

- *Summary of work performed during the previous two weeks and the proposed work for the upcoming two weeks;*

- *Status of the action items from the latest meeting or e-mail action items;*
- *Schedule of upcoming events/ meetings/ deliveries; and*
- *Summary of any outstanding issues.*

In addition, each month we will submit our invoices as well as prepare a project status report containing the following: summary of permit status/schedule; description of key issues/concerns which have surfaced along with proposed options and solutions; and a project status summary report showing current schedule, budget and earned value analysis tracking system. Methods will be set-up and agreed upon.

Quality Assurance/Quality Control Approach

Tetra Tech's Quality Assurance (QA)/Quality Control (QC) program and procedures grow from a business culture in which they are part of every component of program and project work. This is the result of two conditions: 1) a clear and unequivocal emphasis on proactive quality management from its corporate leadership; and 2) the use of proven project-specific quality planning, assurance, and control techniques. We recently updated our Quality Control Manual to incorporate new ideas, techniques, and procedures further solidifying our commitment to Quality Control for our project teams. It is important to our firm, that our staff have the state-of-the-practice guidelines available as Quality Management is a priority on every project.

Project-Specific Applications of QA/QC

Techniques: A project-specific QA/QC effort must ensure that expectations for controlling costs, schedule, and quality of work are met.

Cost: Controlling project cost starts with good planning and management. Tetra Tech's cost control and reporting system starts during project planning with work breakdown structures (WBS) for establishing budgets. The WBS then is

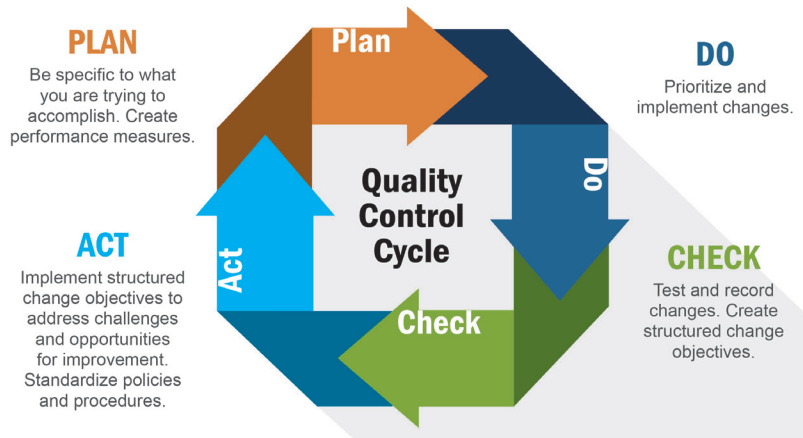
used to accumulate and report costs internally and to the client. Finally, an earned value management approach to assessing costs and technical completion is used to monitor budget compliance and to identify and address unanticipated costs early in the project.

Schedule: Managing a project schedule efficiently starts with a detailed baseline schedule established during project planning. The schedule follows the WBS and reports the progress of cost and schedule as planned. Deviations from the schedule are highlighted during monthly reporting; changes threatening its adherence are discussed with the client and corrective action is agreed upon, if necessary.

Technical Services and Reports: QA techniques start during the planning phase, including defining the performance standards with the client (specifications, guidance, SOPs, testing methods, etc.) and identifying specific QA techniques to be used (storyboards, interim deliverables, review sessions, and value engineering reviews). Before a technical deliverable is released, a QC review is conducted. It involves the following: 1) an editorial review to ensure clarity and readability; 2) a technical review to ensure recommendations are supported by facts; and 3) a final quality review to ensure all agreed upon performance standards were met and the QC reviews were completed appropriately.

Continuous Improvement: Our project teams are Tetra Tech's frontline for ensuring excellent quality performance. They apply these QA/QC actions to all current projects and apply lessons learned to all future

Improving Quality Control with the Plan-Do-Check-Act (PDCA) Model





Section 5: Experience and Qualifications

Summary of Relevant Projects

Our team's success has been built on local knowledge, technical expertise, quality design, fiduciary duty, and development of practical solutions that meet industry standards for sound engineering practices. The representative project descriptions provided below serve as a sampling of projects that validate the depth of our team's local expertise in sewer and storm drain design.

TETRA TECH RELEVANT PROJECT EXPERIENCE	SEWER	STORMWATER	STORM DRAIN	PUMP STATIONS	WATER QUALITY	INFILTRATION	FEASIBILITY STUDY	PLANS, SPECIFICATIONS, & ESTIMATE (PS&E)	PERMITTING	ENVIRONMENTAL ASSESSMENT	TOPOGRAPHIC SURVEY	CONSTRUCTION SUPPORT
Hermosa Beach Greenbelt Infiltration, <i>City of Hermosa Beach</i>		■	■	■	■	■	■		■	■	■	
Naples Island Seawall, <i>City of Long Beach</i>		■	■	■	■			■	■		■	■
Mayfair Park Stormwater and Runoff Capture, <i>City of Lakewood</i>	■	■	■	■	■		■	■	■	■	■	■
Vandenberg Landfill Storm Drain, <i>Vandenberg Air Force Base, 30 CES/CEANQ</i>		■	■				■	■			■	
Merced Avenue Greenway, <i>City of South El Monte</i>		■	■		■	■	■	■	■	■	■	
Patton Basin Drainage Outlet Repair, <i>City of San Bernardino</i>		■	■		■		■	■	■		■	■
Vermont Avenue Stormwater and Green Streets, <i>City of Los Angeles</i>		■	■		■	■	■	■	■	■	■	■
Caruthers Park Stormwater Capture, <i>City of Bellflower</i>		■	■	■	■	■	■	■	■	■	■	■
Carriage Crest Stormwater Capture, <i>Los Angeles County Sanitation District</i>	■	■	■	■	■		■	■	■	■	■	■
Bolivar Park Stormwater and Runoff Capture, <i>City of Lakewood</i>		■	■	■	■		■	■	■	■	■	■
Albion Riverside Park Project, <i>City of Los Angeles</i>	■	■	■	■	■		■	■	■	■	■	■
Culver Boulevard Stormwater Infiltration and Corridor Realignment, <i>City of Culver City</i>		■	■		■	■	■	■	■	■	■	■
Municipal Sewer System Improvements, <i>City of Hawthorne</i>	■						■	■				
Sewer Improvements Project, <i>City of Long Beach Water Department</i>	■							■	■		■	■
Sanitary Sewer, Collection System Analysis and Rehabilitation Program, <i>City of Compton</i>	■							■			■	■
Trenchless Sewer System Repairs, <i>City of Norwalk</i>	■						■	■			■	■

Hermosa Beach Greenbelt Infiltration

Hermosa Beach, CA

REFERENCE

City of Hermosa Beach
Department of Public
Works
Doug Krauss
Phone: 310.750.3603
dkrauss@hermosabch.
org

DURATION/VALUE

Started: 2017
Completed: Ongoing
Contract Value: \$710,839

PERSONNEL INVOLVED

Jason Fussel, Project
Manager
Timothy Joyce, Pump
Station Design
Elva Pangilinan, Civil
Nate Schreiner, Civil
Jeff Atijera, Civil
Chris Jansen, Civil
Dan Helt, Survey

Tetra Tech was contracted by the City of Hermosa Beach to design a new regional BMP facility to divert water from a major flood control storm drain and convey it to an underground infiltration system. This project protects and improves Santa Monica Bay water quality by diverting and infiltrating storm water that contains TMDL pollutants fecal indicator bacteria, sediment-borne DDT and PCBs, and trash, as well as typical pollutants in urban runoff (metals and nutrients). The proposed tributary area to be mitigated by this project is 2,914 acres including runoff from all cities in the Beach Cities Watershed Management Group. Additional project benefits include reducing downstream flooding, preserving the existing use of the linear greenbelt as a running path, restoring native coastal dune habitat, and supporting loads associated with municipal vehicles for parkland maintenance. This project is funded in part by the State Water Resource Control Board's (SWRCB) Proposition 1.



Naples Island Seawall Repair Phase 2

Long Beach, CA

REFERENCE

City of Long Beach
Department of Public
Works
Mouhsen Habib
Project Manager
Phone: 562.570.5754
Mouhsen.Habib@
longbeach.gov

DURATION/VALUE

Started: 2016
Completed: Ongoing
Contract Value: \$217,888

PERSONNEL INVOLVED

Jason Fussel, Senior Civil
Engineer
Nate Schreiner, Senior
Civil Engineer
Chris Jansen, Civil
Elva Pangilinan, Civil
Tyler Parra, Civil

Tetra Tech provided studies and design services for the Naples Island Seawall Repair – Phase 2. The construction activities include the installation of 2,148 linear feet of new steel sheet-pile seawall on the water sides of the existing vertical seawalls at The Colonnade, the south side and eastern end of Treasure Island, and the western end of the Naples Peninsula. Additional scope includes new sidewalks, guardrails, drainage improvements, lighting, seven ADA-accessible view areas with public benches, and replacement of existing private boating facilities (access stairways, platforms and dock guide piles). Approximately 42 palms will be removed and replaced.

Tetra Tech provided initial studies to support the design including topographic mapping and hydrologic and hydraulic modeling. During design, Tetra Tech acquired all permits required for construction. With the project now in construction, Tetra Tech is providing construction support services.



Mayfair Park Stormwater and Runoff Capture

Lakewood, CA

REFERENCE

City of Lakewood
Department of Public
Works
Lisa Rapp, PE
Phone: 562.866.9771
LRapp@lakewoodcity.org

DURATION/VALUE

Started: 2015
Completed: 2017 (Design),
Ongoing (Construction)
Contract Value: \$1.25 M

PERSONNEL INVOLVED

Jason Fussel, Design Lead
Project Engineer
Timothy Joyce, Pump
Station Design
Elva Pangilinan, Civil
Nate Schreiner, Civil
Justin Smith, Civil
Jeff Atijera, Civil
Chris Jansen, Civil
Dan Helt, Survey

Tetra Tech was contracted by the City of Lakewood to evaluate and design a Caltrans funded Stormwater and Runoff Capture Project at Mayfair Park in Lakewood. Tetra Tech provided a Project Engineering Study Report (PESR) that included all necessary site investigation, hydrology and hydraulic, water quality data and analyses and geotechnical investigation for deep infiltration to provide a recommendation for treatment train selection and implementation.

The Mayfair Park project consists of an air-inflated rubber dam diversion system to redirect all urban runoff and stormwater runoff from the Del Amo Channel through a pre-treatment system to remove trash, debris, and sediment. A pump station and drainage pipeline will convey the water into a large, buried multi-chambered storage/infiltration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas, discharge to the sanitary sewer and additional filtration for discharge back to the channel. The system will monitor the weather conditions and the facility through a secured cloud-based system.

The goal of the project is to not only help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, but also provide additional benefits, such as revitalized park infrastructure and augmentation of local water supplies. As one of the first cities to receive stormwater funding to support Caltrans with stormwater compliance units, the success of this project will be a model for other agencies to follow.



