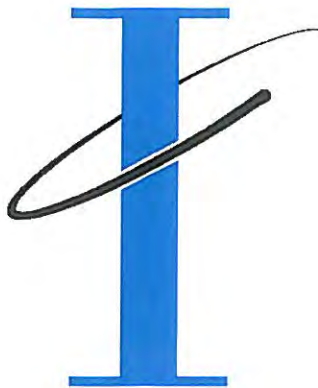




JULY 30, 2015

STATEMENT OF QUALIFICATIONS FOR
Professional Engineering Services

PREPARED FOR

City of Rancho Palos Verdes

Ron Dragoo

Principal Civil Engineer

30940 Hawthorne Boulevard

Ranch Palos Verdes, California 90275



By

Interwest Consulting Group

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July 30, 2015

Ron Dragoo
Principal Civil Engineer
30940 Hawthorne Boulevard
Ranch Palos Verdes, California 90275

RE: Proposal for Professional Engineering Services

Dear Ron,

Interwest Consulting Group is pleased to submit our Statement of Qualifications for a variety of professional engineering services to the City of Rancho Palos Verdes.

The seamless integration of municipal service professionals in support of public agencies has been our purpose since Interwest Consulting Group formed in 2002. Interwest was founded by individuals with a passion for serving municipalities. Our team of 230 professionals currently provides a multitude of disciplines within city engineering, public works, and building and safety departments throughout California. We only serve public agency clients, typically in a staff augmentation and program management role. We believe our exclusive commitment to public agency clients is important since it allows us to avoid any real or perceived issues regarding conflicts of interest.

We thoroughly understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with numerous California cities including former Public Works Directors, City Engineers, Capital Projects Managers, Construction Managers and Chief Building Officials. This background and experience is important since serving in the capacity of the "owner," especially local agencies, requires a high level of sensitivity towards community and special interest group issues. Accordingly, our professional staff truly understands and values the importance of maintaining a focus on representing the interests of our public agency clients in a manner which reflects positively on the cities we serve.

As partners with the City, our strength is to provide the following:

- ✓ *Tailored, City-specific services*
- ✓ *Highly qualified and licensed professionals*
- ✓ *Excellent customer service*
- ✓ *Timely turnaround service*
- ✓ *Effective Coordination with other City Departments*

Terry Rodrigue, PE, TE will serve as Principal in Charge and management contact to the City of Rancho Palos Verdes. As the owner of Interwest, Mr. Rodrigue has the authority to sign all necessary agreements.

Interwest Consulting Group has the staff and experience to perform the full range of services required by the City of Rancho Palos Verdes. More importantly, we possess the experience and skills necessary to work with the existing City staff to successfully achieve established goals.

We look forward to beginning a successful relationship by providing any of the services outlined in our statement of qualifications.

Services will be directed from our Los Angeles office, which serves the entire Southern California region with professional staff performing functions in all of our disciplines. We appreciate the opportunity to present our proposal for your review and consideration. We are available to meet with you to discuss our proposal and approach in more detail at your convenience. Please contact me if you have any questions or would like additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry J. Rodrigue". The signature is fluid and cursive, with the first name "Terry" and last name "Rodrigue" clearly distinguishable.

Terry J. Rodrigue, PE, TE
Principal/Owner

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Overview | Experience

COMPANY INFORMATION

The seamless integration of municipal service professionals in support of public agencies has been our purpose since Interwest Consulting Group formed in 2002. Interwest was founded by individuals with a passion for serving municipalities. We currently employ approximately 230 employees spanning a multitude of disciplines within city engineering, public works, and building and safety departments throughout California. We currently serve over 200 cities, counties and state agencies, including the municipalities of Yorba Linda, Bell, Santa Clarita, Culver City, Eastvale, Newport Beach and Wildomar.

We provide the following services to cities/counties:

- ✓ City Engineering
- ✓ Construction Management & Inspection
- ✓ Building and Safety
- ✓ Capital Improvement Plan/Map Review and Entitlement
- ✓ Geographic Information System (GIS)
- ✓ Information Technology
- ✓ Real Estate Services
- ✓ Traffic Engineering & Transportation Planning
- ✓ Transportation Program Management & Funding

Our staff has held senior and executive management positions within numerous California cities including the titles of City Engineer, Public Works Director, Building Official, Traffic Engineer and other well-seasoned management personnel. This depth of experience brings a high level of expertise and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

Collectively, our professionals have programmed and delivered projects, and developed and implemented innovative programs and public policies recognized by the American Public Works Association, California Transportation Foundation, Solid Waste Association of North America, State of California Office of Traffic Safety, American Planning Association, and been awarded with the Leadership in Energy and Environmental Design (LEED) Award. We furnish both technical excellence and a thorough understanding of the regulatory process to assist our clients through the sometimes daunting complexities associated with the delivery of projects, implementation of important public programs, and adoption of significant public policy.

COMPARABLE CONTRACTS

CLIENT	SCOPE OF WORK
City of Bell	City Engineering, Building Plan Review, Building Inspection, Engineering Plan Check, Project Management, Construction Management, Public Works Inspection, Engineering Support, Information Technology, GIS
City of Culver City	On-call Construction Management, Public Works Inspection
City of Eastvale	City Engineering, Plan Review, Building Inspection, Construction Management, Public Works Inspection Engineering Plan Check, Engineering Support, NPDES, Transportation Planning, Traffic Engineering, Information Technology (IT), Drainage Engineering, GIS, Real Estate Acquisition, Grant Writing
City of Irvine	Engineering Plan Review, On-call Construction Management, Public Works Inspection, Capital Improvement Project Administration
City of Lake Forest	Engineering Plan Check, GIS for Sidewalk Inventory Program
City of Lomita	On-call Construction Management, Public Works Inspection
City of Newport Beach	Construction Management, Public Works Inspection
City of Palm Springs	On-call Construction Management, Inspection
City of San Juan Capistrano	City Engineering, Traffic Engineering
City of San Marino	Traffic Engineering
City of West Covina	Interim Public Works Director
City of Wildomar	City Engineering, Building Plan Review, Building Inspection, Public Works Inspection, Transportation Planning, Traffic Engineering, Code Enforcement, Drainage Engineering, GIS, Information Technology (IT), Real Estate Acquisition, Grant Writing
City of Yorba Linda	Public Works Inspection, Construction Management

AFFILIATIONS

Education and certification are at the very core of our company. We support and encourage staff to participate in and contribute to the many associations important to the industry knowing that technical excellence and proficiency is vital to public service. Attending specialized training classes, seminars and industry-related conferences is part of our dedication to the industry. Many of our staff holds or have held key positions within the groups listed below:

- ✓ League of California Cities
- ✓ California Association of Building Officials
- ✓ County Building Officials of California
- ✓ ICC Chapters of: Los Angeles Basin, Coachella, Orange Empire, Foothill, East Bay, Peninsula, Sacramento Valley, Shasta Cascade
- ✓ SEAOSC
- ✓ American Public Works Association
- ✓ International Code Council
- ✓ Institute of Transportation Engineers
- ✓ California Water Environment Association
- ✓ California Stormwater Quality Association
- ✓ City Engineer's Association of Orange County

ADDITIONAL RESOURCE LOCATIONS

NORTHERN CALIFORNIA

1613 Santa Clara Drive
Suite 100
Roseville, CA 95661
916.781.6600 Office

9300 West Stockton Boulevard
Suite 105
Elk Grove, CA 95758
916.683.3340 Office

6280 W. Las Positas Boulevard
Suite 220
Pleasanton, CA 94588
925.462.1114 Office

CENTRAL CALIFORNIA

7491 N. Remington Avenue
Suite 103
Fresno, CA 93711
559.448.9839 Office

SOUTHERN CALIFORNIA

15061 Springdale Street
Suite 205
Huntington Beach, CA 92649
714.899.9039 Office

431 Palm Canyon Drive
Suite 200
Palm Springs, CA 92262
760.417.4329 Office

9519 Chamberlain Street
Ventura, CA 93004
805.659.0017 Office

COLORADO

1218 W. Ash Street
Suite C
Windsor, CO 80550
970.674.3300 Office

1505 Patton Drive
Boulder, CO 80308
303.444.0524 Office

NEVADA

4815 W. Russell Road
Suite 11K
Las Vegas, NV 89118
702.476.2200 Office



Section 2

Services

Interwest can assemble an entire team or assign a single individual to best support the needs of the city. Our staff are well-versed in the operations and processes needed to effectively run and implement programs that are timely, efficient and cost effective. What follows is an *overview* of services we can provide; specific services will be tailored to the needs and objectives of the city.

CIVIL ENGINEERING SERVICES

Design

Interwest has provided civil engineering services for local agencies from conceptual design planning through construction phase. This cradle to grave model has provided invaluable insights and elements of design which result in successful plans, specifications and estimates. Project Designs have incorporated management of sub-consultants' designs, grant funding compliance, easements and/or rights-of-way to design, environmental and other permitting requirements as necessary for the project. Interwest has delivered project designs with specifications, plans and estimates for:

- ✓ Accessibility improvements including curb ramps and sidewalk
- ✓ Roadway widening, frontage, and sidewalk improvements
- ✓ Asphalt concrete overlay and rehabilitation/reconstruction of roadways
- ✓ Slurry Seals/Micro-Surfacing, Cape Seals, Rubberized Seal Projects
- ✓ Drainage Improvements
- ✓ Traffic calming improvements

Interwest is very familiar with engineering standards and specifications used throughout the state, such as:

- ✓ APWA Standards and Specification
- ✓ Caltrans Standard Plans and Specification
- ✓ Caltrans Highway Design Manual
- ✓ California Manual of Uniform Traffic Control Devices

Development Plan Review

Interwest has the collective, diverse team of people and experience to perform the full range of Engineering Plan Check required by the City. More importantly, we possess the knowledge and skills necessary to effectively integrate the necessary engineering services with the City's staff to create a design plan check process that is coordinated, consistent, and predictable.

