

**Charles Abbott Associates, Inc.**



“Helping public agencies provide effective and efficient municipal services to improve communities since 1984”

## **Statement of Qualifications for Public Works/Engineering Services**

RECEIVED  
City of Rancho Palos Verdes

JUN 15 2015

Prepared for

PUBLIC WORKS DEPARTMENT

## **City of Rancho Palos Verdes Public Works Department**

Mr. Ron Dragoo, Principal Engineer  
City of Rancho Palos Verdes  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275

By:  
Charles Abbott Associates, Inc.

27401 Los Altos # 220  
Mission Viejo, CA 92691  
Toll Free: (866) 530-4980

[www.caaprofessionals.com](http://www.caaprofessionals.com)

## LETTER OF INTRODUCTION

June 15, 2015

Subject: Statement of Qualifications for Public Works/Engineering Services

Charles Abbott Associates, Inc. (CAA) is pleased to submit the enclosed Statement of Qualifications for Public Works/Engineering Services to the City of Rancho Palos Verdes (City). We appreciate the opportunity to be considered for continued placement on the City's approved on-call list for our services, and look forward to continuing to provide our services to the City.

Since 1984, CAA has been providing a growing number of cities with outstanding municipal services. Over the years, our vast knowledge, experience, and proven ability to satisfy the needs of cities and counties of all sizes has earned us the reputation of being one of the most qualified firms in the industry.

CAA is exceptionally qualified to provide Public Works and Engineering Services to the City. Our team is comprised of highly trained professionals who are able to balance regulatory requirements, cost effectiveness, political considerations, and practicality when advising our clients. Due to our depth of professional knowledge and our 30 years of industry experience, we feel we are superior to any other consultant providing these services in Southern California. CAA looks for creative solutions for our clients' needs, and we are committed to assuring cost effectiveness without sacrificing quality.

CAA maintains well qualified and educated personnel. The staff regularly attends training courses, seminars, and conferences to ensure they are up-to-date on the most relevant issues in the industry.

We pledge the full resources and backing of our firm to assure that the City has the most efficient and cost effective Public Works and Engineering Services strategy available. We stand by our commitment to unparalleled professionalism and service, as evidenced by the average length of service with our clients of over 16 years.

Thank you in advance for your consideration.

Sincerely,



CHARLES ABBOTT ASSOCIATES, INC.  
Rusty R. Reed, PE President

27401 Los Altos # 220  
Mission Viejo, CA 92691  
(949) 279-4124

## GENERAL INFORMATION

CAA will provide most services for this project directly from our corporate headquarter located in the City of Mission Viejo. This close proximity will allow CAA staff to immediately address or resolve concerns and gives CAA the unique advantage to provide additional staff without delay if workload at the City increases.

Official name and address: Charles Abbott Associates, Inc.  
 27401 Los Altos, #220  
 Mission Viejo, CA 92691

Primary point of contact: Dirk Lovett  
 27401 Los Altos, #220  
 Mission Viejo, CA 92691  
 Tel: 805-432-8486  
[dirklovett@caaprofessionals.com](mailto:dirklovett@caaprofessionals.com)

Entity type: Corporation  
 Years in Business: 30  
 Company Size: 157  
 Company locations:

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### CALIFORNIA – COMPANY HEADQUARTER

27401 Los Altos, #220  
 Mission Viejo, CA 92691

Tel: (949) 367-2850  
 Fax: (949) 367-2852

<p>FLORIDA            3001 North Rocky Point Drive East, #200            Tampa, FL 33607            Tel: (866) 530-4980            Fax: (949) 367-2852</p>	<p>GEORGIA            Two Ravinia, #500            Atlanta, GA 30346            Tel: (866) 530-4980            Fax: (949) 367-2852</p>
<p>COLORADO            10955 Westmoor Dr, 4th Floor            Westminster, CO 80021            Tel: (866) 530-4980            Fax: (949) 367-2852</p>	<p>NEVADA            8537 Stone Harbor            Las Vegas, NV 89145            Tel: (866) 530-4980            Fax: (949) 367-2852</p>
<p>ARIZONA            60 E Rio Salado Parkway, #900            Tempe, AZ 85281            Tel: (866) 530-4980            Fax: (949) 367-2852</p>	<p>TEXAS            9595 Six Pines, Bldg. 8, Level 2, #8210            The Woodlands, TX 77380            Tel: (866) 530-4980            Fax: (949) 367-2852</p>