Vandenberg Landfill Storm Drain

Lompoc, CA

REFERENCE

Vandenberg Air Force
Base
30 CES/CEANQ
Garry Sanchez
Phone: 805.606.7541
Garry.sanchez@
vandenberg.af.mil

DURATION/VALUE

Started: 2011
Completed: 2012
Contract Value: \$39,158

PERSONNEL INVOLVED

Jason Fussel, Senior Civil
Engineer
Dan Helt, Civil

As part of the FY11 Clean Water Act & Water Program Support for Vandenberg Air Force Base, Tetra Tech provided a portion of the detailed design plans, specifications and hydraulic calculations for the undergrounding and redirection of stormwater inflows at the base's landfill. The plans were prepared in accordance with the U.S. Army Corps of Engineers design requirements and the specifications were developed in CSI format.

The main goal of the project was to capture inflow, prevent erosion caused by the stormwater that flowed into the base's landfill, and prevent infiltration of stormwater into the existing landfill area that was to be capped and closed. A topographic survey and extensive onsite reconnaissance were performed. In addition, the channelization conceptual plan prepared as part of the landfill closure was carefully considered. The design originally included an open top concrete channel and placement of fill material through the steepest portions of the existing site drainage. Tetra Tech redesigned the channel to route stormwater underground and moved the alignment of the improvement away from the steepest and most erodible sections of the existing landfill drainage. The final design included 5 manholes and 700 feet of storm drain. The channel connected each of the nearby points of inflow to capture the maximum amount of surface water before it entered the landfill area. Modeling using the USEPA's SMWW program was performed to model the hydrology of the 100-year storm and analyze the peak flow to size the proposed storm drain.



Merced Avenue Greenway

South El Monte, CA

REFERENCE

Council for Watershed
Health for the City of
South El Monte
Eileen Alduenda
Phone: 213.229.9959
eileen@watershedhealth.
org

DURATION/VALUE

Started: 2018
Completed: 2020
Contract Value: \$422,000

PERSONNEL INVOLVED

Jason Fussel, Project
Manager
Elva Pangilinan, Civil
Joe Conroy, Civil
Dan Helt, Survey

Tetra Tech provided concept planning and detailed design services for a multi-benefit stormwater runoff management and street retrofit project. Improvements to the 1.1-mile section of Merced Avenue included the reconfiguration of existing traffic lanes to accommodate water quality improvements and LID/BMP infrastructure retrofits, native revegetation, and planned active transportation components to increase pedestrian safety and mobility throughout the corridor. The primary goal of the project was to manage stormwater runoff at its source in order to meet regulatory compliance by improving water quality and enhancing watershed health. A key component of this project was to demonstrate how stormwater BMP's can be incorporated into existing residential and industrial infrastructure. Upon completion, the project will serve as a model for future LID/BMP retrofit techniques and development throughout Los Angeles County. Additional project benefits will include creating new safe bike and pedestrian connections, reducing the urban heat island effect and its carbon footprint, enhancing public health and beautifying the neighborhood.

Water Quality LID/BMP's included curbside bioretention facilities to reduce pollutant loads, and permeable pavers and below-grade infiltration galleries to promote groundwater recharge. Active transportation components included elevated Class IV Cycle Tracks, ADA compliant curb extensions and ramps, improved crosswalks, and improved pedestrian linkages. The project implemented strategies aimed at reducing urban heat island effect by replacing impervious surfaces with planting areas and permeable pavements, increase tree canopy, and possibly add high albedo hardscape surface coatings to discourage heat absorption and retention.

To reach a consensus with the residents, Tetra Tech and other members of the project team prepared a comprehensive Outreach Community Engagement Plan and participated in community outreach meetings to encourage full and early community/stakeholder participation in the project.



Sanitary Sewer, Collection System Analysis and Rehabilitation Program

Compton, CA

REFERENCE

City of Compton
Public Works Department
Dante Segundo, PE
Phone: 310-605-5505
dsegundo@comptoncity.org

DURATION/VALUE

Started: 2002
Completed: 2004
Contract Value: \$1.5 M

PERSONNEL INVOLVED

Ken Berard, Project Engineer
Erica Jenkins, Design Engineer

The City of Compton received grant funding, and due to delays at the City, was in danger of exceeding the grant funding schedule and losing the funding. In 2002, Tetra Tech prepared construction plans, specifications, and estimates on an accelerated schedule for rehabilitation of approximately 14,000 linear feet of 6 to 8-inch sewer mains including replacement of 4,000 linear feet of 8 and 15-inch sewer main. Tetra Tech met the aggressive design schedule allowing the project to be put to bid in time to utilize the grant funding.

In 2003, Tetra Tech prepared the construction plans, specifications, and estimates for rehabilitation of approximately 20,000 linear feet of 6 to 8-inch sewer mains. The work included removal and replacement of existing sewer mains, point repair of existing sewer mains, reconnection of existing sewer laterals and, in some instances, the removal and replacement of existing manholes or relining of existing sewer manholes.

The projects were located in various sections of the City, including busy commercial districts and residential neighborhoods. All rehabilitation work was completed within the City's schedule and no interruptions to service occurred.



Municipal Sewer System Improvements

Hawthorne, CA

REFERENCE

City of Hawthorne
Arnold Shadbehr, PE
Phone: 310-349-2985
ashadbehr@cityofhawthorne.org

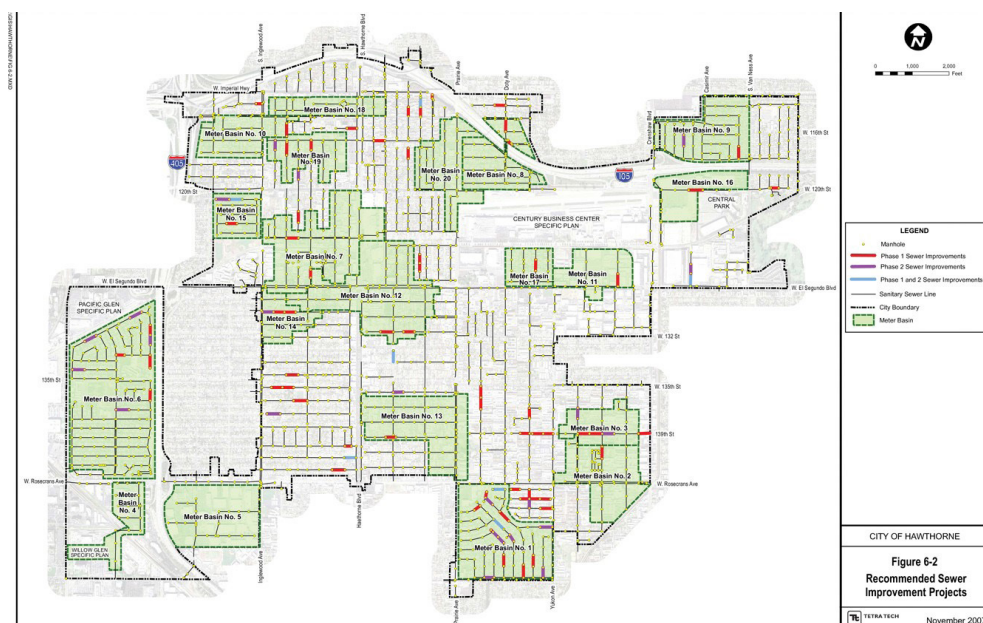
DURATION/VALUE

Started: 2009
Completed: 2020
Contract Value: \$500,000

PERSONNEL INVOLVED

Steve Ellis, Project Manager
Erica Jenkins, Design Engineer
Adrian Lees, Design Engineer

Tetra Tech completed the City of Hawthorne Sewer Master Plan in 2009. The master plan recommended a number of pipeline/manhole replacement and rehabilitation improvements with varying priorities. Tetra Tech completed the design of five phases of improvement projects over the course of the last twelve years with the latest phase occurring in 2020. The improvement projects included traditional open trench construction to upsize existing pipes thus providing additional hydraulic capacity; point repairs to address issues associated with existing pipe sags and offset joints; inversion lining of existing services to extend their useful life; and manhole rehabilitation to extend their useful life. Over this period of time, Tetra Tech has also provided hydraulic and other analyses to account for minor changes in flows and verify the original recommendations. In addition, Tetra Tech has provided technical training in the use of the hydraulic software, H2O Sewer Map.



Sewer Improvement Projects

Long Beach, CA

REFERENCE

Long Beach Water
Department
Garry Sanchez
Wendy Chen
Phone: 562.570.2324
wendy.chen@lbwater.org

DURATION/VALUE

Started: 2012
Completed: 2012
Contract Value: Varies

PERSONNEL INVOLVED

Erica Jenkins, Design
Engineer

Tetra Tech completed four sewer projects in 2012 as part of Long Beach Water Department Capital Improvement Projects for that fiscal year.

Sunrise Boulevard Sewer Improvement Project, Long Beach Water

Department, Long Beach, CA. 2012. Preparation of plans, specifications and cost estimate for the construction of 1,100 linear feet of 8-inch sewer main. This project consisted of the construction of manholes and the reconnection of existing sewer laterals.

47th Street Sewer Replacement Project, Long Beach Water Department, Long Beach, CA.

2012. Project Preparation of plans, specifications and cost estimate for the construction of 600 linear feet of 8-inch sewer main. This project consisted of removing an existing sewer pipeline and manholes and constructing the new sewer pipeline in the same alignment. Construction included manholes and the reconnection of existing sewer laterals.

Orange Avenue; Del Amo Boulevard; Walnut Avenue Sewer Upgrade Project, Long Beach Water Department, Long Beach, CA.

2012. Prepared plans, specifications and cost estimate for the construction of 3,500 linear feet of 12/15-inch sewer main and 900 linear feet of rehabilitation of 12-inch VCP. In addition to the construction of sewer pipe, this project was unique in that four (4) sewer siphons were constructed to go under an existing LACFD Channel and 12'x9' RCB (3 locations). Due to the location of this project, extensive permitting with four (4) agencies (Los Angeles Flood Control District, Union Pacific Railroad, City of Long Beach, and Orange County Sanitation District) was required prior to the start of any construction activity.

15th Street Sewer Replacement Project, Long Beach Water Department, Long Beach, CA.

2012. Project Prepared plans, specifications and cost estimate for the construction of 800 linear feet of 8-inch sewer main. This project consisted of the construction of drop manholes and the reconnection of existing sewer laterals.



References

Tetra Tech has gained the confidence of its clients and regulatory agencies by consistently meeting their expectations and performance goals. Numerous references will attest to this statement and the projects we have successfully completed. We encourage you to contact our references provided in the table below to get a firsthand account of the level of service and expertise our team provides.

CLIENT CONTACT	PROJECT	DESCRIPTION OF SERVICES
City of Lakewood Public Works Department 5050 Clark Avenue Lakewood, CA 90712 Ms. Lisa Rapp, PE (562) 866-9771 LRapp@lakewoodcity.org	Mayfair Park and Bolivar Park Stormwater Capture Projects	Tetra Tech was responsible for evaluating potential site locations and providing design and construction services for two stormwater runoff and capture projects in the City of Lakewood.
Culver City 9770 Culver Boulevard Culver City, CA 90232 Mr. Mate Gaspar (310) 253-5600 mate.gaspar@culvercity.org	Culver Boulevard Stormwater Infiltration and Retention Project, Culver Boulevard Realignment Project	Tetra Tech prepared the design, outreach, and construction support for two stormwater diversion and roadway realignment project.
City of Hawthorne 4455 W. 126th Street, Hawthorne, CA 90250 Mr. Akbar Farokhi (310) 349-2983 AFarokhi@cityofhawthorne.org	Municipal Sewer System Improvements	Three (3) Phases of Sewer Improvements: sewer master plan in 2009, followed by first, second, and third phases of design. Phase 3 improvements include sewer lining, point repairs, and manhole rehabilitations, for approximately 28,000' of pipe.