We view our role and mission as facilitating the efficient delivery of high quality design plan check projects by:

- ✓ Taking a partnering versus regulatory approach
- ✓ Balancing the need to ensure conformance to standards and regulations with the need for predictability, uniformity, and efficiency
- ✓ Having a goal of "no surprises" for the applicant and the City
- ✓ Creating an internal team which provides a seamless design plan review process to prevent unintentional "games of gotcha" for project applicants.

All plan reviews will be evaluated by the project manager for quality control of the plan review, the level and quality of comments from the review, consistency with similar reviews, the avoidance of late hits or "gotcha" comments, the evaluation of the design professional's submittal and whether they are addressing prior comments or have justifiable reasoning in their designs that may allow leniency from standards. The project manager will meet with the design professional and their client if prior comments are not being addressed. We have found this will get the process back on track or provide the project owner/client with a more realistic schedule based on their design professionals' actions.

The discussion above describes Interwest Consulting Group's philosophy and approach of "how" we do our work. A typical scenario for "what" we do related to the review and processing of final maps, landscape plans, improvement plans, hydrology and hydraulics calculations and plans, and traffic engineering and operations plans and reports, follows:

- Provide plan reviews for final maps, improvement and landscape plans. Review includes evaluation of required reports, studies, grading and improvement plans, and design professional's recommendations. Each plan review is assigned to a design plan reviewer with oversight of the project manager. The assigned design plan reviewer will be committed to the project and will furnish all subsequent submittal reviews for the project. This maintains a consistent review and avoids "late hit" comments.
- Each plan review will be accompanied with a letter summarizing the red-line comments. This letter will be addressed directly to the applicant's engineer or landscape architect, with a copy to City staff and the applicant. A complete red-lined set of drawings and any reports will be returned to the design professional for use in their corrections.
- The Project Manager will meet with the Design Professional and City staff to review comments or to delineate the standards which are not being met to assist in the timely completion of the review and meeting the maximum goal of two plan reviews. If necessary, the third review will confirm that all previous comments have been addressed. This meeting can take place in the Design Engineer's office, if desired so that minor comments/discrepancies can be immediately addressed and the improvement plans and reports can be deemed technically correct and submitted for signature approvals.
- We will meet with other City staff and outside agencies, as needed, to review their progress and/or their comments.
- Interwest can provide structural engineers to assist in any structural reviews, for any of the assigned projects. We can provide these reviews concurrently with the improvement plan reviews and within the stated timeframes.
- Map checking will be overseen by professional engineer's licensed to practice land surveying in the State of California or by licensed Land Surveyors.
- Engineering review of grading permit/applications is highly dependent upon the complexity and location of the proposed grading. A single lot entitled commercial grading permit application will be reviewed differently from a hillside lot or subdivision, or a project adjacent to a drainage corridor.
- Soils reports will be evaluated and confirmation of recommendations will be included on the plans. Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.
- Construction erosion control and post construction water quality control will be reviewed for compliance with the storm water quality management permit in effect for the City.

Stormwater

We cooperate with local agency partners to create and implement storm water quality compliance guidelines as mandated by the Regional Water Quality Control Board National Pollution Discharge Elimination System (NPDES) permit requirements – specifically, the Regional Board's latest MS4 permit for the City.

Our staff provides technical guidance to the Plan Check and entitlement groups and development community by providing interpretation of Regional Water Quality Control Board permit requirements and associated water quality compliance guidelines. We will also conduct public outreach campaigns as required by NPDES permit to make public aware of critical water quality issues. Interwest will assist in providing technical and material support to upper management and in-house staff regarding complex hydraulic and hydrological related issues. We will also review development plans to ensure that plans submitted by private developers are in compliance with drainage and floodplain management policies by conforming to local agency standards, drainage ordinances, and floodplain development policies.

The Interwest Drainage Team will also support the City in implementing the requirements of the City's MS4 Permit. This includes:

- ✓ Performing field inspections to ensure compliance with the MS4 permit
- ✓ Permitting Best Management Practice (BMP) compliance for private storm water quality filtration devices
- ✓ Compiling and filing all relevant documentation related to all permits, including required annual reports to the State Department of Storm Water Quality Implementation Plan



CONSTRUCTION MANAGEMENT

Overview

Interwest is experienced and highly skilled at providing services in the three main phases of capital projects: Pre-Construction, Bidding & Award, Construction and Project Close-out. Successful integration of the roles – project manager, construction manager and construction inspector – throughout these phases is critical to the success of any project. As such we have provided an integrated scope of work below detailing the key areas of responsibility for a typical project (*Specific responsibility is designated CM – Construction Manager, CI – Construction Inspector and PM – Project Manager*):



- ✓ Provide field inspection for compliance with the approved construction documents e.g. plans, Greenbook - CI
- ✓ Verify all material amounts - CI
- ✓ Verify implementation of storm water regulation requirements - CM
- ✓ Review all invoices for accuracy of work performed - CI
- ✓ Assist designer in resolving problems arising from field conditions - CI
- ✓ Attend field meetings - CI
- ✓ Facilitate coordination with utility companies - CI
- ✓ Provide coordination with the design consultant and inspector - CM
- ✓ Process all invoices - CM
- ✓ Provide monthly project funding reports – CM
- ✓ Provide weekly project monitoring reports – CM

- ✓ Process change orders - CM
- ✓ Coordinate final inspection - CM
- ✓ Process labor compliance review and acceptance - CM
- ✓ Coordinate project as-built drawings - CM
- ✓ Coordinate processing of project changes with stakeholders and other City departments - CM
- ✓ Coordinate project closeout activities such as staff report, notice of completion, release of retention, document archiving, GASB 34 reporting, etc. – CM & PM

Detailed Plan for Public Works Construction Management & Inspections

PRE-CONSTRUCTION / BIDDING / AWARD PHASE

Constructability | Contract Document Review | Bid Support: Review of the construction plans and contract documents prior to bidding and report to the City any areas where there may be an opportunity to save money or find areas that can be corrected prior to the bid, resulting in more competitive bids and fewer construction change orders. This assistance is provided during the bidding process.

Pre-Project Photographs | Video: The Construction Inspector will document the condition of the project as well as the adjacent areas prior to the contractor mobilizing, thus minimizing any dispute that may arise regarding existing vs. construction damage.



Pre-Construction Meeting: We will organize or attend the pre-construction meetings prior to the Notice to Proceed being issued. Meeting notes and a list of invitees and attendees will be distributed.

Plans, Specification & Estimate (PS&E): The PS&E package is essentially the contract document from which the contractor will bid and build the project. The project engineer, in consultation with the construction manager, takes the approved project and begins the formal design process. Every effort must be made to stay within the scope of the approved project, and adhere to the environmental document constraints. Any changes to the scope must be approved by the city; changes to the scope during the PS&E phase will likely increase construction costs, may require additional environmental studies, and possibly delay the schedule. As the PS&E package develops, a bigger emphasis is made on constructability, traffic handling and staging. All can significantly impact construction costs.

Potential Pitfalls:

- Poorly prepared plans, specifications and estimate (inconsistency in plan sheets, unclear plans, incomplete or incorrect information)
- Poorly written specifications that are inconsistent with the plans or missing items
- Having plans/specifications that do not adhere to the Environmental Document
- Having poor staging and traffic control

Resulting in:

- Extended review period
- Delays in the permitting process
- High contractor bids
- Contract change orders (CCOs) and/or claims
- Extended construction period
- Traffic delays
- Potential for right-of-way delays

Interwest Solutions:

- Review the PR and Environmental Document at the beginning of the PS&E phase
- Implement Quality Assurance/Quality Control Plan
- Perform Constructability and Bidability Reviews

Bidding and Construction Support

- ✓ During the bidding process, if so directed, the Interwest Team will be available to answer bidders' questions, prepare drafts of addenda or clarifications to the PS&E and assist in reviewing bids and recommending a contract award.
- ✓ During construction, we will provide supplemental support to the City and construction management section for construction inquiries. This supplemental construction support includes:
 - Reviewing and preparing responses to RFI's
 - Reviewing Contractor submittals and shop drawings for compatibility with design
 - Reviewing and providing recommendations of change order proposals
 - Performing final review/evaluation and assisting with the preparation of punch list for work deficiencies
 - Preparing record drawings of the completed projects based upon the redlined set of as-built plans provided by the Contractor.

Potential Pitfalls:

- Having bidding documents which are not consistent with City standards
- Inadequate time allotted for PS&E approvals by City Engineer and City Attorney's office
- Slow response time to Contractor RFI's and other requests
-

Resulting in:

- Delays in bidding and construction which can lead to higher costs
- Misinterpreted contract documents which can lead to CCO's and delay claims

Interwest Solutions:

- Utilize experience to build realistic project schedules that properly account for all reviews and approvals
- Respond expeditiously to Contractor RFI's and other requests to minimize CCO's and delay claims
- Utilize constructability and specification reviews by experienced staff to identify the most efficient construction methods and to minimize CCO's

CONSTRUCTION PHASE

Project Schedule | Submittal Review: A realistic schedule that meets the requirements of the contract documents is critical to the success of the project. Our team will constantly monitor the schedule, noting and making the City aware of any critical path slips, as well as any opportunities to compress the schedule that may arise. Further, timely and thorough submittal review is critical to a project. Examples of activities include:

- ✓ Coordinate, review and approve the Contractor's proposed CPM schedule for completion of project.
- ✓ Review contractor's schedule, update submittals for conformance to master schedule and contract documents.

