



KDM MERIDIAN

RECEIVED  
City of Rancho Palos Verdes

JUN 15 2015

**Transmittal**

**Date:** Friday, June 12, 2012

**REF:** STATEMENT OF QUALIFICATIONS (SOQ)  
TO PROVIDE ON-CALL SURVEY  
SERVICES TO THE CITY OF RANCHO  
PALOS VERDES

**TO:** City of Rancho Palos Verdes  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275-  
5391

**ATTN:** Mr. Ron Drago, P.E.

**METHOD:** PUBLIC WORKS DEPARTMENT

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Courier

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**SUBMITTED FOR:**

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Approval

Your Information

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1	Submittal - Request for Statement of Qualifications (SOQ) to Provide On-Call Survey Services to the City of Rancho Palos Verdes

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**Signed:**

Donald S. Runels



# KDM MERIDIAN

SURVEYING, MAPPING AND LAND SERVICES

RECEIVED  
City of Rancho Palos Verdes

JUN 15 2015

PUBLIC WORKS DEPARTMENT

Mr. Ron Drago, P.E.  
Senior Engineer  
City of Rancho Palos Verdes  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275-5391

June 12, 2015

Subject: Request for Statement of Qualifications (SOQ) to Provide On-Call Survey Services  
City of Rancho Palos Verdes

Dear Ron:

KDM Meridian is honored to have the opportunity to present our statement of qualifications for your review and consideration to provide professional land surveying services to the City of Rancho Palos Verdes.

Our company has had the privilege of serving as an extension of the City's Engineering Department for several years, working directly for the City or in conjunction with KOA Corporation. This relationship has provided KDM the opportunity to complete a wide variety of projects, from the City Hall property mapping and boundary survey to the San Ramon Storm Drain, and the ongoing alignment of Palos Verdes Drive South through Portuguese Bend.

We place a high value on having the City as a client, and show our commitment to the City's needs by being responsive and taking a hands-on approach to every project that has been presented to us, by both working directly for the City, or as a sub-consultant to engineering firms such as KOA Corporation and Harris & Associates. We accomplish this by taking the time to recognize the needs of each project, meeting with staff when possible to discuss each project's specific requirements and schedule.

The City of Rancho Palos Verdes has called upon us many times to help with difficult or delicate projects that require a certain finesse that we have gained from our experience working on these City assignments. We endeavor to be competitive for award of these projects, and encourage our engineering clients on the best possible methodology when proposing on these development opportunities. We truly strive to maintain the highest professional and ethical standards in all aspects of our business through accuracy, integrity, responsiveness, reliability, and a true enthusiasm for what we do for each and every City project.

Once again, KDM Meridian looks forward to continuing our successful relationship with the City of Rancho Palos Verdes. We are always available to discuss the needs of the City and the Engineering Department staff at your convenience, and encourage the City to call upon our experienced staff whenever necessary.

Respectfully,

Richard C. Maher, P.L.S.  
Principal

## ***Firm Overview***

KDM Meridian  
22541 Aspan Street "C"  
Lake Forest, CA 92630  
(949) 768-0731

DUNS Number: 117829247  
NAICS Number: 541370 Surveying and mapping services  
State of California Small Business Enterprise: 31074

KDM Meridian, a California corporation and Small Business Enterprise, was established in 2000 as a professional land surveying consulting firm specializing in GPS and conventional land surveying.

For the past fifteen years, KDM Meridian has built a solid client portfolio by consistently meeting the project schedule and budget requirements of our local, regional, state, and federal agency clients. With our office located in Lake Forest, California, KDM's skilled staff has provided timely, high-quality professional services throughout the Counties of Los Angeles, Orange, Ventura, Riverside, San Bernardino, and San Diego.

Current staffing consists of 11 members, including three licensed land surveyors, an engineer in training (EIT) and land surveyor in training (LSIT). In-house personnel provide full service land surveying, including but not limited to: topographic and design surveys, aerial target control, as-built surveys, construction staking, boundary surveys, monument perpetuation, benchmark establishment and re-establishment, subdivision map checking, title records research, legal descriptions, records of survey, parcel maps, and tract maps.

Our overarching values – including accuracy, integrity, responsiveness, and reliability – allow us to effectively function as an extension of the City of Rancho Palos Verdes Engineering staff to provide professional and technical services in a high-quality, cost-effective manner.

## City of Rancho Palos Verdes Projects

The project staff proposed to complete the desired services has extensive experience working on projects requiring a similar array of services, either singularly or in combination.

**Project:** City Hall Site Boundary and Site Mapping  
**Agency:** City of Rancho Palos Verdes – Contact: Alan Braatvedt (310) 525-0684  
**Tasks:** Topographic site plan and boundary survey of City Hall property.  
**Description:** Prepared topographic site plan and comprehensive boundary survey of City Hall property with both aerial mapping and ground surveying. Record of Survey Map Book 255, Pages 75-79 (Los Angeles County).