Since our incorporation in 1984, CAA has grown to a full-time staff of over 150 employees. CAA has a record of very low staff turnover, which has proven highly beneficial to our clients. CAA employs a fully credentialed, cross-trained staff that effectively meets our engineering and building and safety commitments to our clients. Each one of our team members has worked on similar projects and served the public sector for many years. CAA's proposed staff has many years of experience analyzing and reviewing plans and related submittal documents for compliance with state and local codes and amendments. Our team of highly qualified engineers and plan review staff are well trained, experienced and familiar with the adopted codes.

The general make up of our staff includes the following:

Principals	2
Civil/Structural Engineers	23
Engineering Associates	14
Building & Safety	89
Environmental & Planning	7
Technicians	13
Administrative	9
<b>TOTAL</b>	<b>157</b>

CAA prides itself on being a “team player” in each municipal service engagement. We train our staff to recognize that citizens of the community, City staff and other consultants are our customers and, as such, deserve our best efforts to respond, assist, support, and work hand-in-hand. Our team members will also learn and keep up to date on City policies and procedures as we continue our engagement.

CAA expects and demands that the staff we assign to the City quickly becomes a productive part of the City’s team. We assure you that if we make an assignment and our staff member is not compatible (personality, personal behavior, etc.) with City staff we will, with your knowledge and approval, substitute another CAA staff member who can integrate seamlessly into your team.

## STAFFING & TECHNOLOGY

CAA's fully credentialed and cross-trained staff can quickly fill any open positions in projects of all sizes. With a full-time staff of over 150 employees and offices in California, Georgia, Nevada, Colorado, Arizona, Texas, South Carolina and Florida as well as numerous regional offices, we are able to give each one of our projects our immediate attention, outstanding service, and support customized to the requirements of our constituents.

CAA's clients benefit from the company's track record of maintaining the lowest employee turnover in the industry. Our clients enjoy maximized productivity and excellent working relations built from interacting with the same personnel who is already tuned in to their needs.

CAA's team of qualified professionals includes registered engineers, scientists, building officials, certified inspectors, project managers, experts, support personnel and technicians of varied disciplines. Every member of our team has experience working in and with the public sector and has a deep understanding of methods and systems that work for any particular task.

We pride ourselves in becoming a truly integrated part of your team, ready and productive from day one of our engagement. Our employees take on regular staff functions and take a personal interest in representing the City in a professional and courteous manner in all their business dealings. Citizens, contractors, and other stakeholders will see our personnel as a seamless extension of your City staff.

We also promise to be available on site and improve the transparency and reporting of what is happening in the field. Our role is to provide accurate communications to Council and managers, respond to citizen inquiries, and meet our commitments for service delivery.

We are devoted to keeping our certified and licensed staff up-to-date on the latest practice, techniques and skills in their areas of specialization. Our approach to training is on going and not just occasional, guaranteeing work that is in full compliance to current standards. In addition, because our people are well trained, they face virtually no learning curve and are able to get to work immediately.

CAA continuously innovates to deliver services of the highest quality. Our team of superbly qualified professionals is supported by the best technology and the latest versions in computer software programs. We utilize a state-of-the-art virtual system of communication that links real people in real time, a sophisticated database management and tracking system, an electronic plan review process for expediting plan checks, and a lot more.