Document Control: We use the proven method of controlling documents through the system developed and used by Caltrans. We will apply consistent procedures to track all documentation, regardless of project size and location. Doing so will result in a standard documentation and filing system across the board for capital projects. As a result, records retrieval will be quick and efficient. Work activities include:

- ✓ Maintain all project documents, drawings, contract change orders, contractor submittals, shop drawing and correspondence in electronic form and hard copy.

- ✓ Maintain at the project site in an "as current" basis a record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction. We track documents, including all correspondence.
- ✓ Ensure an office engineer is available for projects with significant document control needs, and all files will be set up by our office engineer, regardless of size.
- ✓ Maintain a digital photographic library & significant activities.
- ✓ Maintain RFI, submittal and change order logs. Ensure consultants and engineers respond within contract time frames. We track the number of days submittals are outstanding and with a particular party on a weekly basis and report this information to the appropriate staff.
- ✓ Monitor Contractor and the sub-contractors regarding compliance with prevailing wage rates and affirmative action requirements applicable to the project including a Labor Compliance Program in accordance with AB 1506 and the Davis-Bacon Act. Our inspectors and office engineers are trained on the appropriate forms and techniques necessary to conduct these compliance activities.
- ✓ Collect and review, for compliance with all State and Federal regulations, certified payroll records requirements.

Weekly | Monthly Construction Meetings: We would attend and chair weekly or monthly project meetings with the contractors and stakeholders. We can prepare the agenda and discuss schedule, budget, changes, safety issues, etc. This has proven to be an important step to getting the project on schedule early.



Change Order Review/Dispute Resolution: Our team will review any requests for contract change orders to verify the work is necessary and outside of the contract, and we will negotiate the best way from the City perspective to pay for the work, whether that is time and materials, unit prices, or a negotiated amount. We will advise City as to their effect on the contract time and cost. We can perform independent estimates of proposed change order work when necessary or when directed by the City. The Construction Manager will then make a recommendation for approval, which according to the City policy, will ultimately need approval by the Public Works Director.

Materials Testing Management: We will coordinate and schedule the materials testing services to acquire the necessary services, and reports, in the most efficient manner.

Compaction Control: We will coordinate compaction testing with the soil engineering firm to verify all compaction conducted meets all requirements and specifications.

Progress Payment Processing: We will review progress payments and verify quantities/unit prices, amount due, certified payroll, appropriate rates, etc. If the review shows the progress payment is accurate, we will then recommend payment and circulate it to Project Manager for additional review, signature and approval.

Agency Coordination: We will coordinate any work with other agencies to maximize contractor efficiency and keep the project on schedule.

PROJECT CLOSE-OUT PHASE

Punch List Completion: Our Inspector will generate and make the contractor aware of deficiencies as they occur in the field. We will encourage the contractor to repair or replace work that does not meet the specifications when it is identified. Interwest will oversee the complete performance of all punch list items and final clean-up before contractor moves off-site. Each punch list item is personally signed off by a member of our team, and all items must be signed off before the construction manager signs the list as complete.

Record Drawings and Other Documents: Our Construction Manager will review the record drawings with the Inspector for accuracy and completeness prior to acceptance of the project. This is monitored weekly. At the end of the project, we will obtain from contractor all record (as-built) drawings: O & M materials, attic stock, contract required documents, lien releases, and written warranties.

Geotechnical Report: Our Construction Manager will obtain a complete geotechnical report with all test results, logs, and correspondence from the geotech prior to releasing their final payment.

Final Report: Our team will prepare a final report for the project that recaps the costs, schedule, successes, and lessons learned to the City and the Project Manager for use in preparing the City Council Notice of Acceptance Staff Report.

An inventory of the "wrap up" tasks for construction management activities include:

- ✓ Administer post-construction training of custodial, maintenance, operations and grounds staff for all new equipment, systems and finish materials. We intend to invite the appropriate City maintenance personnel to the final walk-through of the project so they may ask questions and review the work. We understand that the project is built for the end-user, which is usually the maintenance department on behalf of the citizens.
- ✓ Coordinate final testing, documentation and regulatory inspections. We require all materials testing and special inspection documentation to be in a final report in chronological order.
- ✓ Advise on substantial and final completion and liquidated damages.
- ✓ Evaluate any contractor claim, negotiate and resolve claim issues. Recommend approval or denial by the City.
- ✓ Establish a warranty process and schedule six (6) months and eleven (11) months warranty walks.
- ✓ Oversee the complete performance of all warranty repair items.

Document Archive: Once the project is complete, we will turn over all project documents in archive form to the City.



CONSTRUCTION INSPECTION

General Approach

Utilizing construction management services through Interwest Consulting Group is an extremely valuable strategy for delivering cost-effective, high quality municipal services. We understand the City is seeking highly qualified civil engineering firms to provide Construction Management and Inspection Services for various city capital improvement projects. This could include a variety of elements such as: roadway rehabilitations, new park developments, building and utility projects on an "as-needed" basis, streets, driveways, sidewalks, curb and gutters, pedestrian ramps, drainage improvements, parks, buildings, open space amenities, trails, traffic signals, playground equipment and sports fields plus related services including sewer lift stations, sewer, domestic water, reclaimed water and street lighting. We have a proven track record of providing all of these services.

Our Inspectors will ensure that all work conforms to the project construction documents, City Codes and Ordinances including the City Grading Code and Manual, APWA "Greenbook" Standard Specifications for Public Works Construction, AWWA Standards, Los Angeles County Public Works Standards, State and Federal Building Codes related to site accessibility as well as Title 24 and ADA requirements, Caltrans' Local Programs Manual, the City's Quality Assurance Plan for Federal and State Funded Projects and all applicable prevailing wage laws including the Davis-Bacon and Related Acts.

Our team of professionals proposed for this assignment has extensive career expertise in the public works industry. Our *local* knowledge in combination with our depth of experience translates into better, more consistent decision making. This provides the City with excellent value not only today in cost for services, but more importantly in the future while operating the infrastructure. All Inspections shall be carried out using City established policies and procedures with the highest quality staff in a timely and professional manner. We shall be an advisor and advocate and provide services with the best interest of the City in mind.



Quality Control

For all projects we will create and apply tailored management systems that work and will carefully monitor program effectiveness, closely tracking work quality, quantity, and cost. Delivering projects under aggressive schedules requires careful management, administration, and oversight of project development teams from inception to completion with committed, complete ownership of all aspects. Despite this approach, some projects may fall behind schedule. If this occurs, Interwest will quickly review the reasons for the delay, identify options for getting the project back on track, and implement the selected option after consulting with the City. Scope, schedule and budget impacts of the delay will be scrutinized to ensure critical elements are not jeopardized by implementation of the corrective action.

Guaranteed Deliverables

There are several important areas of work requiring special attention for project management, construction management, and construction observation to ensure successful completion of a project:

Standardization & Maintenance of Project Documentation – In order to effectively combat claims, it is vitally important that the construction manager and inspector follow a uniform standard to ensure that potentially volatile issues are dealt with in a timely, accurate and consistent manner. Interwest has instituted such a system and has a proven track record of helping its clients to avoid costly claims.

Monitoring Quality & Objectiveness of Field Personnel – Our construction supervisors routinely check the files and performance of our construction inspectors. Regular training meetings are conducted at which changes in rules and regulations are discussed. Of critical importance are the storm water compliance rules and the requirements of the general construction permit on City projects.

Public Relations – Public works projects that impact residents and businesses present unique, non-technical challenges which must be addressed throughout the life of a project. Interwest staff will work closely with these stakeholders to make them aware of the project, its status and any changes that are made. Our assigned staff possesses the non-technical skill set needed to navigate the public relations arena.

Construction Inspections (Including SWPP Compliance): Our Inspector, as well as any other field personnel performing services will document all work, quantities, contractor and subcontractor personnel and equipment, visitors, and field orders on a daily basis.

Some specific duties include:

- ✓ Oversee Quality Assurance of the construction activities to conform to plans and specifications.
- ✓ Monitor contractor work performance for deficiencies and recommend any special testing needed.
- ✓ Perform all special inspection required for project.
- ✓ Maintain daily onsite project log and as-built schedule report. Prepare daily reports of observations and activities. Secure the general contractor's daily log reports. Our reports will be based on the Caltrans daily report forms.
- ✓ Perform periodic digital video and still photography of the progress of the project. Said photography will show date of the events and conditions being recorded. All non-compliance issues as well as any other site conditions requested by the City shall be photographed. Our inspectors will take photographs of work on a daily basis as part of our inspection protocol.
- ✓ Maintain a daily log containing a record of weather, contractors, work onsite, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data as the City may require.
- ✓ Monitor and endeavor to ensure the establishment and implementation of appropriate safety programs by the Contractor.
- ✓ Ensure compliance to reporting requirements of the State Water Resources Control Board as it relates to SWPP reporting.

TRAFFIC ENGINEERING

Our staff can perform a variety of traffic engineering services. We will tailor our services based on the needs of the City. Tasks assigned may include:

- ✓ Prepare grant applications for funding from federal, state, and regional agencies for traffic safety studies and improvements.
- ✓ Be responsive to coordinate with and address School Zone traffic concerns.
- ✓ Provide private and public development plan review and respond to inquiries and questions relating to traffic engineering development matters.
- ✓ Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals related to local traffic operations.
- ✓ Assist construction inspectors in the interpretation of plans, specifications and other contract documents for assigned projects.
- ✓ Provide information to the public; respond to and resolves citizen inquiries and complaints related to the traffic engineering functions within the City.
- ✓ Support public involvement and community outreach for selected traffic and transportation projects. Tasks may include: attendance and participation in public meetings, creation of various education and outreach materials such as project flyers, PowerPoint presentations, etc.