**Project:** San Ramon Storm Drain Improvement Project  
**Agency:** City of Rancho Palos Verdes – Contact: Ron Dragoo (310) 544-5253  
**Client:** Harris & Associates – Client Contact: Randy Berry (949) 655-3900  
[Randall.Berry@weareharris.com](mailto:Randall.Berry@weareharris.com) 22 Executive Park, Suite 200, Irvine, CA 92614  
**Tasks:** Aerial mapping, design survey and cross-sections, legal descriptions for easements.  
**Description:** Preparation of base maps for design of storm drain improvements in the San Ramon Canyon.

**Project:** McCarrell Storm Drain Improvement Project  
**Agency:** City of Rancho Palos Verdes – Contact: Ron Dragoo (310) 544-5253  
**Client:** Harris & Associates – Client Contact: Randy Berry (949) 655-3900  
[Randall.Berry@weareharris.com](mailto:Randall.Berry@weareharris.com) 22 Executive Park, Suite 200, Irvine, CA 92614  
**Tasks:** Aerial mapping and design survey and cross-sections.  
**Description:** Preparation of base maps for design of storm drain/drainage improvements.

**Project:** Sea Cove Right-of-Way Investigation  
**Agency:** City of Rancho Palos Verdes – Contact: Ron Dragoo (310) 544-5253  
**Tasks:** Preliminary boundary mapping survey to locate street R/W.  
**Description:** Prepared and recorded a Record of Survey for monumentation of property boundary lines Record of Survey Map Book 220, Page 57 (Los Angeles County).

**Project:** Parkhurst Drive Right-of-Way Investigation  
**Agency:** City of Rancho Palos Verdes – Contact: Ron Dragoo (310) 544-5253  
**Tasks:** Boundary and mapping survey to confirm location of drainage easement.  
**Description:** Prepared and recorded a Record of Survey for monumentation of property boundary lines Record of Survey Map Book 221, Page 01 (Los Angeles County).

**Project:** Sub Region One Bluff Top Drainage Control – Trail Erosion Site Locations (5)  
**Agency:** City of Rancho Palos Verdes – Contact: Siamak Motahari (310) 544-5252  
**Tasks:** Field survey of five sites for design of trail/pedestrian improvements.  
**Description:** Prepared base maps for design of proposed bluff top erosion control improvements.

**On-Call Surveying Services**

- Project: 4931 Rockvalley Road Site Exhibit
- Agency: City of Rancho Palos Verdes – Contact: Nicole Jules (310) 544-5275
- Tasks: Field survey to prepare a right-of-way exhibit of subject property.
  
- Project: 6100 & 6108 Arrowroot Lane Road Site Exhibit
- Agency: City of Rancho Palos Verdes – Contact: Melissa Countryman (310) 544-5252
- Tasks: Field survey to prepare a right-of-way exhibit of subject property.
  
- Project: Arterial Roads Rehabilitation Project FY 10 - 11
- Agency: City of Rancho Palos Verdes – Contact: Nicole Jules (310) 544-5275
- Tasks: Aerial mapping and design survey.
- Description: Preparation of base maps for design of street improvements.

**Professional References**

We proudly submit the following names of additional public agency clients who, like all our clients, will provide a comprehensive and positive review of services provided by KDM Meridian. Please contact any of the following individuals in the selection process for this contract:

City of Signal Hill*	Ken Farfsing (562) 989-7300	City Manager
City of Laguna Beach	Steve May (949) 497-0351	DPW/City Engineer
City of Irvine*	Darrell Hartman (949) 724-7556	Sr. Civil Engineer
City of Moreno Valley *	Larry Gonzales (951) 413-3136	Sr. Engineer
City of Anaheim*	Richard Hill (714) 765-5284	City Surveyor
City of Garden Grove*	Mark Uphus (714) 741-5375	Sr. Civil Engineer
City of Buena Park	Nabil S. Henein (310) 544-5250	Deputy City Engineer
City of Fullerton*	Yelena Voronel (714) 738-6852	Sr. Civil Engineer
City of Lake Elsinore*	Peter Ramey (951) 674-3124	Sr. Engineer
City of Glendora*	Noel Zemla (626) 852-4845	Principal Civil Engineer
County of Orange	Stacy Blackwood (714) 973-6632	North Div. Manager
City of La Mirada*	Gary Sanui (562) 902-2373	Public Works Manager

***\*Indicates On-Call Survey Services Contract***

## **Staffing Resources**

KDM Meridian is well-placed to provide the skilled personnel required for any City project which involves professional land surveying work. Having a well-balanced staff cross-trained in all aspects of our daily work efforts and no over-reaching commitments or liabilities allows KDM to ensure that the City of Rancho Palos Verdes will be a focused priority.