"The project team... has been a delight to work with. They have been on time, delivered on their promises, they have done everything we have asked them to do." "...one of the best consultants that I've worked with in recent memory."

*Lisa Rapp,
City of Lakewood Director of Public Works*

Experience and Qualifications of Key Personnel

Tetra Tech offers the City of Hermosa Beach leading industry experts that are able to mobilize at a moment's notice. We have established a dedicated, qualified and experienced team of professionals that will provide the City with the technical and managerial qualifications, specialized expertise and professional resources required to successfully complete your project needs as they arise.

Our project team includes engineering experts in multiple professional disciplines, with the right experience necessary to ensure successful completion of the City's projects in a timely and professional manner. The individuals depicted in our Organizational Chart included in Section 3 Project Understanding and Approach to Scope of Work, are available and we commit their time and effort necessary to successfully complete each project.

Assignment of Key Personnel

Tetra Tech understands that the replacement of key personnel will not be permitted without prior consultation with and approval by the City. Tetra Tech confirms that any proposed substitutions of key personnel will be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts.

The table below provides an overview of our key personnel's roles and availability. **As needed, the percent availability can be ramped up to provide additional support for any given task.** Brief resumes for key personnel are included in the following pages.



Availability of Key Personnel

NAME	ROLE	YEARS EXP.	AVAILABILITY
Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP	Principal-in-Charge	17	10%
Nate Schreiner, PE, QSD	Project Manager	14	>60%
Devin Newton, PE, QSD/P	QA/QC Manager	18	20%
Justin Smith, PE	Storm Drain Design Lead	8	>60%
Joe Conroy, PE	Storm Drain Design	11	>60%
Ken Berard, PE	Sewer Design Lead	34	>20%
Erica Jenkins	Sewer Design	26	>30%
Neha Gajjar, PE	Sewer Design	28	>30%
Jamie Sayre, PhD, PE, QSD/P	Water Quality Lead	12	>30%
Clint Boschen, MS	Water Quality Specialist	23	>20%
Tim Joyce, PE	Pump Station Design Lead	25	>30%
Elva Pangilinan, PE, ENV SP, CDT	Stormwater Lead, Cost Estimates/Specifications	13	>60%
Fernando Cuenca, PhD, PE, GE	Senior Geotechnical Engineer	11	>30%
Renee Longman, AIP, LEED AP BD+C	Senior Environmental Planner	18	>30%

Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP

PRINCIPAL-IN-CHARGE

Mr. Fussel's civil engineering experience totals nearly two decades with the majority of it being focused on water projects, including the design of sewer transmission systems, water distribution systems, and storm drain improvements. His professional strengths and key areas of expertise include project management, civil engineering design, preparation of specifications, cost estimating, stormwater analysis and studies, and construction support services. Mr. Fussel's extensive and relevant experience in the water quality and Best Management Practice (BMP) arena includes successful implementation of sustainable design practices for a vast array of improvement projects. His significant involvement in Low Impact Development (LID) and Stormwater Pollution Prevention and reduction projects in Southern California provide the foundation for his continued leadership in the industry. To date Mr. Fussel has been the design lead for the design and implementation of over \$100 million in construction cost.

EXPERIENCE

Hermosa Beach Greenfield Infiltration, City of Hermosa Beach, Hermosa Beach, CA. Project Manager. Mr. Fussel managed the design of a new regional BMP facility to divert water from a major flood control storm drain and convey it to an underground infiltration system. This project protects and improves Santa Monica Bay water quality by diverting and infiltrating storm water that contains TMDL pollutants fecal indicator bacteria, sediment-borne DDT and PCBs, and trash, as well as typical pollutants in urban runoff (metals and nutrients). The tributary area to be mitigated by this project is 2,914 acres including runoff from all cities in the Beach Cities Watershed Management Group. Project benefits include reducing downstream flooding, preserving the existing use of the linear greenbelt as a running path, restoring native coastal dune habitat, and supporting loads associated with municipal vehicles for parkland maintenance. Mr. Fussel supported the City through the public outreach process to develop a project that is sensitive the community's needs.

Mayfair Park Stormwater and Runoff Capture, City of Lakewood, Lakewood, CA. Engineering Design Lead and Engineer of Record. Mr. Fussel is responsible for feasibility, conceptual and detailed design services to prepare final plans, specifications and estimates. Tetra Tech was contracted to evaluate the potential site location and develop this stormwater runoff and capture project. The project consists of an air-inflated rubber dam diversion system to re-direct all urban runoff and stormwater runoff from the Clark Channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline will convey the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas. The system will monitor the weather conditions and the facility through a secured cloud based system. The underground storage system is 4.5 million gallons (13.8 ac-ft). The goal of

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2003

REGISTRATIONS

Registered Professional Engineer, California No. 70879

Registered Professional Engineer, Hawaii No. 15600

Registered Professional Land Surveyor, California No. 9006

Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP), No. 20231

Envision™ Sustainability Professional

LEED® Accredited Professional

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

California Land Surveyors Association

YEARS WITH TETRA TECH

17

YEARS OF EXPERIENCE

17

the project is to not only help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, but also provide additional benefits, such as revitalized park infrastructure and augmentation of local water supplies.

Vandenberg Landfill Storm Drain, Vandenberg Air Force Base, US Army Corps of Engineers, Lompoc, CA. Engineer of Record and Surveyor. Mr. Fussel was responsible for detailed design plans, specifications and hydraulic calculations for the undergrounding and redirection of a portion of stormwater inflows at the base's landfill. The intent of the project was to capture inflow and prevent erosion of the soil layer above disposed waste caused by the stormwater that flowed into the base's landfill. Additionally, the project improvements were designed to prevent infiltration of stormwater into the existing landfill area that was to be capped and closed. Mr. Fussel performed a topographic survey and extensive onsite reconnaissance in order to verify the conceptual plan prepared as part of the landfill closure. The design team redesigned the project to route stormwater underground and moved the alignment of improvement away from the steepest and most erodible sections of the existing landfill drainage. The final design included five manholes and 700 feet of storm drain. The storm drain connected each of the nearby points of inflow to capture the maximum amount of surface water before it entered the landfill area. The United States Environmental Protection Agency's (USEPA) Stormwater Management Model (SWMM) program was used to model the hydrology of the 100-year storm and analyze the peak flow to size the proposed storm drain.

Merced Avenue Greenway, Council for Watershed Health, South El Monte, CA. Project Manager. Mr. Fussel oversaw planning and design services for a stormwater retrofit project along the Merced Avenue corridor. The scope of services included assessing existing conditions on Merced Avenue, consulting with agencies on regulations for planning and design,

evaluating pre-design monitoring data and analyzing urban heat island mitigation strategies, providing a preliminary design report, presenting at community design workshops and meetings in collaboration with various stakeholders to create designs for the retrofit. Tetra Tech also be provided final permitting, construction drawings, cost estimates, and a bid package. The goal of the project is to manage stormwater runoff at its source to meet regulatory compliance by improving water quality and enhancing watershed health. Additional benefits include reducing the urban heat island effect and its carbon footprint, creating new safe bike and pedestrian connections, enhancing public health and beautifying the neighborhood. In addition, the project includes active transportation programming and incorporates a community-based approach that provides opportunities for watershed education and neighborhood involvement in designing the project.

Caruthers Park Stormwater and Urban Runoff Capture Project, City of Bellflower, Bellflower, CA. Design Lead. Mr. Fussel oversaw the pre-design and design services for this Caltrans funded stormwater capture project. Tetra Tech provided a Project Engineering Study Report that included all necessary analyses to provide a recommendation for regional stormwater capture treatment and implementation. The analysis identified the existing site hydrology, water quality, and hydraulics to determine an optimal combination of the inflow rate, storage volume, and outflow. The Caruthers Park Project consisted of a gravity diversion from two separate Los Angeles County Flood Control District storm drain lines. The diverted flows pass through a pretreatment system to remove trash, debris, and sediment. The runoff is then passed into a large buried multi-chambered storage/infiltration facility that will be treated and used to irrigate the park. Flows in excess of the required irrigation demands will pass into the infiltration gallery to be exfiltrated through the soil to eventually combine with the ground water. This project helps the City comply with their bacteria and metals TMDL, while providing additional benefits of potable water offset and park revitalization.

Nate Schreiner, PE, QSD

PROJECT MANAGER

Mr. Schreiner is a civil engineering project manager at Tetra Tech's office in Irvine, California specializing in drainage. He manages domestic projects on behalf of government clients, applying a successful 14-year history of project management, civil engineering design, hydrologic and hydraulic modeling, condition assessments of a variety of infrastructure, and cost estimating. He most recently served as project manager for numerous on-call contracts with various public agencies in the Southern California area including the City of Los Angeles, Orange County Public Works (OCPW), and Los Angeles County Department of Public Works (LACDPW). He has performed hydrologic and hydraulic analyses of various types of drainages including culverts, channels, rivers, and alluvial fans. Previously he was involved in projects involving USACE Periodic Inspections of levees, FEMA levee certification, and master drainage plans. He has inspected around 300 miles of levee in various states and is well versed with USACE facilities. He has been involved in all phases of the project life-cycle including site investigations, preliminary design, PS&E, QA/QC, and construction support. As a Qualified SWPPP Developer (QSD), Mr. Schreiner has experience with providing Stormwater Pollution Prevention Plans (SWPPP) for construction activities.

EDUCATION

BS, Environmental Engineering,
California Polytechnic State University,
San Luis Obispo, 2006

REGISTRATIONS

Registered Professional Civil Engineer
California No. 74974

Qualified SWPPP Developer (QSD),
Certificate No. C74974

YEARS WITH TETRA TECH

12

YEARS OF EXPERIENCE

14

EXPERIENCE

Naples Seawall Repair Phase 2, City of Long Beach, Long Beach, CA. Senior Civil Engineer. Mr. Schreiner served as the senior civil engineer providing construction design support related to the pump stations, drainage, and grading for the Naples Island Seawall Repair Phase 2 project. Mr. Schreiner also led the obtaining of the stormwater connection permit from the Los Angeles County Department of Public Works (LACDPW). The construction activities included the installation of 2,148 linear feet of new steel sheet-pile seawall on the water sides of the existing vertical seawalls at The Colonnade, the south side and eastern end of Treasure Island, and the western end of the Naples Peninsula. Additional scope included new sidewalks, guardrails, drainage improvements, lighting, seven ADA-accessible view areas with public benches, and replacement of existing private boating facilities (access stairways, platforms and dock guide piles).

Silver Lake Reservoir Stormwater Capture Project, City of Los Angeles Bureau of Engineering, Los Angeles, CA. Project Manager. Managing the pre-design phase of the project to construct stormwater infrastructure to capture stormwater from a 170-acre watershed and divert it to the Silver Lake and Ivanhoe reservoirs in Los Angeles, CA. To offset the potable water demand associated with maintaining historic water levels in the reservoirs, stormwater from the local watershed was proposed to be redirected into the Reservoirs. Various types, sizes, and locations of stormwater infrastructure and BMPs were evaluated and selected to assist the City in meeting their stormwater capture goals. Mr. Schreiner guided the project engineer in the hydrologic and hydraulic modeling and reviewed all project submittals. Mr. Schreiner also coordinated with the City's Street and Stormwater Division project manager and staff at a pre-design review meeting.