- ✓ Develop temporary traffic control and detour plans for construction projects and special events
- ✓ Traffic signal design preparation
- ✓ Prepare traffic calming plans to include physical design modifications, sign plan and markings
- ✓ Review traffic signal timing plans and collision data for intersections, and provide recommended adjustments
- ✓ Prepare small-scale pavement marking, signage and delineation plans
- ✓ Investigate traffic issues including site observation, collision analysis and recommendation
- ✓ Prepare traffic engineering work orders
- ✓ Provide detailed traffic engineering design services
- ✓ Assist in preparing requests for proposals and grant applications
- ✓ Attend, participate in and/or facilitate meetings and workshops on behalf of the City
- ✓ Assist in the development of relevant policies

TRANSPORTATION PROGRAM MANAGEMENT | FUNDING

We have direct experience working with Transportation Commission and Councils of Governments. We work closely with regional agencies to ensure planning projects that meet their needs, while being sensitive to the concerns of the member agencies and the general public. We thoroughly understand the importance of community participation and collaborative relationships with member agencies of a Council of Governments.

As part of our Capital Program delivery, we provide federal/state project delivery and monitoring, and have a depth of experience when it comes to federally funding compliance and the ability to work with Caltrans Local Assistance staff. Our engineers are highly versed in the Caltrans LAPM and procedures. Interwest has extensive experience preparing Requests for Authorizations for all project phases, Preliminary PES reports, ROW Utility Authorizations, Reimbursement invoices, and Final Report of Expenditures through Caltrans Local Assistance for every phase of a capital project. We have processed millions of dollars in federal invoice reimbursements for various federal funds including CMAQ, STIP, TE, RSTP, HBP, and Safe Routes to School. It is this in-depth knowledge that enables Interwest to make recommendations on when to “push back” on some Caltrans staff direction which we believe are not consistent with past practices or the LAPM. Interwest delivers these services by:

- ✓ Understanding and Recommending FTIP Amendments for project planning and delivery.
- ✓ Tracking and Planning Project financial funding to ensure delivery and budgets are met.
- ✓ Pro-active approach by identifying and strategizing funding and planning opportunities for project delivery.
- ✓ Fostering collaborative relationships with state/federal agencies and to determine programming eligibility. We employ conflict resolution, negotiation, and communication skills to maintain positive communication and strive for long-term constructive relationships with state and federal agencies.
- ✓ Develop recommendations on funding obligations and de-obligations

GRANT ADMINISTRATION

Interwest prides itself on not just writing grants, but getting grants. As an example, the Interwest grant writing team has secured millions of dollars from state and federal programs including Safe Routes to School Program, Congestion Mitigation and Air Quality Program, Transportation Enhancement Activities, Highway Safety Improvement Program, and Community Development Block Grants. Interwest can gauge and identify the important elements within a grant and work with the local agency to craft, customize, and ultimately to compete with great success. Our team is experienced with advocacy of projects to regional, state, federal/congressional representatives.



Grant Management – The Interwest team has a proven track record of getting grants. Our Transportation Programming and Grant Writing team has experience working directly with staff from Federal Highway Administration, Federal Transit Administration, California Department of Transportation, California Transportation Commission, Councils of Governments, and state and congressional representatives.

Grant Research and Writing – Our team is committed to exploring available Federal, State and local grant opportunities and will continue to develop competitive applications to secure critical financial support for the City's projects. Grant writing will be part of a strategy to implement City priorities as identified in the City's Program. The proven track record of grant success is because of the team's expertise in preparing concise, yet comprehensive grants that strategically link strong project descriptions and project merits to the key elements of the grant. Interwest can gauge and identify the important elements within a grant and work with the City to craft, customize, and ultimately compete with high success.

Grant Compliance and Reporting – Our staff will take responsibility for oversight of the project throughout its duration. We will adhere to grant agreements and reporting requirements. In this way, we ensure the City meets the grant program performance measures so no funding reimbursements are in jeopardy. Interwest will see that objectives are met within the specified time, the costs incurred are within budget, and all activities are reimbursable costs which are acceptable to the funding agency.

Grant Reimbursement and Close-Out – Finally, Interwest's approach to grants is particularly exhaustive because our grant management administration does not merely stop at a successful award notice of grant funds. We do not view the job as complete until the grant funded project is delivered and grant reimbursement is received. We monitor grant compliance throughout the project life cycle, including appropriate invoicing and regular checking on grant procedural requirements so as not to jeopardize any eligibility of grant reimbursement. The complex network of federal rules and regulations requires nothing short of diligence, aggressive follow up, trouble shooting, and our industry "secret to grant success"—yet even more exhaustive follow up with federal agencies. We will take a pro-active approach to ensure the appropriate steps are taken before problems arise, not after. We will take the lead or provide assistance in federal "authorization to proceed" submittals to Caltrans Local Assistance or process paperwork to secure "allocation votes" from the California Transportation Commission. We have direct experience in participation of random federal audits on federally funded projects and have received positive audit reviews. This is possible through our team's meticulous oversight of records and documentation.

BUILDING AND SAFETY SERVICES

Interwest can provide all building and safety services or specific staff to supplement increased activity or staff augmentation.

Chief Building Official Administration Services

- ✓ *Building Department Administration*
- ✓ *Quality control review of plan checks and inspections*
- ✓ *Building Code updates for Municipal Code adoption*
- ✓ *Resident inquiries and complaints*
- ✓ *Configuration, implementation, and on-going support of automated permitting system*
- ✓ *Review discretionary applications for preliminary compliance with construction codes*
- ✓ *Coordination of a proactive and aggressive abatement program*
- ✓ *Building & Safety Procedures Manual*
- ✓ *Monthly/Annual Reporting of Building and Safety activities to Planning Commission and City Council*
- ✓ *Attending Commission and City Council meetings (as-needed)*

PLAN CHECK SERVICES

Today's fast-paced marketplace demands projects flow quickly and smoothly through the regulatory approval process. We fully understand this critical component. You'll find our people are ready to assist with solutions and recommendations that are specific to your needs.



Code Interpretations

Code interpretations are subject to final review and approval by the Building Official and/or City designated staff. Interwest Consulting Group's engineers and plans examiners will provide unbiased recommendations and background information to help the Building Official make an informed decision. All plan review comments are subject to review and approval by the Building Official.

Communicating Plan Check Results

Plan reviews will consist of written comments and redlined plans (1 copy). Comments and redlined plans or approval/denial letter and 1 set of plans will be returned to the City after each review is completed.

Specifically, plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. Interwest Consulting Group will provide a clear, concise, and thorough document (i.e., comment list) from which clients, designers, contractors, and owners can work. Comment lists are delivered to our clients and other designated recipients (e.g., designers, contractors, owners) via email, FAX, and/or reliable overland carrier. If requested, Interwest Consulting Group will transmit plan review comments and coordinate re-checks directly to the applicant as required and completed plan review documents ready for approval will be returned to the City for final approval.

On-Site Consultant Services & Meeting Attendance

Interwest Consulting Group has a full-time staff of experienced plan reviewers and licensed architects, structural and civil engineers available to perform on-site plan review. We understand the City may require the services of an onsite plan reviewer from time to time.

In addition, staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review service.

Electronic Plan Check Services

Interwest Consulting Group currently provides electronic plan review services for multiple jurisdictions throughout California and we are prepared to provide electronic plan check for the City of Banning.

More and more jurisdictions are seeing the benefits of electronic permit and plan check, especially for large, complex projects. Electronic plan check services delivers many benefits to cities, including substantially improved turnaround times; instantaneous comments to the developer, applicant or architect; secured accessibility to documents; and reduced paper storage. Our staff is experienced in providing electronic plan review and can work closely with the City on any electronic plan check software program that is utilized. Our goal is always to collaborate with and support the City by providing thorough, accurate and timely plan reviews.

We have found the jurisdictions with whom we work, including their respective customers, have a wide range of needs and goals regarding electronic plan review and permitting services. We have worked with some clients to develop electronic plan review systems utilizing several open market software applications and hosting sites available. Recently, Interwest's IT staff established a comprehensive electronic permitting and plan review system for the City of Elk Grove utilizing commercially available software that is not proprietary to Interwest or any other service provider. For cities that do not utilize electronic plan check or perhaps have primarily light commercial and residential development, we have a simple-to-use and secure FTP site that allows the Applicant to upload digital content directly to our staff.

Plan Check Tracking Method & Billing Process

Our staff has experience working with most project tracking databases utilized by building departments. Our staff will update electronic records and make project related database entries as directed by the City.

We will create and maintain a Jurisdiction File containing our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information and any special requests you would like us to keep in mind.

Interwest Consulting Group uses a custom-designed database to maintain and track all plans throughout the review process from the moment you request a pick-up and/or shipment to delivery of the final, approved documents. Information such as project name, City's project number, assigned plan reviewer(s), date documents were received, plan check cycle and completion date for current review can be provided. In addition to standard phone communication, custom reports can be emailed.

We can provide online tracking for the City with a custom-designed web template geared to provide any reporting and information needs required.

Our staff is available during standard business hours to answer questions via phone or email regarding the actual plan check in progress. We maintain active email accounts and our staff will be responsive to any City or applicant needs. If we cannot speak directly to a caller, we will return calls no later than 24 hours.

Special Projects

Interwest Consulting Group is able to accommodate special project plan check needs such as fast-track, multi-phased, or accelerated plan checks. We establish project specific turn-around goals and procedures with jurisdiction staff for these types of projects based on the complexity of the projects as well as the construction schedule.

Interwest Consulting Group's staff of engineers and plans examiners will work with the City as well as with applicants and designers to resolve all plan check issues. Our staff will deal directly with applicants and their designers during the plan check process to resolve all issues. Interwest Consulting Group will furnish assigned personnel with all materials, resources and training necessary to conduct plan checks, including a current copy of the applicable City amendments, policies, procedures and forms.