### **Project Team**

#### **Project Manager / Project Surveyor**

Rich Maher is a professional land surveyor (PLS) registered in the state of California, with over twenty years of experience in the land surveying and civil engineering industries. As principal of KDM Meridian and project manager, Mr. Maher will be the primary point of contact for the City of Rancho Palos Verdes' Engineering Department. As a founding owner of KDM Meridian, he provides the driving force behind the excellence of service demanded of his entire staff. He will ensure each project's technical requirements are met, oversee the application of proper quality control and assurance procedures, and commit corporate resources to meet the City's objectives and schedule.

Mr. Maher has extensive experience in all facets of land surveying, participating on a consulting basis, as part of a project team, or in the management of projects with over one hundred different local, county, and state agencies and utilities districts. In that capacity, he has been responsible in whole or in part for project development, right-of-way engineering, annexations, heavy and light construction, design topographic surveys, aerial control networks, legal descriptions, boundary surveys, records of survey, and parcel and tract map preparation. His persistent involvement in the details of daily survey department operations has provided him with extensive knowledge of state of the art technology, hardware, and software used industry-wide. In doing so, Mr. Maher continues to be successful in providing services tailored to each client, acting as an extension of their staff, understanding their needs, anticipating issues, and providing solutions.

#### **Survey Manager**

Patrick Earl is a professional land surveyor (PLS) registered in the state of California, with ten years of experience in field and office surveying. His previous employment allowed him to learn under a land surveyor with vast experience in the title business, giving him a unique understanding of the underpinnings of real property boundary issues. Working at a small firm also afforded Mr. Earl the opportunity to follow projects from inception to deliverable. He has

quickly risen through the ranks at KDM Meridian to become a talented land surveyor with a certain prodigious future. To compliment his field experience in topographic, boundary, and construction surveying, he has exceptional office surveying skills in mapping and calculation that will be of great value in the performance of the services for the City of Rancho Palos Verdes.

Mr. Earl joined KDM Meridian six years ago as a survey technician, to assume the role of daily supervision of the office staff's data reduction and mapping processes. Mr. Earl is responsible for topographic mapping, boundaries, and survey calculations for the survey department, with responsibilities including the preparation of design topographic maps, boundary and record mapping. His additional responsibilities in this capacity, if needed, will include coordinating the in-house work effort for checking and review of subdivision maps, lot line adjustments, legal descriptions and plats, and easements. He will direct and supervise the performance of Q/A & Q/C reviews of completed work, and the checking and reviewing of field generated data.

### **Chief of Parties**

Mr. Keith M. Klagge has worked for over twenty years in the land surveying and civil engineering industries. Mr. Klagge's experience includes participation in project teams for over fifty different local, county, state, and utility agencies, as well as private clients. In that capacity, he has been responsible in whole or in part for right-of-way engineering, annexations, heavy and light construction, design topographic surveys, aerial control networks, boundary surveys, records of survey, network control diagrams, Government Land Office (GLO) corner searches, and corner monumentation / corner maintenance surveys. Over the course of his career, Mr. Klagge has specialized in public works projects including street, sewer, water, storm drain, parks, and municipal building improvements.

Mr. Klagge's daily direct involvement in the details of survey projects has provided him with an expert working knowledge of state of the art technology, hardware, and software used industry-wide providing a high level of service, acting as an extension of a client's staff while supporting clear project objectives and always maintaining quality control of the final product. Mr. Klagge will direct the daily functions of the field crews in projects for the City of Rancho Palos Verdes. He will set the standards and implement the quality control measures to ensure the proper collection of field data and execution of other field activities.

## **Senior Survey Technician**

Mr. Andrew Salva, EIT, LSIT, has eight years of experience working for KDM Meridian, starting as an intern during breaks while attending and graduating from California State Polytechnic University, Pomona. Mr. Salva has worked both in the office and the field in his capacity as a survey technician, increasing his knowledge and skills in the surveying and engineering field by first obtaining his EIT, followed by earning his LSIT, with the goal of obtaining his Surveyor's License for the State of California.

Mr. Salva has been assigned as a project manager for several smaller projects for local agencies and engineering firm clients, gaining the experience to take on ever greater responsibilities. Mr. Salva will assist in the processing and preparation of maps and related data for this work for the City of Rancho Palos Verdes.

## **Field Personnel and Additional Resources**

All field personnel working for KDM are seasoned field surveyors with years of experience in accurate and efficient field survey techniques. This staff has a well-developed critical ability to recognize and mitigate any potential issues in the field, allowing them to complete the work as cost effectively as possible. KDM Meridian will utilize, as necessary, additional experienced staff, including licensed surveyors, field surveyors, and office personnel, to meet each project's schedule and goals.