*"Our people are, by far, our greatest asset. CAA makes extra effort to take care of its employees, so that they may in turn take extra good care of our clients."*

*Diana Snodgrass,  
CFO/Director of Administration*

## SERVICES

CAA has the skills and experience to provide services in the following categories:

01

### Building & Safety

- Administration
- Plan Review
- Electronic Plan Review
- Building Inspection
- Online Permitting
- Code Adoption Services
- Management Analysis Studies
- Records Management
- Transition Services
- Code Enforcement

### Engineering

- City Engineering
- Capital Improvement
- Development Review
- Plan & Map Check
- Traffic Engineering
- Public Works Maintenance
- Design

02

### Fire Prevention

- Administration
- Plan Review
- Electronic Plan Review
- Fire Inspections
- Testing of Special Systems
- Fire Permitting & Tracking
- Review, Approval, Implementation of standards
- Implementation of Fire Code requirements
- Code Adoption & Interpretation

03

### Environmental

- NPDES Programs
- Grant Writing & Administration
- Integrated Waste Management Act Implementation
- Used Oil Recycling
- Training & Development

04

## WORK APPROACH

### Proven Capabilities in the Public Sector

CAA's approach to providing unsurpassed quality of service is by providing experienced, highly qualified staff with proven capabilities in working with the public sector. To start with, we make certain that the client and CAA have a complete understanding of the project requirements so we may apply innovative methods, systems and solutions in performing the job.