Technical Capabilities

The Interwest staff members selected for this project possess significant technical capabilities in all of the requested areas of plan check competence.

Architectural

Interwest Consulting Group's non-structural plans examiners furnish plan check services for a vast array of projects including large commercial, institutional, industrial, retail, OSHPD 3 medical office buildings, and residential projects. Completed plan check projects range from single-story residential projects to complex high rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current additions of the following model codes:

- ✓ NFPA Codes & Standards
- ✓ ANSI Standards
- ✓ International Building Code (IBC)
- ✓ California Code of Regulations, Title 24, Parts 1 through 6 and 9

Structural

Our structural engineers have experience designing and reviewing projects with virtually all building materials including:

- ✓ Wood
- ✓ Concrete
- ✓ Masonry
- ✓ Steel

Our engineers have designed or reviewed a wide array of structural systems including:

- ✓ FEMA Compliant Steel Moment Frames
- ✓ Eccentric Braced Frames
- ✓ Concentric Braced Frames
- ✓ Concrete Moment Frames
- ✓ Wood Shearwall Systems
- ✓ Masonry Shearwall Systems
- ✓ Concrete Shearwall Systems
- ✓ Cantilevered Column Systems
- ✓ Pre-Stressed/Post-Tensioned Concrete
- ✓ Buckling Restrained Braced Frames Energy Dissipation Systems

Our structural engineers and inspectors are experienced with the provisions of most model codes including current versions of:

- ✓ International Building Code (IBC)
- ✓ ASCE 7-05
- ✓ NEHRP
- ✓ AISC 341 & 360
- ✓ ACI
- ✓ FEMA 350, 351, 353
- ✓ ANSI/AF & PA NDS
- ✓ Title 24, Part 2, Volume 2, California Code of

Electrical, Plumbing & Mechanical

Interwest staff is well versed in the California Mechanical, California Plumbing and the California Electrical codes. We review submitted design documents to ensure compliance with the City codes. We have made the transition to the newly-adopted codes and currently review for those codes as required. All staff is licensed and/or certified in the State of California as well as personnel who hold multiple licenses across many states. We will review submitted design documents to ensure compliance to the current edition of the following codes:

- | | |
|----------------------------|------------------------------|
| ✓ California Building Code | ✓ California Mechanical Code |
| ✓ California Plumbing Code | ✓ California Electrical Code |

Jurisdiction-Adopted Amendments or Ordinances Other review services are provided based on current editions of local or national standards such as:

- | | |
|---|---|
| ✓ International Building Code | ✓ NFPA Standards 14 (standpipes) |
| ✓ International Residential Code | ✓ NFPA Standards 20 (fire pumps) |
| ✓ International Mechanical Code | ✓ NFPA Standards 99 (medical gases, etc.) |
| ✓ International Plumbing Code | ✓ NFPA 101 Life Safety Code |
| ✓ NFPA Standards 13 (automatic fire sprinkler system) | ✓ REMA & NEHRP Requirements for Existing Bldgs. |

T24 Energy

Our engineers and plan checkers are up to date on all California Energy requirements as they relate to both new and remodel construction on large commercial projects to small residential additions.

Green Building Standards

Our staff is familiar with the incorporation of CalGreen building concepts into project designs and its potential impact from the building code. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few. We have also reviewed "straw bale" constructed homes.

LEED

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations and maintenance solutions. LEED certification consists of a number of different rating systems that apply to many building types—commercial as well as residential and measures how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts. Whether your jurisdiction projects are new construction or renovation, energy efficient roofing, water run-off management and renewable energy are all important points to consider, Interwest Consulting Group helps make it easy.

CASp

Interwest Consulting Group has CASp certified individuals on staff knowledgeable of state and federal accessibility laws and regulations and possesses the expertise necessary to promote access to facilities for persons with disabilities. In accordance with newly-formed rules and regulations we will supply a CASp certified professional to review all plans for accessibility and will comply with regulations to provide a sufficient number of building inspectors who are CASp.

We offer support to municipalities for compliance enforcement and/or developing a transition plan, and successfully partner with the disabled community to address the needs and requirements for both entities. We can assist municipal departments, government agencies and local communities to explain various issues relating to access compliance, such as access compliance obligations, transition planning, construction costs, construction phasing, code/law 'interpretation,' hardship and code/law changes.

Building Inspection Services

Interwest tailors inspection services to the particular needs of each client with special attention to providing competent, consistent service at all levels—at all times. We handpick our candidates and identify skill levels required to best match the City's inspection goals and philosophy. All Interwest inspectors are ICC certified. Building Inspection field hours will be as needed during normal City working hours.

Interwest staff has performed inspection services on a wide variety of construction projects including custom homes, large residential developments, and commercial, institutional and essential service buildings. We provide valuable experience gained through successful work with government clients throughout California. This clear understanding of the construction process enables our people to quickly identify and resolve problems both in the office and in the field.

Assigned staff will perform continuous or periodic construction inspections to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building codes. Many of our inspector candidates can provide dual plan check and inspector services for our clients. When necessary for large or fast-track projects, multiple inspectors are available.

The Building Official will provide the inspectors with interpretations of local ordinances, local preferences, alternate materials and exceptions/alternates to the model codes. The inspectors will report directly to the Building Official or other person designated for all project-related work. Items, if any, which cannot be resolved between the project inspectors and contractors, will be forwarded to the Building Official for final resolution.

Inspection personnel assigned will be able to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, the public and general staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards.

Services include, but are not limited to:

- ✓ Building & Grading Inspections will be performed the following working day if request is received before 2 PM
- ✓ Perform all necessary building inspections in a timely and courteous manner.
- ✓ Resolve code interpretation issues in the field.
- ✓ Enforce compliance with the conditions of approval, provisions of your jurisdiction's ordinances and the code requirements set forth on the plans for which a permit was issued.
- ✓ Observe each project at the completion of the various stages of construction for compliance with the appropriate building code; state disabled access and energy regulations.
- ✓ Identify issues of non-compliance with applicable building codes.
- ✓ Ensure that adequate records are maintained for all building inspection activities.
- ✓ Administrative duties including but not limited to scheduling of inspections and record keeping.



- ✓ Coordinate with the Code Enforcement Officer on building code violations.
- ✓ Coordinate with Public Works Inspectors on matters involving public water, sewer, storm drainage and street improvements.

Integration with City Staff and Departments

As municipal consultants to many jurisdictions, Interwest staff is highly adaptive to all processes and procedures and quickly and seamlessly assimilates to your specialized requirements. All personnel are cross-trained in municipal operations to successfully bridge across departments and are accustomed to partnering, assisting, and coordinating with Planning, Public Works, Code Enforcement and other vital City staff and departments.

Inspection Schedule

Interwest Consulting Group inspectors are familiar with a multitude of jurisdictional scheduling and tracking systems and can quickly adapt to City requirements. Inspectors will provide inspections for all inspection requests received. Emergency inspections (usually requests that pertain to a serious or urgent life/safety issue) can be provided as they are needed; nights, weekends and holidays. Many of our inspectors are also available to serve at the public counter when needed. As required in the Request for Proposal, inspection requests received before 2:00pm will be inspected the following working day. This applies to building and grading inspections.

Tools & Equipment

Interwest Consulting Group provides all vehicles, fuel maintenance, and other equipment necessary for inspectors to carry out duties.

Permit Technician Services

Interwest will provide front counter support service and building permit processing at City Hall during the hours specified by the city. Our staff will answer questions and help the general public with all Building & Safety related inquiries.

Interwest will furnish exceptionally qualified personnel as required for the City's front counter. All staff operates as an extension of the City's team, understands the importance of exemplary customer service, are knowledgeable on the inner-workings of building departments, and are thoroughly familiar with the building application and permit process.



Our permit technicians are familiar with a multitude of jurisdictional scheduling and tracking systems and can quickly adapt to City requirements. Many of our staff are also dual-role employees and can serve as both inspection and front counter support. Personnel work collaboratively with applicants and have a "can do" attitude to help resolve issues and minimize anxiety for applicants.

Qualified candidates will be presented for City approval. Permit Technician personnel can provide the following, but are not limited to:

- ✓ Respond to Resident Inquiries and return all phone calls by the end of the next business day
- ✓ Full-Service Front Counter Support
- ✓ Permit Processing and Issuance
- ✓ Assist with Inspection and Plan Review Procedures
- ✓ Process Public Record Requests

- ✓ Update Reports to Outside Agencies
- ✓ Prepare Statistical Reports at the end of each month
- ✓ Maintain Records/Storage/Imaging

REAL ESTATE SERVICES

Our Real Estate team provides full service municipal real estate consultation and turn-key right-of-way services inclusive of project management, acquisition, appraisal, appraisal review, relocation assistance, property management, escrow and title coordination, and condemnation support. We serve our clients from early project planning to full possession of properties for project construction. Our real estate team skillfully performs all right-of-way functions and they are experts at navigating through the legal and regulatory requirements necessary to acquire land and right-of way for public projects for city, county and state agencies.



Real Estate Project Management

Real Estate Project Management is essential to ensure that right of way activities are being conducted on schedule and within budget. We take a very hands-on approach paying close attention to any potential issues that could cause a delay or affect the budget. That means we pay attention to the details early on to ensure we are always in front of the issues. The Project Manager maintains excellent communication and works closely with our client and the project team throughout the life of the project. She ensures that the schedule is maintained, makes certain that right-of-way activities comply with applicable state and/or federal laws and regulations, ensures that any revisions to the right-of-way or schedule are promptly communicated to the team and appropriately implemented, and assists in resolving potential issues that may arise during the right of way process.