Caruthers Park Stormwater and Urban Runoff Capture Project, Bellflower, CA.

Senior Civil Engineer. Mr. Schreiner is serving as a senior civil engineer during the bidding and award and construction phases of this large-scale stormwater project to capture, infiltrate and reuse urban runoff collected from County drainage facilities adjacent to the park. The project was planned as part of the Los Cerritos Channel (LCC) watershed and the Lower San Gabriel River (LSGR) Watershed Management Programs (WMPs). Caruthers Park was identified as a potential high priority site for a regional stormwater capture project for non-stormwater runoff as well as first-flush runoff from wet weather events. The project components include site improvements, a diversion structure to divert water from the flood control channel, a pretreatment structure to remove trash and debris from the runoff, an underground structure to infiltrate and store the water that will be treated for landscape irrigation use, and piping systems. Mr. Schreiner was instrumental in obtaining the California Department of Fish and Wildlife (CDFW) 1602 Notification of Lake or Streambed Alteration permit, Regional Water Quality Control Board Los Angeles Regional Clean Water Act Section 401 Water Quality Certification, and the US Army Corps of Engineers, Los Angeles District Section 404 Permit. Mr. Schreiner is also responsible for overseeing the project engineer and their review of RFIs, submittals, construction schedules, and change orders.

Vermont Avenue Stormwater Capture and Green Street Phase 2, City of Los Angeles Bureau of Engineering, Los Angeles, CA.

Project Engineer. Mr. Schreiner served as the project engineer for the design phase of the project to construct green street stormwater infrastructure for a 5-acre watershed located in the vicinity of Vermont and Gage Avenues in Los Angeles, CA. Various types, sizes, and locations of BMPs were evaluated and selected to assist the City in meeting their stormwater goals. Mr. Schreiner served as project engineer for the design of the drainage and stormwater treatment system at one location along the project street corridor. Mr. Schreiner researched the City design guidance, designed the drainage system and required grading, and guided and reviewed the design engineer's drafting in Autodesk's Civil 3D.

Soboba Hydrology and Hydraulic Analysis for Flood Hazard Mitigation, Soboba Band of Luiseno Indians, Soboba Department of Public Works, Hemet, CA.

Mr. Schreiner served as project engineer and performed the numerous hydrologic analysis of the various watersheds throughout the Soboba Band of Luiseno Indians reservation with the aid of the Advanced Engineering Software (AES) computer program. The drainage areas typically drain from the mountains down to the main road that leads through the reservation, where culverts were used to drain the runoff under the roadway. Many of the existing culverts are undersized and needed replacement. Mr. Schreiner also performed hydraulics of existing culverts using the FHWA Culvert Analysis Program, HY-8.

SWPPP for the Biogas Conditioning System at the Joint Water Pollution Control Plant, Carson, CA.

Project Manager. Mr. Schreiner serves as the project manager to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) for this project. The project includes converting an empty paved lot into a methane gas fuel facility. The property was developed by County Sanitation District No. 2 of Los Angeles County. Mr. Schreiner is responsible for guiding the design engineer in the production of the SWPPP and is responsible for reviewing the report once it was complete. During construction, Mr. Schreiner trains the contractor how to perform weekly inspections. As project manager, he is responsible for overseeing project schedule, staffing needs, budget control, quality control, etc. and ensuring they were met. In addition, the Tetra Tech team is tasked with performing pre- and post-storm inspections, quarterly inspections, and annual reporting.

Devin Newton, PE, QSD/P

QA/QC MANAGER

Mr. Newton is a California Licensed Civil Engineer with 18 years of civil engineering design and consulting experience. Mr. Newton is highly skilled in infrastructure design and is able to provide timely, cost-effective design solutions for his clients. He possesses current experience with modern stormwater management and Low Impact Development (LID) practices including hydraulic and hydrologic design of bio-treatment and flood control systems. He is knowledgeable in all phases of the Land Development entitlement process from conceptual planning to construction. Mr. Newton has extensive experience in the design of ADA compliant facilities, property title research, grading design, erosion control, and land surveying.

EXPERIENCE

Willow Springs Wetland, Mia Lehrer & Associates for the City of Long Beach, Long Beach, CA.

Project Engineer. Mr. Newton was responsible for providing design services to prepare final plans, specifications and estimates for the Willow Springs Park, a 48-acre property owned by the City of Long Beach. The project goal was to restore approximately one acre of wetland and ten acres of upland habitat on the 12-acre subarea of Willow Springs Park, to restore and enhance natural wetlands and to respond to the existing, altered site hydrology and drainage patterns. Tetra Tech designed infiltration basins and vegetated swales to divert, treat, and infiltrate stormwater and dry weather flows. Hydrologic and hydraulic calculations were performed to evaluate project impacts to the existing storm drain system which drains 262 acres of urban land through the project site. Onsite stormwater routing helped to improve flood storage capacity. Improvements to an existing regional flood control detention basin facilitated the creation of a constructed spring for educational opportunities and increased wetland habitat.

Final Engineering Services for Margarita Tract 2428, Midland Pacific Homes, San Luis Obispo, CA.

Design Engineer. Mr. Newton was responsible for providing engineering support services and quality control review of construction documents for this 180-lot residential development within the City of San Luis Obispo. The improvement plans for Tract 2428 included the design of roads, sewer, water, and storm drain facilities. Hydrology/hydraulic studies were performed to support the on-site improvements. AutoCAD Civil 3D's Hydraflow Hydrographs was used to determine on- and off-site runoff flow rates and Hydraflow Storm Sewers was used to analyze the storm drain network. 100-year water surface elevations were determined for the existing drainage courses using HEC-RAS to verify that pads are set well above the flood elevation. Survey services provided involved the preparation of the final map, and will include setting monuments and property corners throughout the project area.

Huasna Tract 3045, Coastal Community Builders, Arroyo Grande, CA. Project Engineer. Mr. Newton was responsible for providing engineering construction support services, quality control review, and construction staking oversight for this 12-lot residential hillside development within the City of Arroyo Grande. The improvement plans for Tract 3045 included the horizontal and vertical layout of roads and infrastructure including storm drain and sewer. A hydrologic/hydraulic study was performed to verify that the site conveyed and captured the 50-year flood storm, as well as treats and infiltrates the 85th percentile storm event. Stormwater treatment and infiltration was accomplished with the design of two infiltration basins. Survey services included the preparation of the final map, property corner monument setting, and construction staking.

TETRA TECH

EDUCATION

California Polytechnic State University,
San Luis Obispo, 1996-2000

REGISTRATIONS

Registered Professional Civil Engineer
California No. 72952

Qualified SWPPP Developer (QSD)
and Qualified SWPPP Practitioner
(QSP) No. 01054

YEARS WITH TETRA TECH

6

YEARS OF EXPERIENCE

18

Justin Smith, PE

STORM DRAIN DESIGN LEAD

Mr. Smith brings extensive knowledge in civil engineering from his involvement in a variety of municipal projects of varying size and funding. His design experience includes parking lot and roadway geometrics, pedestrian accessibility improvements, bike trails, parks, construction and post-construction stormwater BMPs, storm drain improvements including hydrologic and hydraulic design, overall utility plans, structural design, and grading activities varying from mass grading to final precise grading plans. His other experience includes cost estimating, preparing specifications, providing construction/post-construction support, performing utility research, and coordinating with the project team and outside agencies. Mr. Smith is currently working with the City on the Lincoln Avenue Pedestrian Pathway and First Street Pedestrian Improvements Projects.

EDUCATION

BS, Civil Engineering, University of Irvine, 2013

REGISTRATIONS

Professional Engineer, California, No. 85736

YEARS WITH TETRA TECH

8

YEARS OF EXPERIENCE

8

EXPERIENCE

First Street Pedestrian Improvements, City of Santa Ana, Santa Ana, CA. Project Engineer. Responsible for the preparation of the PS&E along with the Water Quality Management Plan for this active transportation project. The project involves the widening of the existing sidewalks by three feet by reducing the width of the vehicle travel lanes along a 1.2-mile portion of First Street between Flower Street and Standard Avenue. Improvements include reconstructing ADA curb ramps, reconstructing hardscape (curb & gutter, bus stop pads, asphalt pavement, and driveway approaches), creating bulb-outs at intersections, restriping travel lanes, installing high visibility marked crosswalks, relocating and/or adjusting existing utility features to grade, relocating street furniture, modifying existing pedestrian push buttons, installing new traffic signal detector loops, installing a new traffic signal at the intersection with Lacy Street, retrofitting and/or reconstructing drainage structures, and installing stormwater Best Management Practices (BMPs).

Lincoln Avenue Pedestrian Pathway, City of Santa Ana, Santa Ana, CA. Project Engineer. Responsible for the preparation of the plans, specifications, and estimates (PS&E) for this active transportation project. Services included permitting through the Southern California Regional Rail Authority (Metrolink). The project is funded in part by ATP state grant funds. The pedestrian pathway will run parallel with Lincoln Avenue west of the existing railroad tracks. The improvements will commence at the intersection of Lincoln Avenue and Park Lane, continue north between the back of the residential properties and the railroad tracks, and end at the existing Santiago Trail, under the railroad bridge that crosses Santiago Creek. The improvements include a 12-foot pathway and railroad-approved safety fencing, drought tolerant landscaping, pedestrian lighting, and signage to identify the pathway.

Mayfair Park Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA. Design Engineer. The project consisted of an air-inflated rubber dam diversion system to re-direct all urban runoff and stormwater runoff from the Clark Channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline conveys the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir is treated and used to irrigate the park's landscaped areas. The system monitors the weather conditions and the facility through a secured cloud-based system. The underground storage system is 4.5 million gallons (13.8 ac-ft). The goal of the project was not only to help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, provides benefits such as revitalized park infrastructure and augmentation of local water supply.

Joe Conroy, PE

STORM DRAIN DESIGN LEAD

Mr. Conroy has been involved in a wide variety of civil engineering design projects including storm drain design, roadway design, traffic management and analysis, and GIS mapping. His storm drain design work includes hydrology and hydraulic analysis, horizontal and vertical alignments, bio filtration design, low impact development (LID), cost estimating, and utility coordination. His storm drain design projects, mostly located in southern California, have ranged in scale from small LID project on residential streets to large drainage outlets in flood control drainage basins to complex stormwater capture projects in urban parks.

EXPERIENCE

Santa Monica Clean Beaches Initiative, City of Santa Monica, Santa Monica, CA. Engineering Design Support during Construction. Mr. Conroy is responsible for the design support during construction of the site improvements, diversion structure, pretreatment, underground storage reservoirs, and piping systems. The project objective is to improve Santa Monica Beach water quality by increasing the diversion capacity at the Santa Monica Pier and Pico-Kenter storm drain outfalls. The 85th percentile storm event volume would be treated and diverted from the Pier watershed to the Santa Monica Urban Runoff Recycling Facility (SMURRF) or the sanitary sewer. The project proposes storm drain diversion and runoff storage systems at two separate storm drain outfalls, routed to two subsurface storage areas.