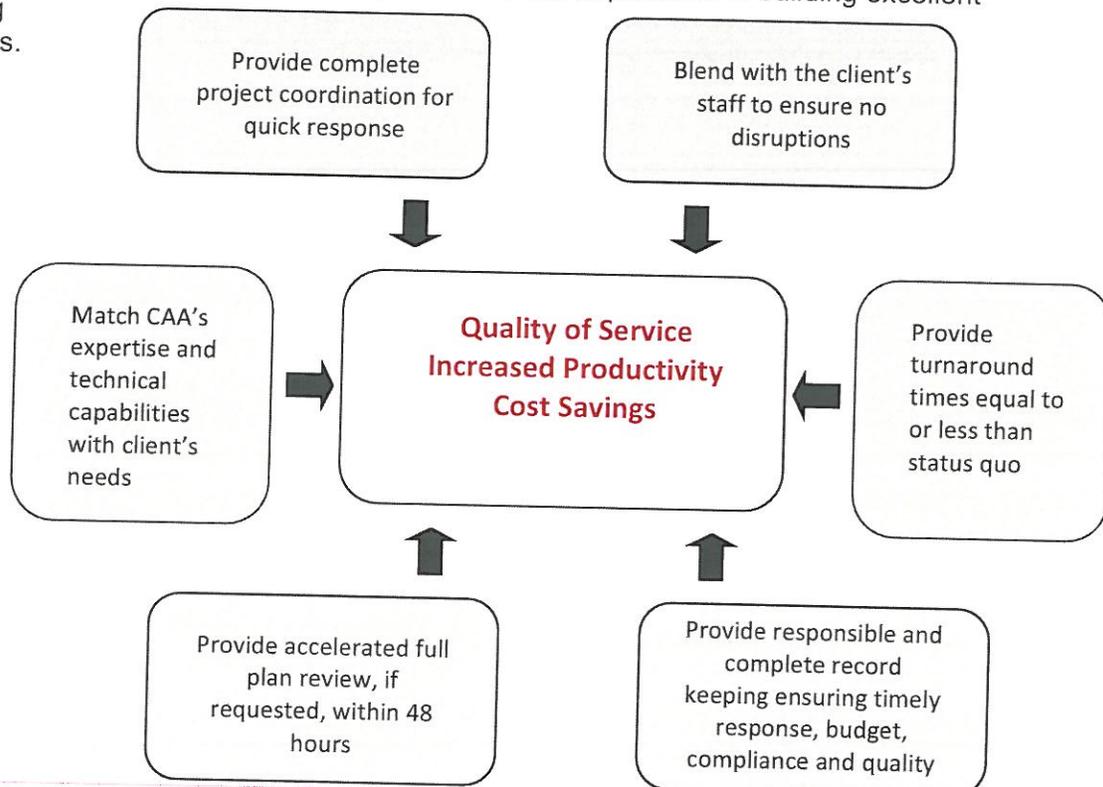
### Mission Support

Building good relationships with the people we work with is crucial for CAA. We work diligently to establish good working relationships with city councils, contractors, citizens, and the community at large. Because we focus on helping our clients achieve their mission and not just meeting our contractual requirements, we work to seamlessly integrate as part of your team, not just as outside contractors.

### Quality Control

Close interaction and sensitivity to our clients' needs is also one of the keys to our success. We step up quality control by maintaining direct lines of communication between the City Manager and the Principal of our firm to regularly evaluate our performance and ensure that services are delivered timely, within budget, and meet our high standards.

In the end, we make sure that our clients reap the benefits of increased productivity, cost savings, and unmatched quality of service from our expertise, resources, constant consideration of innovative solutions, as well as our experience in building excellent working relations.



## Commitment to Safety

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CAA considers health and safety an integral factor in enhancing the company's performance. By focusing on safety, we avoid unforeseen work disruptions and costs. Our commitment to safety starts with the President and CEO of the company and is passed down to each and every one of our staff down the line.

We promote proper attitude and mind set, making effective health and safety management a part of our firm's drive to running a successful business.

Our strategy is based on promoting a proactive health and safety culture with well-defined lines of communication to assess and learn from experiences. We implement our own Occupational Safety and Health Program (or Injury Illness Prevention Program (IIPP) and review it regularly to make sure that it is current to the needs and demands of the work place.

Health and safety is a team effort at CAA. Our employees are actively involved in the preparation and implementation of risk assessments and safe working methods, while management ensures that all safety and health policies and procedures are well understood and followed. CAA personnel undergo workplace-specific safety and health training and are held accountable for adopting safe work practices.

### OUR READINESS PROMISE:

*Our aim is to start a job and be productive from Day One. Before beginning a project, we ensure that we clearly understand the clients' policies and guidelines by going through the following preparation:*

- Review the procedures under which we will operate to ensure the "rules" are clearly understood
- Speak with the clients' staff to discuss internal procedures, how individuals will be interfacing, and how to establish a cooperative working relationship
- Evaluate current handouts
- Work with the Public Works Director, City Engineer, and Community Development Director to finalize project organization, staffing assignments, resource requirements, and review responsibilities

## CITY ENGINEERING SERVICES

CAA will provide, with 30 days notice and on a project basis, the following services:

### City Engineering Services

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- Establish working relationships and coordination with other public agencies, county departments, and private utilities involving engineering matters affecting the City.
- Provide onsite inspections and field surveys.
- Provide staff assistance on issues before the Public Works and Planning Commissions, as needed.
- Prepare agendas, staff reports, and recommendations for consideration by the Public Works and Planning Commission and City Council.
- Provide other traditional City Engineering services, including but not limited to: preparation of regulations and ordinances; consultation and technical advice to the City; and maintain working relationships with public agencies and private utilities.

### Development/Plan Review

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- Provide application and case processing support related to all land-use entitlement activities.
- Provide such necessary and related functions as are normal practice for engineering review and control of private developments, including but not limited to: reviewing and conditioning of land divisions and development; plan checking; calculating and establishing sureties and fees, assuring condition compliance.