Project Initiation, Planning & Coordination

Every project is unique with its own set of challenges. Interwest understands this and will design a plan to achieve successful right of way delivery. Drawing on our knowledge gained from a diverse range of project experience, we will perform comprehensive pre-planning, review of project plans and design and select the best subconsultants to match project needs. We can prepare right-of-way estimates that conform to the requirements described in the Caltrans Manual Chapter 4. This is the opportunity to develop acquisition documents in conjunction with the agency and analyze each title report to anticipate any complexities in order to address and resolve them early. We look for ways to streamline the right of way process to ensure we meet tight project schedules and budgets.

Appraisal Management

Integrity is essential in promoting public perception and confidence in the project. By contracting with sub-consultants to provide appraisal services, there is a separation between the appraisal and acquisition functions. This helps to eliminate any perceived conflicts of interest. This also allows Interwest to choose the most capable appraisers based on the specific dynamics of each project. Instead of stretching to complete an appraisal without adequate experience, the best team is fielded for every project. Interwest has an extensive list of appraisers it has teamed up with on prior projects to be able to accomplish this, whether the acquisition is a temporary right to enter a property or a complex commercial valuation involving severance damages and goodwill. Interwest will take the lead in developing an

appropriate scope of work for the appraisal assignment, manage sub-consultant contracts and provide oversight to ensure schedules are maintained and the project scope is accurately evaluated in the appraisal.

Acquisition | Negotiation

How a team deals with the property owner is critical to the success and outcome of any project. Our approach is to establish a rapport early in the process with open and good communication, thus building trust with the property owner. We develop this relationship through early in-person meetings with the property owner to discuss all activities that will occur. We also carefully review the appraisal, offer documents, note any concerns or questions from the property owner and seek to resolve any issues between the agency and the owner. Our goal is to educate and assist the owner so they not only understand the process, but also have confidence in us and the agency we represent.

Every effort will be made to timely reach a negotiated settlement by contract and facilitate the execution of the documents and coordinate escrow activities. In the event an agreement regarding just compensation cannot be reached in a timely manner, we often are successful in obtaining Possession and Use Agreements, which will allow the Project to proceed on schedule and provide additional time for the parties to negotiate. While condemnation cannot always be completely avoided, our acquisition agents will take an active role in conducting themselves in the most ethical and competent manner in our "good faith" negotiations with each and every property owner.

Project Certification

Our staff has extensive knowledge of the project certification process. We have developed successful relationships with Caltrans Local Assistance agents on the district level to deliver right of way and obtain the appropriate level of Certification, when needed. Two of our team members were previously employed by Caltrans and thus have an excellent knowledge of Caltrans guidelines and thus the ability to ensure that projects meet Caltrans requirements. Our team involves Caltrans early on in the project and keeps them informed each step of the way, thereby allowing construction contract to be advertised, bid and awarded in a timely manner.

Title and Escrow Services

The title and escrow process has become more complex in recent years due to the higher level of scrutiny by lenders. Our staff is intimately familiar and able to navigate through the extra steps needed to negotiate with lenders under these circumstances. Our agents will work with the property owners and the title company throughout the entire closing process to prepare escrow instructions, obtain notary verifications, obtain subordination agreements, obtain reconveyances and help facilitate a prompt closing of escrow.

Condemnation Services

Our staff has first-hand knowledge of the condemnation process. Working with property owners toward a successful negotiation involves maintaining open and honest communications. When the property owner is treated fairly and honestly throughout the entire land acquisition process, negotiated settlements can usually be obtained without the need to resort to condemnation. However, using the condemnation process is sometimes necessary for the benefit of the project—ensuring project delivery schedule and/or funding are not compromised. When needed, our agents will coordinate with legal counsel as necessary to document negotiations with the property owner and to provide any additional information required.

We handle everything from hardware installations and strategic plans to large software applications. We have experience in IT project planning and enjoy working with customers to analyze their IT needs and create solutions that are a good fit for their organization. We believe that IT should work with you and that each organization has its

own unique needs and challenges. We are creative thinkers who partner with your staff to create a long term relationship that you can rely on.

GEOGRAPHIC INFORMATION (GIS)

Interwest's GIS team has a broad range of skills to support the city's objectives. Our areas of expertise include:

- ✓ GIS Project Management & Assessment
- ✓ Strategic Planning & Budget
- ✓ Enterprise GIS Implementation
- ✓ Web GIS Development
- ✓ Data Layer Conversion, Creation & Maintenance
- ✓ GIS Analysis
- ✓ On-Call Consulting & Technical Support
- ✓ Database Design and Integration
- ✓ Custom GIS Interface Development
- ✓ Backroom Automation Development
- ✓ GIS Software Training
- ✓ Mobile GIS Data Collection



INFORMATION TECHNOLOGY

Our IT staff has worked with full-service local government agencies throughout California to establish best practices and provide quick, effective support for their technology systems.

Our services include:

- ✓ Customer Relationship Management (CRM)
- ✓ Software and Workflow Analysis
- ✓ LAN and WAN Setup/Internet Connectivity Setup
- ✓ Intranet Implementations
- ✓ Desktop Implementations
- ✓ SharePoint Development
- ✓ Voice Over IP – Cisco, hosted solutions
- ✓ Email Server Setup and Mobile Configuration
- ✓ File Server Set-Up and Maintenance
- ✓ Virtualization Services
- ✓ Enterprise Software
- ✓ Network and Domain Configuration
- ✓ Back-Up Server Set-Up and Support
- ✓ Cloud Services
- ✓ Mobile Application Development
- ✓ IT Strategic Plan Services



Section 3

Key Personnel

STAFF QUALIFICATIONS

All of our proposed staff has significant direct experience working as city employees and as contract staff members in similar jurisdictions throughout Southern California. Included below is a brief biography of their qualifications. Individually, the professionals showcased below excel in each of their backgrounds. As a team, they possess the professional capability to innovatively create and implement effective solutions with your agency and the community's interests in mind. Depending on the type, size, and schedule of the project(s), the following individuals would be available to serve the City.

We propose **Terry Rodrigue, PE, TE** as **Principal-in-Charge**

Terry J. Rodrigue, PE, TE | PRINCIPLE IN CHARGE

Terry has over 34 years of experience in city engineering, traffic engineering, public works, operations, design and special district financing. He provides technical and strategic assistance and support to city managers, elected officials, and the community on public works programs, policies and activities, and projects. He has successfully negotiated and resolved sensitive, political, and controversial program, policy, staffing, and project issues. He has helped many cities establish methods and procedures to ensure fiscal responsibility on a variety of programs. His approach is to ensure we are meeting the needs of the client in the most effective and efficient way possible. He

EXPERTISE

City Engineering
City Traffic Engineering
Funding Districts
Transportation Systems

builds trust with the individual communities focusing on what is possible through creativity, expertise and relationships. Terry has successful experience providing municipal contract services to communities throughout California. He has personally served as Principal in Charge, City Engineer, Public Works Director and Traffic Engineer for the cities of; Bell, Wildomar, Lincoln, Elk Grove, Westlake Village, Malibu, Rolling Hills Estate, Thousand Oaks, Moreno Valley.

EDUCATION

MBA, University of Southern California
1989
BS, University of Maine,
Civil Engineering | 1980

PROJECT HIGHLIGHTS

City Engineer - Interwest has been supporting the city of Bell since November 2010. Terry began working with the city in December 2011 providing engineering services, which included managing all of city engineering, project management, traffic and construction management. This was an opportunity to assist Bell in its recovery process. He works closely with staff to maintain a high level of customer service and deliver quality plan reviews to the City.

REGISTRATIONS CERTIFICATIONS

State of Colorado
Professional Engineer | 30697
State of California
Professional Civil Engineer | 38694
State of California
Professional Traffic Engineer | T1497

Manager Engineering & Building - Transitioned all Public Works and Building Department Services from Sacramento County to the City of Elk Grove. Built a staff of 60 people within 9 months and led the transition of all public works plan check, inspection, permit issuance, capital projects, drainage, transportation, street maintenance, special districts and all Building department operations.

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Institute of Transportation Engineers

Public Works Director - Worked as part of the City's executive management team to reorganize the largest department in the City and to improve customer services. Assisted in resolving major outstanding claims and issue on several private development projects. As contract Public Works Director for the City of

Lincoln, managed the all operations related to water, wastewater, streets/drainage, transportation, airport, parks/open space, fleet, facilities, solid waste and construction management.

City Engineer - As Contract City Engineer for the City of Westlake Village, prepared capital programs for improvements to City-owned facilities; supervised the preparation of plans, specifications and bidding; monitored the construction of capital projects; responded to citizen inquiries, reviewed development proposals and made presentations to City Council and citizen groups. Served as principal-in-charge of City Engineering contracts for the Cities of Malibu and Mead.

City Traffic Engineer - Served as Contract City Traffic Engineer for the Cities of Malibu, Rolling Hills Estates, Thousand Oaks, and Moreno Valley. In this capacity, performed a variety of traffic investigations requested by citizens and City Council, reviewed developer plans and studies, developed and implemented traffic safety programs and policies, conducted traffic analyses and studies and made presentations to traffic commissions, City Councils and citizens groups.

Landscape Maintenance District No. 1 | City of Westlake Village - As Contract City Engineer, Assisted the City of Westlake Village in the development of a funding program for the maintenance of street trees and median and parkway landscaping throughout the City. This included extensive discussions with the County of Los Angeles and LAFCO to ensure a transfer of funds and jurisdiction of these previously County districts.