Albion Riverside Park Project, City of Los Angeles Bureau of Engineering, Los Angeles, CA.

Construction Manager. Mr. Conroy was responsible for overseeing the design services during construction for the Albion Riverside Park Project. The project, located adjacent to the Los Angeles River, involves transforming a six-acre site, previously used for dairy warehousing and distribution, into a riverfront park and recreational facility that will benefit nearby disadvantaged low income neighborhoods. In addition, the City is using the redeveloped property to increase the current capacity for managing stormwater runoff. This important water quality project is part of the City's overall efforts through the Proposition O Bond Program to improve water quality and reduce pollutant loads that are currently being conveyed to the rivers, lakes, and oceans.

Carlsbad Desalination Project, Poseidon Resources Corporation, Carlsbad, CA. Design Engineer.

Mr. Conroy was responsible for providing support for grading of the Pipeline Interconnect Facilities Site. 52,000 linear feet of conveyance pipeline which serves the product water from the planned 50 mgd desalination plant in the City of Carlsbad. Pipeline diameter is 54-inch welded steel pipeline operating at a maximum pressure of 500 psi. Tetra Tech provided design services on the \$150 million Design-Build conveyance pipeline and flow regulatory facility. The pipeline is traverses through the cities of Carlsbad, San Marcos, Vista and Oceanside. In addition, there are four bridge crossings, Caltrans right-of-way crossing, railroad crossing, and several bore and jack crossings located throughout the project.

Patton Drainage Outlet Repair, City of San Bernardino, San Bernardino, CA. Project Manager and Engineering Design. Mr. Conroy was responsible for hydrology and hydraulic calculations, site plans, development of 48-inch drainage pipe and outlet plan and profile. Tetra Tech is provided engineer design services and support during construction including site investigation, data collection, hydrology and hydraulic analysis to repair the badly damaged drainage system caused by years of excessive discharges in combination with surface runoff which led to the undermining of 48-inch RCP and collapse of the outlet system and concrete chute off of Victoria Boulevard.

EDUCATION

BS, Civil Engineering, Northeastern University, 2009

REGISTRATIONS

Registered Professional Engineer, California, No. 82944

YEARS WITH TETRA TECH

8

YEARS OF EXPERIENCE

11

Ken Berard, PE

SEWER DESIGN LEAD

Mr. Berard has extensive experience in many facets of water/wastewater engineering. Mr. Berard has performed numerous studies ranging from complete water master plans to efficiency studies. His design experience includes preparing bid documents for sewers, reservoirs, pump stations, wells, pipelines, chlorination facilities, and pressure reducing facilities. Mr. Berard also has extensive experience in hydraulic modeling. He has used and is familiar with more than six software packages in addition to open channel flow software. Rounding out Mr. Berard's experience is work he has done in inspection, construction administration, shop drawing review, and plan checking.

EXPERIENCE

Trenchless Sewer System Repairs, City of Norwalk, Norwalk, CA.

Project Manager for the design of the repair for 12 sewer segments totaling 5,800 linear feet of 8-inch pipe. Preliminary Design Report evaluated traditional cut and cover replacement, pipe bursting, slip lining, cured-in-place pipe, cut and cover spot repairs, mechanical spot repairs, and cured-in-place spot repairs. Design was completed for cured-in-place pipe, cut and cover spot repairs, and mechanical spot repairs. Projects were located in areas varying from a highly congested State Highway to residential easements with sheds, walls, and other superstructure encroaching the easements.

Santa Ana River Interceptor Relocation Project, Orange County Flood Control District, Santa Ana, CA.

Project Manager for preliminary and final design services for relocation of 19,500 linear feet segment of 54-inch trunk interceptor, 6,000 linear feet of 15- and 18-inch sewer mains, flow metering station and the decommissioning of the existing trunk interceptor segment. The project included the installation of two separate siphons below the Santa Ana River using microtunneling construction method while complying with multiple environmental and permitting constraints.

Phase II Sewer Rehabilitation/ Replacement, City of Compton, Compton, CA. Project Engineer for the design of over 20,000 feet of 6- and 8-inch sewer rehabilitation and over 4,000 feet of 8- and 15-inch sewer replacement.

Archibald Trunk Relief Sewer, Inland Empire Utilities Agency, Ontario, CA. Design Engineer for 6,000 linear feet of trunk sewer mains, ranging in size from 30- to 54-inch in diameter, in the City of Ontario. The work included several junction structures and extensive traffic control, as well as permitting.

City of Fontana, Fontana, CA. Design of two inverted sanitary sewer siphons for an existing industrial waste line.

City of Pico Rivera, Pico Rivera, CA. Design all of three phases of 5,000 feet of 12- to 18-inch sewer pipe.

Water & Sewer Feasibility Study, Islamic Community Center of Loma Linda, County of San Bernardino CA.

Project Manager for study that evaluated several alternatives for water and sewer service for a proposed development. The study considered hydraulics, specific alignments and their impediments (channel crossing, freeway crossing, et al), geotechnical, permitting, and costs.

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona, 1986

REGISTRATIONS

Professional Civil Engineer, California, No. 45499, 1992

PROFESSIONAL AFFILIATIONS

American Water Works Association

Inland County Water Association

YEARS WITH TETRA TECH

34

YEARS OF EXPERIENCE

34

Erica Jenkins

SEWER DESIGN

Ms. Jenkins has more than 26 years of experience and has been responsible for the preparation of water/sewer/reclaimed water pipeline projects, and project design reports for various water and sewer facilities. She has been responsible for completing the design, bidding, and construction management of over 50 miles of water/reclaimed water/sewer mains throughout Southern California.

EXPERIENCE

Priority Sewer Improvement Projects 52 & 53, City of Garden Grove, CA.

Design Engineer. The role of Tetra Tech was to provide civil engineering and surveying design services to projects 52 and 53 for the City of Garden Grove. The Lampson Avenue project runs from Beach Boulevard to Dale Street. The Nutwood Street project runs from Garden Grove Boulevard to Stanford Avenue.

Hawthorne Sewer Master Plan Update and Sewer Rehabilitation, City of Hawthorne, CA. Design Engineer for the continuing sewer management program for the City of Hawthorne. Tetra Tech is performing the third phase of work including CCTV and manhole inspection, updating the sewer master plan, hydraulic model and capital improvement program. In addition, the project consists of preparing plans and specifications for the next phase of the sewer rehabilitation program including sewer lining, point repairs and manhole rehabilitation for approximately 28,000 feet of pipe.

Orange Avenue/Del Amo Boulevard/Walnut Avenue Sewer Upgrade Project, Long Beach Water Department, Long Beach, CA.

Design Engineer for the preparation of plans, specifications and cost estimate for the construction of 3,500 linear feet of 12/15-inch sewer main and 900 linear feet of rehabilitation of 12-inch VCP. In addition to the construction of sewer pipe, this project was unique in that four sewer siphons were to be constructed in order to go under an existing LACFD Channel and 12'x9' RCB (three locations). Due to the location of this project, extensive permitting with four agencies (Los Angeles Flood Control District, Union Pacific Railroad, City of Long Beach, and Orange County Sanitation District) was required prior to the start of any construction activity.

15th Street Sewer Replacement Project, Long Beach Water Department, Long Beach, CA.

Design Engineer for the preparation of plans, specifications and cost estimate for the construction of 800 linear feet of 8-inch sewer main. This project consisted of the construction of drop manholes and the reconnection of existing sewer laterals.

Beach Boulevard Sewer Siphon Replacement Project, City of Buena Park, CA. Design Engineer for the preparation of plans, specifications and cost estimates for the construction of two new 8-inch gravity sewer mains on the east and west side of Beach Boulevard. This project included the abandonment of a two sewer siphons under an existing Orange County Flood Control District Channel and the reconnection of many sewer laterals.

Sewer Rehabilitation, Phase I, City of Hawthorne, Hawthorne, CA. Project involved preparation of plans, specifications and cost estimates for re-lining sewer lines, rehabilitating manholes and replacing pipe segments to improve hydraulics in the manholes and replacing pipe segments to improve hydraulics in the system. First phase of the project included 2,100 linear feet of sewer lining, 111 manhole repairs and 3,400 linear feet of sewer pipe replacement.

EDUCATION

BS, Civil Engineering, California State University, Fullerton, 1996

REGISTRATIONS

Engineer-in-Training, California, No. EX102020

YEARS WITH TETRA TECH

25

YEARS OF EXPERIENCE

26

Neha Gajjar, PE

SEWER DESIGN

Ms. Gajjar has 28 years of experience providing project management, planning, and design of water transmission, distribution, and storage facilities projects. She has significant experience preparing plans and specifications for water/sewer mains, storm drains, pipelines, and has an intimate understanding of these requirements for many municipalities. Her responsibilities as engineering lead include establishing design parameters, planning activities to meet client needs and project schedules, and managing required appropriate technical resources required for each project.

EXPERIENCE

La Salina Wastewater Treatment Plant Decommissioning, City of Oceanside, CA. Assistant Project Manager responsible for preparing plans and specifications for the decommissioning of the existing WWTP after the incoming flows are diverted via a new lift station to the San Luis Rey Water Reclamation Facility. Design considerations included asbestos/lead/hazardous materials abatement, removal of existing wastewater from various facilities, demolition of the aboveground facilities and piping up to five feet below grade, and rough grading for future site usage.

CIP 17-416 Sewer Improvements Project, City of Hermosa Beach, Hermosa Beach, CA. Project Manager to evaluate and design sewer system improvements of four distinct areas: Area 1- Highland; Area 2-Harper Avenue; Area 3-Hermosa Avenue; and Area 4-24th Street. The evaluation included about 2,700 lineal feet of sewer lining; 9,200 lineal feet of sewer replacement and 39 manholes to be rehabilitated. Once the assessment was complete, the design plans included segments of the areas that were to be removed/replaced, have point repairs, be relined with cured-in-placed liner, or have root removals.

Siphon Replacement at Cedar Avenue and 52nd Street Project, Long Beach Water Department, Long Beach, CA. Project Manager to evaluate and size the siphon replacement at the intersection of Cedar Avenue and 52nd Street. The existing 12-inch siphon was installed by LACFCD and is currently damaged. She evaluated the flow monitoring performing by a subconsultant and determined the optimal size, which was a dual 8-inch siphon. Prepared plans, technical specifications and a cost estimate for this design. The project included integral slide gates within the manhole channel to allow diversion of sewage flows from one siphon to the other to provide enough access for maintenance.

Peck and Chestnut Street Sanitary Sewer Replacement Project, Elsinore Valley Municipal Water District, Lake Elsinore, CA. Project Manager. Prepared plans and specifications to replace approximately 2,500 lineal feet of 6-inch sewer main with 8-inch. An additional 1,000 lineal feet of existing 6-inch sewer will be re-lined since there are issues with construction access in the 10-foot alleys east of Main Street. One pipe segment is on a private residence where we propose pipe bursting to mitigate impacts to the owner's garage and property.

Sanitary Sewer Improvements Cerritos Avenue, City of Anaheim, Anaheim, CA. Project Manager for the design of approximately 2,700 lineal feet of 24-inch and 1,200 lineal feet of 6 12-inch sewer pipeline. The project scope involved a comprehensive system analysis to evaluate alternative alignments from anticipated sewer flows from Disneyland's improvement plans. The proposed alignment was in the same alignment as the existing 18-inch diameter sewer main, but a new 24-inch diameter VCP sewer was installed at a lower elevation and still met the downstream trunk sewer elevations for gravity flow.