## **Safety**

All field personnel are required to wear long pants, long-sleeved shirts, steel-toed work boots, and high visibility (Caltrans Standards) safety vests. On required projects, our crews have hard hats, UV eye protection glasses/goggles, hearing protection, dust masks, gloves, and back support (vests) available for use. We also utilize tethered safety harnesses for work in and around large capacity sewer and drainage structures, including manholes, and within areas requiring fall protection gear (harnesses). We utilize the services of a traffic control company (California Barricade) to provide safe work zones within high volume vehicular traffic areas.

## Scope of Services

### Design Survey

KDM Meridian routinely provides topographic base mapping directly to a number of local cities for in-house design of a range of municipal street and facility improvements. Moreover, as the preferred sub-consultant for a number of local civil engineering firms providing public works design, KDM Meridian performs topographic and preliminary design surveys throughout Los Angeles and neighboring counties. As has been stated elsewhere within this proposal, the success of this type of project depends mainly on an understanding of the intended design and the base mapping requirements. Each project starts with an in-depth client discussion over the purpose of the survey and the uses to which it will be employed. Specific methods and scope are tailored on a project by project basis to balance cost constraints with project requirements and schedule. KDM Meridian will provide electronic surface model compatible with AutoCAD and related software. We will provide DWG, PDF, and ASCII files of completed project base mapping, as required.

The KDM staff identified within this submittal has completed hundreds of aerial mapping projects using aerial photogrammetry (provided by our referenced sub-consultant). These projects have been as small as establishing four to five aerial targets and related control, to as large as having to establish over four dozen aerial targets and related control network. Mr. Maher is a licensed pilot, and has flown with and assisted our aerial photogrammetrist principal on some of our aerial mapping projects. Our firm began initially by providing aerial target establishment and control on infrastructure improvement projects for our private engineering company clients. We have built upon this work to offer this service to fulfill our client's needs for accurate aerial mapping products.

### Boundary Surveys

KDM Meridian has provided boundary surveys on projects ranging from single lots to entire neighborhoods. Boundary projects require expert research of existing records, investigation of local knowledge, solid application of boundary principles, and knowledge of municipal standards and those mandated in statute. We understand and apply the requirements of all laws pertaining to boundary establishment. KDM Meridian will bring its extensive experience to bear on each boundary project to establish the appropriate methodology and the legal documents (corner records, records of survey, or subdivision maps) that must be filed.

## Monument Research, Preservation, and Re-establishment

Any proposed street improvements under this contract will require monument preservation/perpetuation in accordance with statutes (e.g. CAL. BPC. Code § 8771). The existing conditions of the monuments (i.e. already buried, lost, disturbed, or at existing surface) would need to be determined prior to the construction of these proposed street improvements.

The process of executing this preservation/perpetuation project begins with a complete research of record documents and maps at the City of Rancho Palos Verdes and the County of Los Angeles Surveyor's offices to determine the potential position of all monuments and references (ties).

For most street improvement projects, a corner record may be required dependent on the existing ties, existing records, and the results of measurements made. Non-record monuments will be treated similarly, but a corner record must be filed with ties to enter it into the record.

For remove and replace, or overlay reach areas of the project, for any existing surface monument a corner record will be filed and the original monument will be physically removed if less than 3" below the adjacent finish surface. After construction a new monument will be set in the finished surface of construction and another corner record will be filed describing the final character of the monument and ties.

If a monument, either surface or buried and exposed, is found to have been disturbed or lost (missing and no immediate evidence to locate), the re-establishment of the monument may require unknown additional effort including surveys of relationship to adjacent controlling elements and possibly including a record of survey to be filed.

## Construction Staking

KDMM has a long history of working for cities on capital improvement projects, either directly as a consultant, or as a sub-contractor for an engineering firm. **As a general rule, KDM Meridian does not solicit to provide construction staking to contractors or developers. Instead, we prefer to reserve this service for our public sector clients.** To focus our concentration and service on our public sector clients, we generally provide this service while working either directly for the owner/agency or as part of the construction management team. The majority of this construction staking work is a result of design survey work completed for the project. This provides us with the distinct advantage of being able to identify monuments for perpetuation, understanding the work limits and type of improvements, and also knowing

what hazards and safety issues are associated with the project.

KDM Meridian is experienced in providing staking for all facets of public works projects, from simple utility upgrades to newly cut roadways and municipal facilities. We have worked closely with construction and project managers, city inspectors, and contractor's superintendents through attendance of both office and field site meetings, and by working within construction schedules.

When working to pre-calculate staking items, based upon an approved schedule of work submitted by the contractor, the work involves verifying distances and grades, in essence a QA/QC of the plans. This quickly identifies any problems or concerns associated with construction/design plans prior to staking and by submitting requests for information/clarification as needed, in a timely fashion that will usually be within sufficient time to prevent work delays.

By working with the inspectors, and contractor's staff, we can pre-calculate required staking items to coincide with the stated schedule, and upon receipt of the written staking request, review the submission to ascertain that it is completed properly and have clear direction for staking items as requested, and for us to respond within 48 hours' notice (does not pertain to weekends). Written survey requests from the contractor and correspondence with City staff will be maintained throughout the duration of each project, and will include weekly updates on work activities in City approved format.