Civil Engineering Services

Bob Almirall, PE | CIVIL ENGINEER | DESIGN

Mr. Almirall has 27 years of experience providing general civil engineering and client support services. He has been the project manager, designer and plan reviewer of both public and private land development projects in California, Colorado and Virginia. These have included residential, commercial, and industrial site developments; roadway designs; watershed analyses; grading and drainage plans; storm sewer and stormwater management plans; erosion and sedimentation control plans; sanitary and water main system design; flood plain studies; and site layouts. In his role as project manager for capital improvement projects, including design, oversight, calculation reviews and compliance assurance, Mr. Almirall has earned a reputation for client satisfaction through his commitment to responsiveness, attention to detail, budget management and strong communication skills.

Mike Oberlander, PE, LEED-AP | CIVIL ENGINEER | DESIGN

Mr. Oberlander has 22 years of experience in a variety of civil engineering areas for both public and private sector projects including site and subdivision design, street and highway improvement, recreation trail design, parks, water and wastewater projects, and surveying. He has extensive experience in commercial site and residential subdivision design where he has been responsible for site layout, utility design, grading, erosion control, and stormwater management. Mr. Oberlander's roadway improvement experience includes municipal street rehabilitation as well as complete reconstruction and expansion designs. He has been responsible for highway design including horizontal and vertical alignments, super elevation, cross sections, grading and construction staging. His survey experience has included preparing subdivision and easement plats, boundary, topographic, and construction field survey, and extensive work with office setup for construction staking.

Pavel Horn, PE | CIVIL ENGINEER | PLAN REVIEW ENGINEER

Pavel is a registered Civil Engineer with 38 years of civil engineering experience and has spent a vast amount of his career serving numerous jurisdictions throughout the Southern California region. His background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public. Pavel has a strong work ethic, is detailed oriented, and enjoys both project teamwork and working independently. He is extremely skilled in all disciplines of civil engineering required for the successful completion of projects.

Warren Repke, PE | CIVIL PLAN REVIEW ENGINEER

Warren brings 47 years of civil engineering experience serving public agency clients throughout Southern California. He has designed, plan checked and managed hundreds of infrastructure improvement projects including roads, water systems, sewers and bridges. He is also licensed to practice land surveying in California and has served as project surveyor and surveyor of record on many public and private projects. Warren brings an exemplary work ethic focusing on continuous process improvements while maintaining the ability to effectively navigate through politically sensitive environments. He is committed to serving the needs of the client through strong leadership and a collaborative approach.

Craig Bradshaw, PE, PLS | CIVIL ENGINEER | PLAN REVIEW ENGINEER

Craig has several degrees and over 30 years of experience in the industry. He's worked on a variety of projects cultivating expertise in capital improvement projects, permit processing, and program management, development, and implementation. Craig was responsible for all aspects of development review and conditioning of projects over a 25 year period in the City of Claremont. Craig has also worked in the past with a number of small and large developers, including Centex, Tolkin Group, Olsen Company, Lewis Group, KB Homes, and others. Craig values community, forming close relationships with clients and encouraging communication between all parties. In addition to years of community service, he has also been an active part of industry groups, having served a four-year term on the Transportation Commission, Solid Waste Advisory Board, and Utility Commission for the City of Rialto.

Gary Neal, PLS | LAND SURVEYOR | MAP CHECKER

Gary brings 40 years of land surveying experience in the engineering field in both the public and private sectors. He has supervised, managed and directed the field and office survey department operations while providing field survey and map plan-checking services for a variety of clients. His extensive background and knowledge combined with his strong leadership, organization style, and effective communication skills results in thorough and complete map reviews. He works seamlessly within all environments developing solid partnerships with staff, developers, and the public to achieve the goals of the clients.

Daniel Garcia, PE, REA, CPP | CIVIL PLAN REVIEW ENGINEER

Mr. Garcia is a licensed civil engineer with extensive project management and city engineering experience. He has served in senior and executive management public works positions with the cities of Norwalk, El Segundo, Solvang, Culver City and Novato. Daniel brings to each project experience and expertise in the areas of Capitol Improvement Program management, Parks and Land Use, Water Resources and Transportation Planning.

Construction Management

Tom Marnocha, CESSWI, QSP | CONSTRUCTION MANAGER

Tom brings more than 29 years experience in the areas of construction management, inspection, planning, schedule analysis, project management, billings and payments, contract administration and compliance, field engineering, quality assurance, and materials testing for a variety of public works, residential and transportation projects.

He possesses a vast array of certifications, including his certifications in QSP (Qualified SWPPP Practitioner) and CESSWI (Certified Erosion, Sediment, and Storm Water Inspector). These two certifications allow Tom to serve as an inspector, monitoring Storm Water Prevention Plans ensuring they are adhering to all California rules and regulations.

Tom's diverse background allows him to bring a deep understanding and expertise to cities and government agencies on large, complex, high-value construction projects. Projects range from small city projects to multi-million dollar projects including parks, fire stations, street improvements, and community buildings. Tom is an expert in using the Contract Manager Document Control System which facilitates his ability to collaboratively work with all parties ensuring projects are well managed and brought to a successful completion.

Christian Ott | CONSTRUCTION MANAGER & INSPECTOR

Christian has more than 13 years of progressive construction experience serving cities throughout the Southern California region. Christian brings a wealth of hands-on, diverse knowledge and experience with many small and large construction projects. He maintains a high standard of quality and productivity on each project to ensure a successful completion. Christian stands out by developing solid partnerships with staff, contractors, business, and the public to achieve the goals of our clients. He maintains a productive environment by providing thorough observations, maintains excellent communication and delivers a high level of customer service in a professional manner at all times.

Tom Mebane | CONSTRUCTION MANAGER & INSPECTOR

Tom brings an extensive background in construction management and inspection services, possessing over 15 years of experience in providing roadway, traffic control, drainage, utility and paving inspection services on Caltrans projects, and 25 years in heavy construction. He has coordinated field operations and supervised field engineers on multi-million yard grading projects including rock fill placement, canyon clean out and removal, and sub drain placement and inspection. He is capable of performing as a SWPPP coordinator on projects of any size. He has performed field sampling for field and laboratory materials testing analysis (i.e., concrete, expansion index, maximum density, R-value determination, pH, and sulfate) in conjunction with grading requirements. He has also personally performed laboratory testing for expansion index, maximum density, moisture and density, and classification, as well as grading and paving. He has prepared final project reports, including final drafting.

Construction Inspection

Leo Bonahora | CONSTRUCTION INSPECTOR

Leo has an 11 years experience in construction management, inspection and administration of both small and large-scale, complex projects in the Southern California region. Leo has a strong knowledge of the Standard Specifications for Public Works Construction (Green Book) and is experienced with both OSHA safety requirements and Work Area Traffic Control Handbook (WATCH) requirements. His ability to manage the important details and ensure projects are adhering to regulatory requirements makes him a valuable asset to any team. He is also fluent in English and Spanish. He is proactive in delivering skilled, professional services to the public as well as collaborative assistance in all facets of jurisdictional requirements.

Craig Stubbe | CONSTRUCTION INSPECTOR

Craig is a seasoned Public Works Inspector and brings more than 35 years of progressive experience serving the Southern California region. His knowledge of the construction industry, as well as on the job experience, helps him provide thorough and accurate inspections. He strives to maintain a high level of customer service to the developers and clients while ensuring the project schedules are maintained and the proper procedures are followed. Craig stands out by developing solid partnerships with staff, contractors, businesses, and the public to achieve the goals of our clients. He maintains a productive environment by providing thorough inspections, maintains excellent communication and delivers a high level of customer service in a professional manner at all times.

Steve Maffioli | CONSTRUCTION INSPECTOR

Steve has over 20 years experience in public works performing quality control and inspection for a variety of public works projects. Projects include street rehabilitation, underground utilities and concrete inspection and monitoring. Projects were state and federally funded and followed Caltrans and Public Work Specifications. Steve maintains a productive environment by providing thorough observations and delivers a high level of customer service in a professional manner at all times.

Traffic Engineering

Terry Rodrigue, PE, TE | TRAFFIC ENGINEER

Terry has over 30 years of experience in city engineering, traffic engineering, public works, operations, design and special district financing. He provides technical and strategic assistance and support to city managers, elected officials, and the community on public works programs, policies and activities, and projects. He has successfully negotiated and resolved sensitive, political, and controversial program, policy, staffing, and project issues. He has helped many cities establish methods and procedures to ensure fiscal responsibility on a variety of programs.

His approach is to ensure we are meeting the needs of the client in the most effective and efficient way possible. He builds trust with the individual communities focusing on what is possible through creativity, expertise and relationships. Terry has successful experience providing municipal contract services to communities throughout California. He has personally served as Principal in Charge, City Engineer, Public Works Director and Traffic Engineer.

Mark Wessel, PE, TE | TRAFFIC ENGINEER

Mark has more than 30 years of experience in municipal engineering in both the public and private sectors. As a consultant, he built a traffic engineering section and managed a civil design division. For many years, his professional services were provided exclusively to public agencies and he specialized in serving as contract City Traffic Engineer and/or Deputy City Engineer for various cities, including Moorpark, Thousand Oaks, Westlake Village, Calabasas, and Goleta. In that capacity, he has been responsible for establishment of standards and procedures, development review, impact study scoping/review, development and update of impact fees, plan checking, design, construction management & troubleshooting, traffic infrastructure maintenance, traffic investigations (citizen requests), and City Council staff reports and presentations.

David Yatabe, PE, TE | TRAFFIC ENGINEER

David has 23 years of experience in municipal traffic engineering in both the public and private sectors. He has over 15 years experience as a Traffic Engineer responsible for plan check review for both public and private projects, spearheading traffic safety improvements, managing traffic calming programs, review of signing and striping plans, completing traffic investigations requested from citizens and other staff, traffic signal operations, and management of traffic impact studies. For the past ten years, he has been responsible for recruiting, training and performing review of

traffic engineering technical staff, as well as process improvements, project scope, proposal preparation, contract negotiation, client coordination, and project management including budget, schedule, accounting and quality control.