EDUCATION

BS, Civil Engineering, University of California at Berkeley, 1991

REGISTRATIONS

Professional Engineer, California, No. 55574, 1996

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Society of Women Engineers

YEARS WITH TETRA TECH

2

YEARS OF EXPERIENCE

28

Jamie Sayre, PhD, PE, QSD/P

WATER QUALITY DESIGN LEAD

Ms. Sayre is an hydrology/hydraulics engineer who specializes in urban watershed management and stormwater remediation. Her experience encompasses more than 11 years of work and research in TMDLs and water quality projects. For her doctoral dissertation, she investigated the total maximum daily loads (TMDL) for hydrophobic organic contaminants and performed a cost benefit analysis for reducing stormwater runoff and contamination in the Los Angeles region. Her experience includes conducting water/field sampling, data collection and analysis, laboratory analyses, and experiments to establish TMDLs and baseline conditions for organic contaminants in Ballona Creek and Marina del Rey Harbor polyethylene devices (PEDs) and solid-phase microextraction (SPME). As project engineer for several TMDL special studies and stormwater projects in Los Angeles, Ms. Sayre led the technical development of the projects, authored technical reports, performed quality assurance/quality control reviews, and conducted data analyses. Jaime has managed and led teams to provide public and private sector clients with quality products.

EXPERIENCE

Carson Water Capture Project at Carriage Crest Park, Phase I and II, Sanitation Districts of Los Angeles County. Project Manager. This project consists of the design and construction of a storm drain diversion structure, 11-acre-foot underground storage facility, and pump station to the sewer and return flow to the storm drain. The project is intended to address the City of Carson's water quality actions stated under the Dominguez Channel Watershed Management Area Group's Enhanced Watershed Management Program. Ms. Sayre is leading the project development team and coordinating these efforts with the County Sanitation Districts, LACFCD, and the City Project Team.

AB 466 Upper Los Angeles River and Tributaries Revitalization Plan, Mountains Recreation Conservation Authority, Los Angeles, CA. Project Manager. Ms. Sayre is leading the watershed planning effort to identify and prioritize opportunities for revitalization in urban, underserved communities, including development of baseline hydrologic and hydraulic conditions. She is responsible for the coordination and facilitation of community outreach and engagement. She has developed educational presentations, project technical detail presentations and clear messaging for the project. Facilitated portions of eight community meetings attended by more than 400 residents of the watershed to provide technical details, answer community questions, and gather input for use in project design.

AB 530 Lower Los Angeles River Revitalization Plan, Vernon to Long Beach, CA. Project Manager. This project consisted of the development of a visionary, community-based revitalization plan for the 19-miles of the Los Angeles River. Ms. Sayre was responsible for the daily management activities, client coordination, preparing technical documentation for the Working Group and committees in order to assess the multiple facets of the revitalization plan and the implementation of a robust Community Engagement Program. She led the development, coordination, and facilitation of the 2-phase community engagement process, which included hosting an LA River Movie Night – through which, Working Group and community members were invited to have dinner and watch a movie in the LA River.

EDUCATION

PhD., Environmental Engineering,
University of Southern California

MS, Civil Engineering, West Virginia
University

BS, Civil Engineering, West Virginia
University

REGISTRATIONS

Professional Civil Engineer, California,
80240, 2012

Qualified SWPPP Developer/
Practitioner 24236, California

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

California Stormwater Quality
Association

YEARS WITH TETRA TECH

3

YEARS OF EXPERIENCE

12

Tim Joyce, PE

PUMP STATION DESIGN LEAD

Mr. Joyce has more than 25 years of experience in planning, conceptual design, final design, and construction management of municipal, environmental, and civil engineering projects. Throughout his career, he has been directly involved in the management, design and construction of pipelines, collection systems, and stormwater treatment systems. He has designed stormwater conveyance and treatment facilities for flow rates ranging from 0.1 cfs up to 175 cfs.

EXPERIENCE

Lakewood Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA. Design Lead. Responsible for overall pump station design. Tetra Tech was contracted by the City of Lakewood to evaluate two potential site locations for the development of the Lakewood Stormwater and Runoff Capture Project: Mayfair Park site and the Bolivar Park site. Tetra Tech provided a Project Engineering Study Report (PESR) that represents 10% design completion level and describes the evaluation of the two sites with all site investigation, hydrology and hydraulic, and water quality data and analyses to provide a recommendation for site selection. The project components will include a diversion structure to divert water from one of the major flood control channels, a pretreatment structure to remove debris from the runoff, an underground structure to infiltrate or capture the water that will be treated for landscape irrigation use, and a rehabilitated park surface with new picnic areas.

Carriage Crest Stormwater and Runoff Capture Project, Sanitation Districts of Los Angeles County, Carson, CA. Senior Engineer. Mr. Joyce was responsible for preparing the plans, specifications and estimates, for the pump station design. Carriage Crest Park was identified in the Enhanced Watershed Management Program (EWMP) as a high-priority site for a regional stormwater capture project due to its proximity to two large storm drains with a total drainage area exceeding 1,100 acres. The project components include a diversion structure to divert water from an existing storm drain system, a pretreatment structure to remove debris from the runoff, an underground structure to capture and store the stormwater prior to being discharged back into the existing storm drain system, and a rehabilitated park surface. Design objectives are to eliminate dry-weather flow from the adjacent channel and to maximize wet-weather pollutant capture.

Temescal Canyon Park Stormwater BMP Project, City of Los Angeles, Bureau of Engineering, Los Angeles, CA. Project Manager. Project Manager for a project to assist the City in compliance with the Santa Monica Bay Beaches Bacteria TMDL near Temescal Canyon Road. The engineering services for the project included concept development, preliminary design, detailed design, construction support, hydrologic analyses for the performance of the facility, site surveying, support of CEQA activities, environmental services, archaeological services, geotechnical explorations, permitting (Coastal, City Building and Safety, Caltrans, and Los Angeles County), and community outreach. Components of the BMP are a 22 million gallons per day (mgd) storm drain diversion structure; a hydrodynamic separator; a 1.25 million gallon detention tank; a 3 mgd pump station; new park playground equipment; new park restrooms; 500 feet of new 36-inch storm drain pipe; 1,000 feet of new 16-inch force main; and rehabilitation of 3,000 feet of existing 16-inch force main that discharges into the sanitary sewer for treatment at the Hyperion Wastewater Treatment Plant.

EDUCATION

BS, Civil Engineering, University of Connecticut

REGISTRATIONS

Professional Engineer, California, No. 51596, 1993

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

YEARS WITH TETRA TECH

3

YEARS OF EXPERIENCE

25

Elva Pangilinan, PE, ENV SP, CDT

STORMWATER DESIGN LEAD, COST ESTIMATES/SPECIFICATIONS

Ms. Pangilinan has been a member of the Tetra Tech team for 13 years and has extensive and relevant experience in designing and preparing improvement plans for both municipal and federal projects. She is also experienced with performing various hydrology studies and preparing reports. She has gained knowledge in Best Management Practices (BMP) and Low Impact Development (LID) implementation through her involvement in several important Proposition "O" projects for the City of Los Angeles and various stormwater capture projects throughout Southern California. Additionally, Ms. Pangilinan is a Construction Documents Technology (CDT) Certified Professional, as well as a certified Envision™ Sustainability Professional.

EXPERIENCE

Mayfair Park Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA.

Design Engineer. Responsible for preparation of final plans, specifications, and estimates and for design of the site improvements, storm drain system, and irrigation system to ensure the project meets regulatory requirements. Tetra Tech provided feasibility, conceptual and detailed design services to prepare final plans, specifications and estimates. Tetra Tech was contracted to evaluate the potential site location and develop this stormwater runoff and capture project. The project consists of an air-inflated rubber dam diversion system to re-direct all urban runoff and stormwater runoff from the Clark Channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline will convey the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas. The system will monitor the weather conditions and the facility through a secured cloud based cloud-based system. The underground storage system is 4.5 million gallons (13.8 ac-ft).

Vandenberg Landfill Channel, Vandenberg Air Force Base, Lompoc, CA. Design Engineer. Responsible for construction staking to define the limits of the disposal area. The intent of the project was to capture inflow and prevent erosion caused by the stormwater that flowed into the base's landfill. Additionally, the project improvements were designed to prevent infiltration of stormwater into the existing landfill area that was to be capped and closed. Tetra Tech designed the project to route stormwater underground and moved the alignment of improvement away from the steepest and most erodible sections of the existing landfill drainage. The final design included five manholes and 700-feet of storm drain. The storm drain connected each of the nearby points of inflow to capture the maximum amount of surface water before it entered the landfill area. Modeling using the USEPA's Storm Water Management Model (SWMM) program was performed to model the hydrology of the 100-year storm and analyze the peak flow to size the proposed storm drain.

Carson Stormwater and Runoff Capture Project – Carriage Crest Park, City of Carson, Carson, CA.

Civil Engineer. Responsible for utility research and review of the preliminary design report. Carriage Crest Park was identified in the Enhanced Watershed Management Program (EWMP) as a high-priority site for a regional stormwater capture project due to its proximity to two large storm drains with a total drainage area exceeding 1,100 acres. The project components include a diversion structure to divert water from an existing storm drain system, a pretreatment structure to remove debris from the runoff, an underground structure to capture and store the stormwater prior to being discharged back into the existing storm drain system, and a rehabilitated park surface. Design objectives are to eliminate dry-weather flow from the adjacent channel and to maximize wet-weather pollutant capture.

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2007

REGISTRATIONS

Registered Professional Engineer, California, No. 81113, 2013

Construction Documents Technology (CDT) Certified, 2018

Envision™ Sustainability Professional, 2014

YEARS WITH TETRA TECH

13

YEARS OF EXPERIENCE

13

Robin Nezhad, PE

COMMUNITY OUTREACH

Ms. Nezhad is an experienced project, program and client manager specializing in the delivery of recycled water, water, wastewater and stormwater planning and design projects for treatment, storage, and conveyance facilities. As a project manager, she is accustomed to coordinating complex issues with multi-disciplinary teams. Ms. Nezhad has excellent communication skills that have offered her vast experience in client management and stakeholder coordination for some of the largest municipal clients in the nation. Having managed the wastewater on-call for the City of Los Angeles, Los Angeles Sanitation District, (LASAN) and Bureau of Engineering she is very familiar with working with LASAN departments and is familiar with processes and procedures. Ms. Nezhad has been committed to providing cost-effective, state-of-the-art engineering solutions with an emphasis on stakeholder and community involvement.