#### RESPONSE TIMES

- Tentative Maps: 10 Days
- Engineering Plans: 10 Days
- Final Maps with Legal: 10 Days
- Re-check of Plans: 5 Days

*\* all days are working days*

### Construction Observation (Inspection) Services

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We will provide timely field observation during the construction of improvements such as grading activities, retaining wall construction, erosion control measures, streets, sewer and storm drain installation on all types of construction, including:

- Streets, Sidewalks, Curb and Gutter
- Storm Drains
- Sewers
- Utility Replacement
- Slurry Programs
- Retaining Walls
- Grading
- Erosion Control

## Public Works Land Development Inspections

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CAA will provide the inspection for Land Development section of the Public Works Department. Inspectors assigned to the City will perform continuous or periodic observation services to verify that the work of construction is in conformance with the approved project plans, as well as to identify issues of non-compliance with applicable standards. Projects under construction by permit from the City will be inspected for compliance to the approved standards.

Our field inspectors provide timely field observation during the construction of improvements, including:

- Sidewalks
- Curb and Gutter
- Utilities

CAA Public Works Inspectors provide daily inspection reports and attach photographic record of construction to electronic daily reports using CAA's FileMaker Pro tracking system.

## REFERENCES

The following contains some of CAA's projects in California with an outline of services provided to each client, as well as the period of time that we have been performing the referenced service. We are extremely proud of our track record and the length of time we have continuously provided services to our clients. We invite you to contact any of our clients to obtain their opinion of the services we provide for their cities.

REFERENCES	SERVICES	SINCE
<b>City of Calimesa</b> Randy Anstine, City Manager (909) 795-9801 908 Park Avenue, Calimesa, CA 92320	Building & Safety Full Service	2014
<b>City of San Dimas</b> Krishna Patel, Community Dev. Director (909) 394-6200 245 E Bonita Ave, San Dimas, CA 91773	Environmental/NPDES	2014
<b>City of Duarte</b> Craig Hensley, Community Dev. Director (626) 386-6835 1600 Huntington Dr, La Palma, CA 91010	Building & Safety Inspection & Plan Check, Code Administration	2013
<b>City of La Palma</b> Douglas Dumhart, Community Dev. Director (714) 690-3340 7822 Walker Street, La Palma, CA 90623	Building & Safety	2012
<b>City of Laguna Hills</b> Mr. Bruce Channing, City Manager (949) 707-2600 24035 El Toro Road, Laguna Hills, CA 92653	Building & Safety	2012
<b>City of Los Alamitos</b> Mr. Steven Mendoza, Community Dev. Director (714) 431-3538 3191 Katella Avenue, Los Alamitos, CA 90270	Building & Safety Environmental	2010
<b>City of Pomona</b> Public Works Director (909) 620-2261 505 South Garey Ave, Pomona, CA 91766	Environmental/NPDES	2010
<b>City of Adelanto</b> D. James Hart, Ph.D., City Manager (760) 246-2300 11600 Air Expressway, Adelanto, CA 92301	Building & Safety	2010
<b>City of Cypress</b> Douglas Dancs, Director of Public Works (714) 229-6752 5257 Orange Avenue, Cypress, CA 90630	Plan Check Building Inspection	2008
<b>City of Rancho Santa Margarita</b> E. (Max) Maximous, Public Works Director. (949) 635-1800, ext. 6707 22122 El Paseo, Rancho Santa Margarita, CA 92688	Building & Safety Environmental Public Works Code Enforcement	2007