Both City and contractor will be provided with electronic files and hard copies of cut sheets (and field notes, when necessary) on approved City forms. Our staff will maintain good public relations with both City and contractor's staff and interacting with residents, property and business owners. We also provide pro-active support and coordination effort for construction work with utility companies and other agencies involved in the work projects.

Coordinating construction staking projects utilizing the methods as described above provides for a productive and cost effective project, with the ability to complete the work on time and within budget. The most important goal of our work is to prevent contractor work delays, with equipment and manpower standby costs related to such delays.

For all of our field work, and especially on our construction contracts, we maintain high visibility and current safety equipment and signs for protection of our staff and the public. We also conduct regular tailgate/safety meetings outlining project specific safety awareness and concerns. We are contracted with a Traffic Control Company that can provide a traffic control

plan, staff, vehicles, signs, cones and related equipment to provide a safe work area, should this requirement become necessary.

### **Calculation of Earthwork Quantities**

KDM Meridian utilizes the most sophisticated software packages to create digital terrain modeling and produce accurate volume calculations. KDM's field staff is well trained in the proper and exacting detail that is required to all creation of accurate terrain models. Office personnel then compile this data into true representations of existing surfaces, incorporating pre-existing surfaces or proposed models into complete digital terrain models. Surface to surface digital volume calculations are rigorously applied and reported through several industries accepted methods for accuracy cross-checking. These accurate and repeatable models are documentable and facilitate reliable estimation of values for excavation or export items. Three dimensional visual models can also be produced as necessary to show model accuracies.

Our experience in this work has been for some of our on-call agency contracts for grading projects for a variety of improvements. We have found that having a reliable base surface and equally dependable removal or grading surface is critical in developing an accurate quantity for planning and design purposes, or verification of contractor progress payments.

### **Documenting the Location & Type of Existing Structures & Utilities Prior to Demolition**

Most of the projects that KDM has completed for design work involved the mapping of existing conditions, usually by utilizing a combination of aerial and augmenting field ground survey mapping. Using these methods can help produce a detailed but cost effective mapping product that satisfies the requirements of the project. We are experienced in locating designated utilities, having worked with and for Cardno, collecting their SUE markings on numerous infrastructure improvement projects within Los Angeles and Orange Counties.

### **Preparation of Easements/Legal Descriptions, and Dedications**

We have completed numerous legal descriptions and plats for easements and dedications primarily for property acquisition and right-of-way establishment for the Cities of Laguna Beach, Tustin, Fullerton, La Habra Heights, Culver City, and the City of Signal Hill. In addition to our work for public agencies, we have also completed this work for private development clients. We have become the go-to firm for several of the Cities mentioned above for questions

or difficulties that have been encountered for this or similar work, either discussing solutions via telephone, or face to face meetings with City Staff. Each legal description starts with a review of a current title report to ascertain vesting documents, ownerships, and third-party interests. All legal descriptions prepared by KDM Meridian include a plat depicting the described parcel(s) for ready interpretation by laypeople, without requiring them to decipher the written description. The City's current standards for legal descriptions are used to maintain consistency of property records. We are comfortable in offering these services to KOA/Culver City.

### **Map Checking for Subdivision**

KDM Meridian has provided on-call map checking services for several cities in Los Angeles and Orange Counties. The process of map checking includes two priority items. Foremost, KDM Meridian works with the City to ensure that developer submissions are made in a complete format. Developers are guided to comply with submission checklists to ensure the process is efficient from the first submission. Secondly, City checklists for map checking are augmented as necessary with KDM Meridian's own map checking procedure and applied in a consistent manner to keep submitting parties clear on the map requirements. Together with providing checklists to submitters for clarity, complete logs and records are generated for each submission.

### **Record Map Preparation**

With a focus on the public works sector, KDM Meridian has a unique familiarity with the mapping requirements for this area. While many municipal projects are exempted from the subdivision map process, KDM Meridian has nonetheless performed a number of subdivision maps for facilities such as city halls and police departments in redevelopment parcel maps. Most often, during the course of boundary surveys and establishment for the public works sector, a record of survey, in accordance with Section 8762 of the Business and Profession's Code, is the best solution to meet the city's interests. Long held agency properties, exempt from the regular mapping process, can suffer from a lack of surveys being recorded. This dearth of record mapping leads to uncertainty in boundary location and an increase in litigation risk. KDM Meridian has extensive experience in researching the ownership and transfer of lands in the public sector and preparing records of survey in accordance with state laws and county standards to protect the City's interests. Record maps will be prepared by the standards of the State of California and County of Los Angeles, at the direction of the City Staff.