EXPERIENCE

On-Call Wastewater Engineering Services, City of Los Angeles, Department of Public Works, Bureau of Engineering, CA. Program Manager. Ms. Nezhad oversaw delivery of this on-call contract that includes providing wastewater and environmental engineering support to the City of Los Angeles. Services provided in this five-year contract included program management, project management, planning, design and construction management services of pumping plants, conveyance systems, treatment facilities, and wastewater facilities. Task orders included:

- TOS 5 CADD Support Services
- TOS 30 Sewer Engineering Support Services
- TOS 37 Terminal Way Pumping Plant Rehabilitation
- Machado Lake Rehabilitation Project

Current On-Call Wastewater Engineering Services, City of Los Angeles Department of Public Works, Bureau of Sanitation, Los Angeles, CA. Program Manager. Ms. Nezhad oversaw this on-call contract for as-needed engineering support services. Responsibilities included serving as individual task order manager, contract advisor, mobilizing additional resources and technical support when needed. Work scope included scientific and technical studies, wastewater facilities planning, stormwater and water quality planning, public outreach and education, financial analysis, regulatory compliance, structural and hydraulic condition assessment, sewer capacity and rehabilitation plan, and solid resources. Key task orders included:

- TOS S2A, SN2B, SN2C Sewer Planning Support Services
- TOS S38 Difficult Access Reaches Sewer Planning
- TOS S43 CCTV Inspection Services
- TOS-S54 Collection System Arc Flash Study
- TOS-S80 Development and Implementation of Collaborative Workspace for Executive Level Reporting
- TOS-SN17 One Water LA Plan Phase 2 Special Studies for Stormwater and Water Reclamation

EDUCATION

BE, Civil Engineering, Environmental Emphasis, Vanderbilt University, 2001

REGISTRATIONS

Registered Professional Engineer, California, No.C-83600, 2014

Professional Civil Engineer, Tennessee, No. 110013, 2006

YEARS WITH TETRA TECH

3

YEARS OF EXPERIENCE

19

Renee Longman, AICP, LEED AP BD+C

ENVIRONMENTAL ASSESSMENTS

Ms. Longman is an environmental planner with 18 years' experience in the preparation and management of CEQA/NEPA technical documents, permitting, and coordination with government and regulatory agencies. She has worked on a variety of projects including infrastructure improvements, stormwater BMP, energy (solar, wind, oil & gas and power plants), transportation (rail, roads and bridges), educational (K-12 and higher education), industrial, and public works. Ms. Longman has experience in permitting complex and often controversial projects. As a planner, she works with public agencies in the identification of existing land use conditions, analyzing a proposed project for compatibility with existing land uses, and assessing the consistency of a proposed project with relevant planning policies and regulations. Ms. Longman also has experience in preparing Application for Certification (AFC), due diligence analysis, land use permitting, aesthetics studies for environmental documents, zoning compliance, and design review.

EXPERIENCE

Hazel Street Improvement Project Categorical Exemption, La Habra, CA.

Ms. Longman helped author a Categorical Exemption for the Hazel Street Improvement project. The proposed project consisted of the alteration of Hazel Street from La Habra Boulevard to First Avenue for southbound one-way operation, and included landscaping, landscaped concrete islands, irrigation, intersection treatment, angled parking, signing, striping, and other work as necessary.

Highline Water Pipeline Repair Project IS/MND, Montecito, CA. Ms. Longman was the CEQA Project Manager for the Highline Water Pipeline Repair Project IS/MND. The proposed project involved the permanent repair in three locations of a 14-inch steel potable water transmission main (highline) servicing the community of Montecito and would replace temporary emergency repairs currently in place. The permanent repairs were needed to ensure no disruption in water service for firefighting and domestic water users within the District.

Culver Boulevard Realignment and Stormwater Treatment Project IS/MND, Culver CA. Ms. Longman was the CEQA project manager of an IS/MND. The Culver Boulevard realignment portion of the project is the continuation of the widening of Culver Boulevard that was completed by Caltrans as part of the 405 Freeway widening in 2009. The proposed project would improve the efficiency of traffic flow and provide for a safer and more aesthetically pleasing street. The project also includes a stormwater treatment component. The City proposed to incorporate structural storm water Best Management Practices (BMPs) as part of the proposed project. The Culver Boulevard Stormwater Treatment component would include an underground storage reservoir beneath the landscaped median and portions of the roadway.

EDUCATION

MS, Urban and Regional Planning,
California State Polytechnic University,
Pomona, 2005

BA Geography, San Francisco State
University, 2001

AA, Geography, Santa Barbara City
College, 1999

REGISTRATIONS

Certified Planner, American Institute of
Certified Planners (AICP)

LEED accredited professional for new
building and construction (LEED-AP
BD+C)

YEARS WITH TETRA TECH

5

YEARS OF EXPERIENCE

18

Section 6: Required Forms

RFQ 20-02

City of Hermosa Beach



6.3 Required Forms

6.3.1 Certification of Proposal

RFQ #: 20-02

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

Jason Fussel, Vice President

RFQ 20-02


City of Hermosa Beach

6.3.2 Non-Collusion AffidavitRFQ #: 20-02

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Jason Fussel, Vice President

RFQ 20-02

City of Hermosa Beach



6.3.3 Compliance with Insurance Requirements

RFQ #: 20-02

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

A handwritten signature in black ink, appearing to read 'Jason Fussel', written over a horizontal line.

Printed Name and Title:

Jason Fussel, Vice President

RFQ 20-02

City of Hermosa Beach



6.3.4 Acknowledgement of Professional Services Agreement

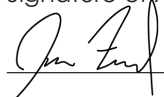
RFQ #: 20-02

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

See attached.

Signature of Authorized Representative:



Printed Name and Title:

Jason Fussel, Vice President

Tetra Tech Contract Exceptions

Revise Section 12 (note—reference correct section):

INDEMNIFICATION. 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, and cost (including without limitation reasonable attorneys fees, expert fees and all other costs ~~and fees of litigation~~) of every nature caused by ~~arising out of or in connection with~~ CONSULTANT's negligent acts, errors, or omissions in its 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 to the extent 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.

Delete Section 25

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

Add:

Limitation of Liability. In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Dispute Resolution. The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Standard of Care. Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no other warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Suspension of Work. The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project



TETRA TECH

EXHIBIT A

FEE SCHEDULE
STANDARD HOURLY BILLING RATES AND DIRECT COSTS
TETRA TECH – 2020-2022

ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

On-Call Consultant Services
Tetra Tech Billing Rates for Proposed Team

Team Member	Project Title	Billing Title	Bill Rate*
Jason Fussel, PE, PLS, LEED AP, QSD/P, ENV SP	Principal-in-Charge	Principal-in-Charge	350.00
Nate Schreiner, PE, QSD	Project Manager	Project Manager 2	210.00
Devin Newton, PE, QSD/P	QA/QC Manager	QA/QC Manager	180.00
Justin Smith, PE	Storm Drain Design Lead Engineer	Project Engineer 1	150.00
Joe Conroy, PE	Storm Drain Design Engineer	Project Engineer 2	180.00
Ken Berard, PE	Sewer Design Lead Engineer	Sr Engineer 3	265.00
Erica Jenkins	Sewer Design Engineer	Senior Engineering Designer	165.00
Jaime Sayre, PhD, PE, QSD/P	Water Quality Lead	Sr Engineer 1	200.00
Clint Boschen, M.S.	Senior Environmental Scientist	Principal Scientist	260.00
Tim Joyce, PE	Pump Station Design Lead Engineer	Program Manager	275.00
Chris Jansen, PE	Pump Station Engineer	Engineer 3	130.00
Elva Pangilinan, PE, ENV SP, CDT	Stormwater Lead Engineer	Project Engineer 1	150.00
Tyler Parra, PE	Stormwater Engineer	Project Engineer 1	150.00
Peter Skopek, PhD, PE, PG	Principal Geotechnical Engineer	Principal Geotechnical Engineer	250.00
Fernando Cuenca, PhD, PE, GE	Senior Geotechnical Engineer	Geotechnical Senior Engineer	170.00
Robin Nehzad, PE	Community Outreach Specialist	Program Manager	340.00
Renee Longman, AICP, LEED AP BD+C	Senior Environmental Planner	Senior Environmental Planner 2	160.00
Dan Helt, PE, PLS	Senior Land Surveyor	Sr Land Surveyor	210.00
Kyle Streeter, LSIT	Land Surveyor	Survey Crew Chief	135.00
Jeff Atijera, PE	Construction Design Support Engineer	Project Engineer 1	150.00

Reimbursables	
Photo Copies (B&W 8.5"x11")	0.20/Each
Photo Copies (B&W 11"x17")	0.50/Each
Color Copies (up to 8.5"x11")	2.00/Each
Color Copies (to 11"x17")	3.00/Each
Compact Discs	10.00/each
Large format copies	0.50/S.F.
Mileage-Company Vehicle	0.80/mile
Mileage-POV	0.58/mile**

Notes:

- *Rates are requested to be renegotiated with City with each optional 1-year contract extension.
- **Current GSA POV mileage is subject to change.
- All ODCs and any other services performed by subcontractors will be billed at cost plus 10%.

FEE SCHEDULE
STANDARD HOURLY BILLING RATES AND DIRECT COSTS
TETRA TECH – 2020-2022

ENGINEERING DESIGN SERVICES FOR UTILITIES (SEWER, STORM DRAIN)

Standard Billing Rates and Expense Reimbursable Schedule

Personnel	Hourly Rate*
Management	
Principal in Charge	350.00
Project Manager 1	190.00
Project Manager 2	210.00
Sr Project Manager	250.00
Program Manager	275.00
QA/QC Manager	180.00
Engineers	
Engineer 1	110.00
Engineer 2	120.00
Engineer 3	130.00
Project Engineer 1	150.00
Project Engineer 2	180.00
Sr Engineer 1	200.00
Sr Engineer 2	230.00
Sr Engineer 3	265.00
Principal Engineer	340.00
Engineering Designers	
Engineering Technician	70.00
Engineering Designer	90.00
Senior Engineering Designer	165.00
Geotechnical Engineering	
Principal Geotechnical Engineer	250.00
Geotechnical QA/QC Manager	170.00
Geotechnical Project Manager	140.00
Geotechnical Senior Engineer	170.00
Geotechnical Project Engineer	140.00
Geotechnical Staff Engineer	120.00
Geotechnical Designer	160.00
Geotechnical Drafter	120.00
Geotechnical Project Administrator	95.00
Geotechnical Field Technician	124.00
Office Surveying	
Survey Tech 1	105.00
Survey Tech 2	120.00
Survey Crew Chief	135.00
Project Surveyor 1	145.00
Project Surveyor 2	170.00
Sr Land Surveyor	210.00
Survey Crew (Non-Prevailing)	
1-person Survey Crew	165.00
2-person Survey Crew	240.00

Notes:

1. *Rates are requested to be renegotiated with City with each optional 1-year contract extension.
2. **Current GSA POV mileage is subject to change.
3. All ODCs and any other services performed by subcontractors will be billed at cost plus 10%.

Personnel	Hourly Rate*
3-person Survey Crew	315.00
Survey Crew (Prevailing)	
1-person Survey Crew	210.00
2-person Survey Crew	325.00
3-person Survey Crew	440.00
Landscape Architects	
Landscape Architect Designer	130.00
Computer Aided Design (CAD)	
CAD Designer 1	100.00
CAD Designer 2	115.00
CAD Designer 3	130.00
Sr CAD Designer	150.00
Scientists	
Scientist 1	80.00
Scientist 2	105.00
Scientist 3	135.00
Senior Scientist 1	150.00
Senior Scientist 2	180.00
Senior Scientist 3	200.00
Principal Scientist	260.00
Environmental Planners	
Environmental Planner 1	90.00
Environmental Planner 2	100.00
Environmental Planner 3	115.00
Senior Environmental Planner 1	140.00
Senior Environmental Planner 2	160.00
Senior Environmental Planner 3	180.00
Principal Environmental Planner	260.00
General and Administrative	
Project Assistant 1	65.00
Project Assistant 2	80.00
Project Administrator	95.00
Senior Project Administrator	115.00
Reimbursables	
Photo Copies (B&W 8.5"x11")	0.20/Each
Photo Copies (B&W 11"x17")	0.50/Each
Color Copies (up to 8.5"x11")	2.00/Each
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City of Hermosa Beach

City Hall
1315 Valley Drive
Hermosa Beach, CA 90254

Staff Report

Staff Report

20-0700

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

TENTATIVE FUTURE AGENDA ITEMS

Attached is the current list of tentative future agenda items for Council's information.