<b>City of Laguna Niguel</b> Mr. Dan Fox, Community Development Director (949) 362-4313 30111 Crown Valley Parkway, Laguna Niguel, CA 92677	Building & Safety Public Works Street Maintenance	<b>2006</b>
<b>City of Fountain Valley</b> Mr. Matt Mogensen, Interim Building and Planning Director (714) 593-4436 10200 Slater Avenue, Fountain Valley, CA 92708- 4736	Building & Safety	<b>2004</b>
<b>City of Stanton</b> Mr. Omar Dadabhoy, Community Dev. Director (714) 890-4213 7800 Katella Avenue, Stanton, CA 90680	Building & Safety	<b>2004</b>
<b>City of Aliso Viejo</b> Mr. David Doyle, City Manager (949) 425-2500 12 Journey, Suite 100, Aliso Viejo, CA 92656	Building & Safety City Engineering Code Enforcement	<b>2002</b>
<b>City of Mission Viejo</b> Ms. Elaine Lister, Community Dev. Director (949) 470-3000 200 Civic Center, Mission Viejo, CA 92691	Building & Safety Public Works Plan Check Public Works Inspection	<b>1995</b>
<b>City of Camarillo</b> Mr. Bruce Feng, City Manager (805) 388-5307 601 Carmen Drive, Camarillo, CA 93010	Building & Safety Public Works Inspections Environmental Inspections	<b>1994</b>
<b>Town of Yucca Valley</b> Mr. Shane Steuckle, Community Dev. Director (760) 369-7207 57090 Twentynine Palms Highway, Yucca Valley, CA 92284	Building & Safety Town Engineering Public Works Inspection	<b>1994</b>
<b>City of Yucaipa</b> Mr. Ray Casey, City Manager (909) 797-2489 34272 Yucaipa Boulevard, Yucaipa, CA 92399	Building & Safety Engineering Support Fire Marshall Services	<b>1993</b>
<b>City of Twentynine Palms</b> Mr. Larry Bowden, Acting City Manager (760) 367-6799 6136 Adobe Road, Twentynine Palms, CA 92277	Building & Safety City Engineering Traffic Engineering	<b>1993</b>
<b>Town of Apple Valley</b> Mr. Frank Robinson, Town Manager (760) 240-7000 14955 Dale Evans Parkway, Apple Valley, CA 92307	Building & Safety Public Work Administration Town Engineering	<b>1990</b>
<b>City of Hidden Hills</b> Ms. Cheri Paglia (818) 888-9281 6165 Spring Valley Road, Hidden Hills, CA 91302	Building & Safety City Engineering	<b>1990</b>
<b>City of Moorpark</b>	Building & Safety	<b>1988</b>

David Bobardt, Community Development Director (805) 517-6281 799 Moorpark Avenue, Moorpark, CA 93021		
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# HOURLY RATE SCHEDULE

Effective July 1, 2015

<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
Principal Engineer	178.50	Principal Building Official	147.00
City Engineer	169.00	Building Official	115.00
Project Supervisor	148.00	Senior Building Inspector	113.00
Project Manager	138.00	Building Plan Checker	99.00
Project Engineer	135.00	Building Inspector/Plan Checker	95.00
Sr. Registered Engineer	135.00	Code Enforcement Officer	75.00
Senior Design Engineer	117.00	Permit Specialist	69.00
Associate Engineer	113.00		
Assistant/Design Engineer	99.00	Community Development Director	147.00
		Principal Planner	135.00
Senior Traffic Engineer/Manager	153.00	Senior Planner	110.00
Transportation Planner	113.00	Associate Planner	99.00
Traffic Engineer Associate	97.00	Planning Technician	70.00
Sr. Draftsperson (CADD)	92.00	Landscape Director	118.00
Draftsperson (CADD)	82.00	Associate Landscape Architect	99.00
Computer Technician	82.00	City Forester	90.00
Senior Environmental Consultant	148.00	Expert Witness Services	200.00
Environmental Engineer/Scientist II	118.00	Senior Contract Administrator	110.00
Environmental Engineer/Scientist I	94.00	Administrative Assistant	60.00
Associate Environmental Engineer	89.00	Word Processor	50.00
		Clerical	45.00
Senior Public Works Inspector	98.00		
Public Works Inspector	89.00		
3-Person Survey Crew	275.00		
2-Person Survey Crew	215.00		

The above hourly rates include general and administrative overhead and fees and employee payroll burden. Rates are subject to an annual adjustment based upon increases adopted by Charles Abbott Associates, Inc. as reflected in the Consumer Price Index (CPI).