## **Title Records and Record Map Research**

Through the execution of countless reviews of property records for surveys of all types, KDM Meridian staff has become adept at retrieving and analyzing title documents with respect to their effect on property boundaries, rights and interests. Having developed a relationship with several title companies and experience in researching chains of title, and having access to databases that provide record documents, KDM Meridian skillfully researches available records of properties and adjoiners to provide reports and documentation for City property investigation.

This work has often entailed record map and documents research for public and private properties, as we have learned through our extensive work in record map checking. Our staff has become adept at utilizing available resources from several different sources. Concentrating these efforts for a specific city in central Los Angeles County would be most advantageous, as our experience in and for LA County and the County Surveyor's office afford us an almost unlimited resource for obtaining record information for this work.

## ***Technological Resources***

From its inception, KDM Meridian has maintained a firm commitment to keep abreast of, and to apply, the latest proven technology as it meets the objectives and requirements of each project. Both our office and field staff are equipped with and trained in the most current data processing, mapping, and measurement equipment and software. KDM Meridian offers its clients advanced technology, but also the extensive experience and critical judgment needed to interpret the data that we collect with the project's equipment.

The best utilization of computing systems is always kept current through a process of constant upgrades to keep pace with software demands and innovations. Systems no longer meeting strict company standards are cleared from inventory and donated to local schools or charities.

KDM Meridian is constantly learning of, evaluating, and testing new software packages to keep the company abreast of industry standards and movement. At significant expense in hardware and training, KDM Meridian has strived to maintain the latest in land surveying and related measurement equipment. All field crews at KDM Meridian daily field the latest total stations available with full robotic, servo-driven tracking, and reflectorless capabilities controlled by the latest data collectors.

## Capability of Proposed Team

### Description of Approach to Work

We are able to bring a staff with a vast and varied background in survey, construction, design, engineering, environmental, and mapping work for the City of Rancho Palos Verdes' projects. We believe that this wide experience gives our team a better understanding of not only the needs of the client, but also a comprehension of how the survey work contributes to each projects purpose and function.

Our survey work contracts and commitments challenge us with an ever changing schedule that we can usually accommodate even on an hour by hour, day by day fluctuation. We typically acknowledge written Notice-to-Proceed or executed contracts as the start of each project. We also understand that construction and construction related survey work will take precedence over other work, due to the importance of keeping this work on time, on schedule, and most importantly, on budget.

When we are first notified that any project is starting, and knowing that survey crews are usually first in order of work, we would encourage City Engineering staff to meet with us to discuss project objectives, scheduling, and hard due dates for deliverables. By discussing these issues up front before a project is formally started, we have the information to plan and schedule our work to meet or exceed the requirements of the City's needs.

### Quality Management

Our on-going work with several local cities has given KDM Meridian the opportunity to work with different departments and staff members to garner the knowledge of the requirements necessary to deliver a successful completed project. KDM Meridian believes that quality assurance begins long before preparation of the final deliverables. To ensure that our project deliverables are error free, the standards and processes employed at KDM Meridian foster an organizational environment committed to quality, as reflected in the following principles:

- **Staffing:** Include the most qualified staff as part of a project's human resources.
- **Methodology Peer Review:** Review of proposed methodology to accomplish each project task.
- **Standardization:** Standardized procedures, equipment, forms, and training.
- **Checks:** Review of notes, calculations, drawings, and reports.
- **Independent Review:** Review of project data and deliverables at critical steps in the

process by a licensed professional not involved in the planning/execution of the work.

### **Corrective Methods for Scheduling Adherence**

There are a variety of factors that can move a project past its deadline. The work may be more complex than originally anticipated, schedule or resources may have been underestimated, and any number of other unforeseen conditions may be the root cause of delays. Although KDM Meridian strives to identify these potential issues and rectify them before they impact the project schedule, when they do occur, we work expeditiously to bring projects back on track without compromising the City's objectives or budget.

KDM Meridian believes that determining the cause is the first step in this corrective process. Without this crucial element, solutions implemented may not keep the situation from reoccurring. Discovered early, the available remedies to problems are more numerous, and as such, KDM Meridian endeavors to closely monitor the progress of each project in relation to committed deadlines. The following is a list of possible solutions, not all of them feasible in each case:

- Overtime work performed by consultant team
- Reallocation of resources
- Review and potential revision of project task dependencies and time-constrained activities
- Review and potential revision of scope
- Review and potential revision of project priorities

Should a project assigned to KDM Meridian begin to divert from the proposed schedule, some combination of the above listed corrections will facilitate in nearly all instances a reestablishment of the project schedule without additional cost.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/2/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IOA Insurance Services 130 Vantis, Suite 250 Aliso Viejo, CA 92656	CONTACT NAME:	Betty Tran	
	PHONE (A/C, No, Ext):	949-297-5962	FAX (A/C, No): 949-297-5960
www.ioausa.com	E-MAIL ADDRESS:	betty.tran@ioausa.com	
	CA License #0E67768	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED KDM Meridian, a California Corp. 22541 Aspan Street, Suite C Lake Forest CA 92630	INSURER A :	RLI Insurance Company	13056
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER: 24125386