Attachments:

Tentative Future Agenda Items

TENTATIVE FUTURE AGENDA ITEMS

WEDNESDAY, NOVEMBER 4, 2020

NO STUDY SESSION

NOVEMBER 10, 2020 @ 4:15 PM

PUBLIC WORKS APPLICANT INTERVIEWS

NOVEMBER 10, 2020 @ 5:00 PM

CLOSED SESSION

**INITIAL
DATE**

NOVEMBER 10, 2020 @ 6:00 PM

PRESENTATIONS

APPOINTMENT OF MAYOR AND MAYOR PRO TEMPORE

COVID-19 HEALTH UPDATE FROM BEACH CITIES HEALTH DISTRICT

CITY MANAGER REPORTS

COVID-19 Update

CITY COUNCILMEMBER COMMENTS

Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates

CONSENT CALENDAR

City Council Minutes

City Clerk

Ongoing

Check Registers

Finance Director

Ongoing

Recommendation to receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of October 6, 2020

Community Resources Manager

Ongoing

Los Angeles Fire Services and McCormick Ambulance Monthly Report for September 2020

Emergency Management Coordinator

Ongoing

Request for approval of sponsorship donation to the Beach Cities Health District's 22nd Annual Holiday Gift Bag Project

City Manager

Annual

MOU between the Beach Cities Watershed Group to continue the Coordinated Integrated Monitoring Plan (CIMP)

Environmental Programs Manager

Staff Request
Jun 1, 2020

Approval of a Second Amendment to the STAR Lease Agreement

Community Resources Manager

Staff Request
Oct. 15, 2020

MUNICIPAL MATTERS

Receive report on emergency enforcement measures to ensure restaurants and alcohol serving establishments comply with LA County physical distancing and safety orders as they continue to reopen (*verbal report*)

City Manager

Ongoing

Board/Commission Expiration of terms – Public Works Commission Appointments to fill three expired terms. All appointments are for four-year terms ending October 31, 2024

City Clerk

4-year terms

FUTURE AGENDA ITEMS

Tentative Future Agenda Items

City Manager

Ongoing

NOVEMBER 24, 2020 @ 5:00 PM		INITIAL DATE
CLOSED SESSION		
NOVEMBER 24, 2020 @ 6:00 PM		
PRESENTATIONS		
RECOGNIZING CLEAN BAY RESTAURANTS		
COVID-19 HEALTH UPDATE FROM BEACH CITIES HEALTH DISTRICT		
CITY MANAGER REPORTS		
COVID-19 Update		
Update from Jim Fasola - City Delegate to the Los Angeles County West Vector & Vector-Borne Disease Control District Board of Trustees		
CITY COUNCILMEMBER COMMENTS		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Revenue Report, Expenditure Report and CIP Report by Project	Finance Director	Ongoing
City Treasurer’s Report and Cash Balance Report	City Treasurer	Ongoing
Cancellation of Certain Checks	City Treasurer	Ongoing
Recommendation to receive and file the action minutes of the Public Works Commission meeting of September 16, 2020.	Public Works Director	Ongoing
Public Works Project Status Report	Public Works Director	Ongoing
Recommendation to receive and file the action minutes of the Planning Commission meeting of November 17, 2020.	Community Development Director	Ongoing
Planning Commission Tentative Future Agenda Items	Community Development Director	Ongoing
South Bay Workforce Investment Board Quarterly Summary	City Manager	Quarterly
List of Regular and Ongoing City Board and Commission Appointive Terms that will expire during the 2021 Calendar Year	City Clerk	Annual
Request to Renew the Agreement to Purchase Parking Meter Equipment and Related Services	Police Chief	Staff Request Aug. 11, 2020
MUNICIPAL MATTERS		
Receive report on emergency enforcement measures to ensure restaurants and alcohol serving establishments comply with LA County physical distancing and safety orders as they continue to reopen (<i>verbal report</i>)	City Manager	Ongoing
Los Angeles County West Vector and Vector-Borne Control District Board Recruitment status for upcoming two-year term and schedule applicant interviews with appointment on January 12, 2021	City Clerk	Biennial
FUTURE AGENDA ITEMS		
Tentative Future Agenda Items	City Manager	Ongoing

WEDNESDAY, DECEMBER 2, 2020 @ 6:00 PM
STUDY SESSION: EMERGENCY OPERATIONS PLAN REVIEW

DECEMBER 8, 2020 @ 5:00 PM		INITIAL DATE
CLOSED SESSION		
DECEMBER 8, 2020 @ 6:00 PM		
PRESENTATIONS		
LOCAL CONTEST WINNERS OF THE COUNTY OF LOS ANGELES PUBLIC LIBRARY 2020 CHILDREN’S BOOKMARK CONTEST		
ANNOUNCEMENT OF THE WINNER OF THE 11 TH ANNUAL PARKING PERMIT ART CONTEST		
COVID-19 HEALTH UPDATE FROM BEACH CITIES HEALTH DISTRICT		
CITY MANAGER REPORTS		
COVID-19 Update		
Quarterly Strand Enforcement Update		
CITY COUNCILMEMBER COMMENTS		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Recommendation to receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of October 6, 2020	Community Resources Manager	Ongoing
Los Angeles Fire Services and McCormick Ambulance Monthly Report for October 2020	Emergency Management Coordinator	Ongoing
PUBLIC HEARINGS – 6:30 PM		
RTI Fiber Optic Cable project EIR and PDP- lease agreement	Community Development Director	Staff Request July 16, 2020
MUNICIPAL MATTERS		
Receive report on emergency enforcement measures to ensure restaurants and alcohol serving establishments comply with LA County physical distancing and safety orders as they continue to reopen (<i>verbal report</i>)	City Manager	Ongoing
Tentative (if needed) - Resolution amending the City’s Conflict of Interest Code for Designated Positions	City Clerk	Biennial
City Council Committee Reorganization	City Clerk	Annual
City Council Meeting Schedule for 2021	City Clerk	Annual
FUTURE AGENDA ITEMS – CITY COUNCIL		
Future Agenda Items	City Manager	Ongoing

NO MEETING DECEMBER 22, 2020
(DARK)

WEDNESDAY, JANUARY 6, 2021
STUDY SESSION

JANUARY 12, 2021 @ 5:00 PM		INITIAL DATE
CLOSED SESSION		
JANUARY 12, 2021 @ 6:00 PM		
PRESENTATIONS		
COVID-19 HEALTH UPDATE FROM BEACH CITIES HEALTH DISTRICT		
CITY MANAGER REPORTS		
COVID-19 Update		
CITY COUNCILMEMBER COMMENTS		
Updates from City Council Ad Hoc Subcommittees and Standing Committee Delegates/Alternates		
CONSENT CALENDAR		
City Council Minutes	City Clerk	Ongoing
Check Registers	Finance Director	Ongoing
Recommendation to receive and file the action minutes of the Parks, Recreation and Community Resources Advisory Commission meeting of October 6, 2020	Community Resources Manager	Ongoing
Los Angeles Fire Services and McCormick Ambulance Monthly Report for October 2020	Emergency Management Coordinator	Ongoing
PUBLIC HEARINGS – 6:30 PM		
RTI Fiber Optic Cable project EIR and PDP, Fiscal Impacts Section	Community Development Director	Staff Request Oct. 6, 2020
FUTURE AGENDA ITEMS – CITY COUNCIL		
Future Agenda Items	City Manager	Ongoing

PENDING STRATEGIC PLAN ITEMS		STATUS / TENTATIVE MEETING DATE
Update Personnel Policies	Human Resources Manager	
Beach Policy/Regulations (<i>Continued from meeting of October 27, 2016</i>)	Community Resources Manager	On hold by Council
Alternative Fuel Transportation Report, <i>Nov. 2016</i>	Environmental Analyst	
CCA Direction, <i>Dec. 2016</i>	Environmental Analyst	
PENDING NEW ITEMS		STATUS / TENTATIVE MEETING DATE
Consideration of re-establishing, on an as needed basis, both funding and discretion for the director of Public Works to contract services to pump major beach storm outfalls drains prior to anticipated major storm events (supported by Duclos, Armato and Petty) <i>Initiated by: Other Matters Feb. 14, 2017</i>	Public Works Director	Staff to provide an update on storm drain maintenance and provide details on hydrodynamic separators (CIP 435) at the following CIP study session
Policy discussion regarding city responsibilities and expectations when donations are made to city <i>Initiated by: Council Direction May 24, 2017</i>	Finance Director	Will be discussed at the Revenue Strategy Study Session
Approval of the Municipal Lease Policy <i>Initiated by: Staff Request Jun. 12, 2018</i>	Community Resources Manager	
Document Retention Policy <i>Initiated by: Staff Request Nov. 28, 2018</i>	City Clerk	Pending City Clerk Appointment
Consent for use of "Lot B" for construction staging area for Pier/Strand project <i>Initiated by: Staff Request Dec. 17, 2018</i>	Community Development Director	On hold per developer
Landscape and Street Lighting District Assessment Adjustment (mail-in election authorization) <i>Initiated by: Council Direction Jul. 9, 2019</i>	Public Works Director	Add to Revenue Strategy Study Session
Final Parcel Map No. 82295 for a two-unit residential condominium project at 1602 Loma Drive. <i>Initiated by: Staff Request Oct. 10, 2019</i>	Community Development Director	Pending Coastal Development Permit
Public Records Request Guidelines <i>Initiated by: Staff Request Oct. 14, 2019</i>	City Clerk/Assistant to the City Manager	Pending City Clerk Appointment
Emergency Services Municipal Code Chapter 2.56 Update <i>Initiated by: Staff Request Jan. 15, 2020</i>	Emergency Management Coordinator	Waiting for State to review proposed language changes
Return to Council to discuss a full ban on tobacco sales and to include all available data related to other communities who have adopted complete bans. <i>Initiated by: Council Direction Jan. 28, 2020</i>	Community Development Director	Council directed staff to bring item back in June 2021
Consideration of licensing agreement/fees for use of City logo <i>Initiated by: Council Direction Jun. 9, 2020</i>	City Attorney	
Discussion on Potential Establishment of a City Council Subcommittee Regarding City Finances (<i>supported by Detoy, Armato, Fangary</i>) <i>Initiated by: Other Matters Jun. 9, 2020</i>	Finance Director/Assistant to the City Manager	
Electric Charging Stations Maintenance Contract <i>Initiated by: Staff Request Jun. 15, 2020</i>	Environmental Programs Manager	
Follow-up on Mayor's Pledge <i>Initiated by: Council Direction August 25, 2020</i>	City Manager's Office/Police Chief	