REVISION NUMBER:

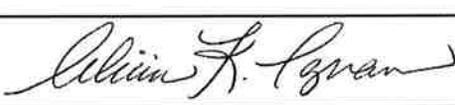
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Prim/NonCon <input checked="" type="checkbox"/> Wvr of Subr GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PSB0001477 Scheduled AI Endt #PPB3130212 Professional Services performed by the Insured are Excluded	4/1/2015	4/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Prim/NonCon <input checked="" type="checkbox"/> Wvr of Subr <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PSA0001240 Designated Insured Endt #CA20481013; Prim/NonCon and Blkt Wvr of Subr included on pg 2 of Form #PPA3000313	4/1/2015	4/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			PSE0001316 Excludes Professional Liability	4/1/2015	4/1/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0001389 Waiver of Subrogation Endt #WC0403060484	4/1/2015	4/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> Professional Liability <input checked="" type="checkbox"/> Claims-Made			RDP0019428	4/1/2015	4/1/2016	\$2,000,000 Each Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is an Additional Insured with respect to General Liability (GL) and Automobile Liability but only when required by written contract with the Insured prior to an occurrence as per Endorsements noted above. GL includes Separation of Insureds and Contractual Liability per limitations in the BusinessOwners' Coverage form. A Workers' Compensation Waiver of Subrogation as noted above is included for the person or organization named in the Schedule that are parties to a contract requiring this Endorsement, provided that contract is executed before the loss. Coverage subject to all policy terms, conditions, limitations and exclusions. 30 Day Notice of Cancellation/10 Days for Non-Payment in accordance with policy provisions.

**CERTIFICATE HOLDER****CANCELLATION**

On-Call All Surveying Services of the Insured  City of Rancho Palos Verdes 30940 Hawthorne Blvd. Rancho Palos Verdes CA 90275-5391	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (AVC) Alicia K. Igram

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ACORD 25 (2014/01)

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **RLIPack<sup>®</sup> FOR PROFESSIONALS SCHEDULED ADDITIONAL INSURED ENDORSEMENT**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS COVERAGE FORM – SECTION II – LIABILITY**

### **Schedule**

Name of Person(s) or Organization(s):  
City of Rancho Palos Verdes

**1. SECTION II C. Who Is An Insured** is amended to include as an additional insured the person or organization shown in the schedule above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by you or those acting on your behalf:

- a. In the performance of your ongoing operations;
- b. In connection with premises owned by or rented to you; or
- c. In connection with "your work" and included within the "product-completed operations hazard".

**2.** The insurance provided to the additional insured by this endorsement is limited as follows:

- a. This insurance does not apply to the rendering of or failure to render any "professional services".
- b. This endorsement does not increase any of the limits of insurance stated in **D. Liability And Medical Expenses Limits of Insurance**.

**3.** The following is added to **SECTION III H.2. Other Insurance – COMMON POLICY CONDITIONS (BUT APPLICABLE ONLY TO SECTION II – LIABILITY)**

However, if you specifically agree in a contract or agreement that the insurance provided to an additional insured under this policy must apply on a

primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

- a. The "bodily injury" or "property damage" for which coverage is sought occurs after you have entered into that contract or agreement; or
- b. The "personal and advertising injury" for which coverage is sought arises out of an offense committed after you have entered into that contract or agreement.

**4.** The following is added to **SECTION III K.2 Transfer of Rights of Recovery Against Others to Us – COMMON POLICY CONDITIONS (BUT APPLICABLE TO SECTION I – PROPERTY AND SECTION II – LIABILITY)**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" performed by you, or on your behalf, under a contract or agreement with that person or organization. We waive these rights only where you have agreed to do so as part of a contract or agreement with such person or organization entered into by you before the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed.

**ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED INSURED FOR  
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

**Named Insured:** KDM Meridian, a California Corp.

**Endorsement Effective Date:** 4/1/2015

**SCHEDULE**

**Name Of Person(s) Or Organization(s):**  
City of Rancho Palos Verdes

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM**

**A. Broad Form Named Insured**

The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

Any business entity newly acquired or formed by you during the policy period, provided you own fifty percent (50%) or more of the business entity and the business entity is not separately insured for Business Auto Coverage. Coverage is extended up to a maximum of one hundred eighty (180) days following the acquisition or formation of the business entity.

This provision does not apply to any person or organization for which coverage is excluded by endorsement.

**B. Employees As Insureds**

The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

**C. Blanket Additional Insured**

The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

Any person or organization that you are required to include as an additional insured on this coverage form in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs is an "insured" for liability coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.

The insurance provided to the additional insured will be on a primary and non-contributory basis to the additional insured's own business auto coverage if you are required to do so in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs.

**D. Blanket Waiver Of Subrogation**

The following is added to the **SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us**:

We waive any right of recovery we may have against any person or organization to the extent required of you by a contract executed prior to any "accident" or

"loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

**E. Employee Hired Autos**

1. The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured** Provision:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. Changes In General Conditions:

Paragraph **5.b.** of the **Other Insurance** Condition in the **BUSINESS AUTO CONDITIONS** is deleted and replaced with the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

(1) Any covered "auto" you lease, hire, rent or borrow; and

(2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

**F. Fellow Employee Coverage**

**SECTION II – COVERED AUTOS LIABILITY COVERAGE, Exclusion B.5.** does not apply if you have workers compensation insurance in-force covering all of your employees.

**G. Auto Loan Lease Gap Coverage**

**SECTION III – PHYSICAL DAMAGE COVERAGE, C. Limit Of Insurance**, is amended by the addition of the following:

In the event of a total "loss" to a covered "auto" shown in the Schedule of Declarations, we will pay any unpaid amount due on the lease or loan for a covered "auto", less:

1. The amount paid under the **PHYSICAL DAMAGE COVERAGE** section of the policy; and

2. Any:

a. Overdue lease/loan payments at the time of the "loss";

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be  2  % of the California workers' compensation premium otherwise due on such remuneration.

**Schedule**

**Person or Organization**

City of Rancho Palos Verdes

**Job Description**

Jobs performed for any person or organization that you have agreed with in a written contract to provide this agreement.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 4/1/2015  
Insured  
KDM Meridian, a California Corp.

Policy No. PSW0001389  
Insurance Company  
RLI Insurance Company

Endorsement No.



Countersigned By \_\_\_\_\_



# KDM MERIDIAN

## Fee Schedule

Valid Through October 1, 2015

### PROFESSIONAL SERVICES:

### HOURLY RATE:

Project/Survey Manager	\$175.00
Project Surveyor	\$160.00
Survey Technician/Drafter	\$120.00
Clerical/Administration/Technical Aide	\$ 75.00
Expert Witness (4 hour minimum)	\$350.00
Survey Crew (1 man w/truck)	\$175.00
Survey Crew (2 persons)	\$260.00
Survey Crew GPS (3 persons)	\$350.00

### REIMBURSABLES:

### RATE:

Supplies, Reproduction, Rental of Special Equipment	Cost + 10%
Subconsultants	Cost + 10%
Lodging, Airfare (Remote Site)	Cost + 10%
Meal Expense (Remote Site)	\$50/day/person
Mileage (Remote Site)	\$ 0.60/mile

**Note:** Government Agencies and/or private landowner fees, map filings, research materials, etc. are extra to contract costs.

Remote Sites are one hundred or more miles distant from our office.

A minimum of 4 survey hours per day will be charged for field crews.

Overtime shall be charged at 1.35 times the regular rate as shown above, with the exception of Sundays and holidays. Rates for Sunday time shall be 2.0 times the regular rate and Holidays shall be 2.5 times the regular rate as shown above. Double time pay will be charged at a rate of 2.0 times the regular rate as shown above.

The above rates shall be charged portal to portal (time spent on project site plus travel time) excluding lunch breaks.

Daily overtime billing for field survey work during the work week (Monday through Friday) does not commence until 8 hours of on-site work has been completed (does not include travel time to and from site). Travel time is charged at regular rates as shown above, and will not be charged at overtime rates.

MUST BE DISPLAYED IN PLACE OF BUSINESS - NOT TRANSFERABLE

# City of Rancho Palos Verdes

## BUSINESS TAX REGISTRATION CERTIFICATE

Finance Department  
30940 Hawthorne Blvd  
Rancho Palos Verdes, CA 90275

Business Name: KDM MERIDIAN  
Business Number:  
Location Address: OUT OF CITY BUSINESS  
License Number/Class: 15 00006670 OUTSIDE BUSINESS

THIS CERTIFICATE IS EVIDENCE THAT THE PERSON OR FIRM  
NAMED HAS PAID A TAX TO CONDUCT AND OPERATE A BUSINESS  
AS INDICATED HEREON PURSUANT TO THE PROVISIONS OF  
CHAPTER IV OF RANCHO PALOS VERDES MUNICIPAL CODE

KDM MERIDIAN  
22541 ASPAN ST STE C  
LAKE FOREST CA 92630



Issue Date: 2/09/15      Expiration Date: 12/31/15      ISSUING OFFICERS



# KDM MERIDIAN

## Fee Schedule

Valid Through October 1, 2015

### PROFESSIONAL SERVICES:

### HOURLY RATE:

Project/Survey Manager	\$175.00
Project Surveyor	\$160.00
Survey Technician/Drafter	\$120.00
Clerical/Administration/Technical Aide	\$ 75.00
Expert Witness (4 hour minimum)	\$350.00
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### RATE:

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