Grant Administration

Matt Bennett, PE | PROJECT MANAGER

Matt has more than 10 years of civil engineering design experience in residential, commercial and infrastructure development projects. 6 years as project manager/client manager overseeing and preparing engineering studies, civil design, final plans and specifications for residential, commercial, and infrastructure development projects. He has working knowledge of various County, City, Caltrans, Industry, and Agency standards & procedures. His background also includes responsibility for leading and managing the successful delivery of a variety of contract services to numerous cities throughout Southern California. He has dedicated himself to serving the client's needs in the most effective and efficient manner possible.

Ann Herner | GRANT ADMINISTRATION

Ann has over 17 years of experience in the public and private engineering sector. Ann has managed various public improvement projects, including pavement management projects, totaling over \$40 million. Ann has expert knowledge in development and implementation of pavement management programs for cities. She has successfully delivered and implemented federally funded capital projects. Her experience includes all phases of project development from design to construction. Project delivery includes various resurfacing treatments for pavement, ADA accessibility improvements and plans, bicycle and signal improvements, landscaping and enhancement on roads and state highway interchange. Her project management experience includes administration of federally funded projects which involves in-depth knowledge of Caltrans LAPM and on-going Caltrans procedural updates, guideline requirements of various Federal/State funding, and assisting agency audits by the State/FHWA. Ann holds a Bachelor of Science degree in Civil Engineering from University of CA, Davis. She has taken Caltrans Local Assistance Training on the Federal-Aid Series.

Real Estate

Julie D. Cline | PROJECT MANAGER

Julie has been involved in the management and delivery of public land acquisition and municipal real estate for over 20 years. Her vast experience includes the delivery of right-of-way and land acquisition for large public infrastructure projects, acquisition of municipal facilities, flood protection, utilities, etc., and has been responsible for managing and overseeing multi-million dollar real estate budgets. She is skilled at developing and implementing policies and procedures to successfully improve customer satisfaction and project delivery in a time-efficient manner, and has expertise in negotiating and resolving sensitive, political, and controversial project issues. Julie provides technical assistance and support to a large range of professionals, including engineering design teams and government leaders. In addition, she has been responsible for business development, project scope, fee determination, proposal preparation, contract negotiation, client coordination, project presentations, and project management on a variety of high-end projects. Julie has a Bachelors Degree in Business Administration from California State University, Sacramento. She is affiliated with the International Right of Way Association, where she has held such positions as President, Vice President and Secretary. Recently, Julie received the Professional Manager of the Year Award in Public Right of Way from the American Public Works Association.

John F. Almazán | SENIOR REAL PROPERTY AGENT

John has been in the real estate field for 24 years, primarily working on highway and road projects. The bulk of John's career has involved over 15 years at Caltrans, holding various positions within the Right of Way Department, both at the Headquarters and at District levels. He has a thorough working knowledge of all aspects of the right of way process, including Project Management, Appraisal, Appraiser Review, Acquisition/Negotiations, Relocation Assistance and Title and Escrow activities. He is extremely familiar with Federal and State laws guiding the public land acquisition process and has extensive knowledge of Caltrans Procedures and guidelines. John has a Bachelors Degree in Business Administration, with a concentration in Real Estate and Land Use Affairs from California State University, Sacramento. He is affiliated with the International Right of Way Association, where he has completed various courses.

Quentin Green | SENIOR REAL PROPERTY AGENT

Quentin is an accomplished right of way professional with 12 years experience developing processes and procedures to ensure our client's projects are delivered on time and in accordance with state and federal law. He has a proven track record of successful negotiations of complex real estate transactions with both private and public property owners involving extensive damages and subordinate interests. Quentin also has developed strong working relationships with federal, state and local government agencies and has in-depth knowledge of applicable state and federal laws as well as Caltrans policies and procedures. He spent nearly three years as consultant to the Department of Water Resources, coordinating real estate activities to acquire hundreds of permits to enter for the Delta Habitat Conservation and Conveyance Program. Quentin has a Bachelor of Science Degree in Finance from California State University, San Diego as well as a Master of Divinity Degree from Claremont School of Theology. He is affiliated with the International Right of Way Association, where he has completed various courses.

Laura Menendez | RIGHT OF WAY ACQUISITION AGENT

Laura recently joined Interwest as a Right of Way Acquisition Agent and has more than 13 years of experience in the Real Estate Field with focused experience in skilled negotiating. Laura is responsible for real property negotiations for Right of Way Acquisitions, ensuring that property owners understand the municipality's project while gaining support and acceptance of the public improvement. She also obtains necessary Permits to Enter. In addition to being an outstanding negotiator, Laura provides excellent service regarding title and escrow coordination, ensuring that acquisitions in escrow promptly close. Laura works closely with engineering design teams, executive staff and legal counsel to meet the needs of both the property owner and the municipality.

Pam Thompson | REAL PROPERTY AGENT/TECHNICIAN

Pam brings over 11 years of experience in the right of way business and over 34 years in the title business. She has developed a wide range of experience in the title industry and in the right-of-way profession. She is highly organized and skilled at developing and managing a variety of business spreadsheets and providing technical assistance and support. She is very active in the International Right of Way Association (IRWA) and has developed a large network of right of way professionals. Pam has also completed various courses and held different positions with IRWA.

Gina Wong | REAL PROPERTY AGENT

Gina has been with Interwest Consulting for 11 years and has gained extensive experience with right of way activities relative to land acquisition for public projects. Gina has consistently proven to be an invaluable asset to each project team, succeeding in every role and handling challenging demands as a true professional. She efficiently works through a variety of tasks with precision and resourcefulness. Gina's pragmatic approach to managing a challenging workload yields purposeful results and solutions. Gina has a Bachelor of Arts Degree in Psychology with a concentration in Business Administration from the University of California, Los Angeles.

Geographic Information Systems

Mark Dumford | PROJECT MANAGER / GIS COORDINATOR

Mark has been working as a GIS professional for over 25 years and currently works part time as a contract GIS Manager for the City of Rancho Cordova. He specializes in understanding and developing GIS technology with an enterprise focus. Mark has created GIS Strategic Plans for the Cities of Elk Grove and Rancho Cordova. Mark was also instrumental in implementing the early stages of a successful GIS at the City of Sacramento. Mark manages the GIS services for Interwest.

Mary Ellen Rosebrough | SENIOR GIS ANALYST/GIS COORDINATOR

Mary Ellen has 17 years of experience in the GIS and IT fields. She has been the lead data manager and trainer for multi-state utility data development. Mary Ellen has been responsible for designing and installing over 50 implementations of an enterprise SQL data system with both desktop and web client applications. Mary Ellen specializes in training and integrating GIS with police call for service, crime analysis and crime viewer software applications as well as implementing JavaScript and Geocortex web viewers.

Jason Latoski | GIS ANALYST

Jason brings over 15 years of GIS experience to each project. Early in his career, Jason was involved in data design and collection in a variety of civil engineering projects for Federal and state DOT agencies. Jason continues to develop GIS processes and methods that enhance and compliment projects. Jason's most recent GIS project management experience includes the GIS implementation and maintenance of a new CAD 911 Police system. Jason also excels designing and implementing data collection methods related to GPS technology.

Jared Schuckert | GIS ANALYST

Jared has provided GIS support and analysis for both public and private agencies including data collection and implementation, editing and maintenance, display and creation of project deliverables such as maps and spreadsheets. Jared joined Interwest after working for URS Corporation where he worked on GIS projects such as the Department of Water Resources Urban/Non-Urban Levee Evaluation Program and the California High Speed Rail.

Todd Lighthizer | SENIOR GIS ANALYST/ GIS COORDINATOR

Todd has over 15 years of GIS expertise. Todd joined Interwest Consulting Group after working for the City of Chandler, Arizona for 13 years in various roles as a GIS Developer/DBA and Senior Systems Analyst. This experience has given Todd a broad overview of the functionality of public services and enables Todd to create efficiencies within these services. Todd specializes in the implementation, support, and integration of the ArcGIS Server platform.

Hervey Lee | GIS ANALYST

Hervey has over 4 years of experience providing GIS services to public agencies including route analysis, water usage analysis, and sidewalk defect prioritization. Hervey's background in Civil Engineering and GIS provide a unique perspective on municipal projects. Hervey is a team player, always willing to assist in any way he can from translating Chinese during water conservation audits to providing detailed maps for City Council presentations.

Information Technology

Mohammad Ahmed | PROJECT MANAGER

Mohammad has nearly 10 years experience in the IT industry, serving both as a City employee and a consultant. His experience spans from resolving daily technical issues and analysis to large project-management related tasks. As an IT Manager he collaboratively works with his staff to ensure understanding of the needs of the client and delivers services specifically designed to client requirements. Mohammed is continually updating his skill set through various training programs and seminars to stay current with the technologies needed to serve our clients. He has shown to be a valuable asset and wealth of knowledge. He showcases his technical skills on every project/task and is professional and courteous to all individuals he works with.

Hector Martinez | NETWORK ENGINEER

Hector brings more than 13 years of IT experience. Hector is an experienced team leader committed to developing collaborative relationships with clients. Hector has an excellent attention to detail and delivers results that surpass performance standards.

Jerry Moore B.S., MCSE, A+ | SYSTEMS/NETWORK ENGINEER

Jerry has 18 years of experience designing, implementing and administering secure, reliable and efficient networks, including project budgeting and procuring required resources. His extensive experience includes working for and with government agencies which has provided him with an understanding of the delicate financial and political aspects of project management facing public agencies. Jerry has managed various VoIP technologies and designed several physical to virtual migrations and has extensive experience managing, working with and supporting both technical and non-technical people. Jerry is easily approachable and eager to assist others and learn new technologies. While working for the City of Lodi, Jerry was honored with the Employee of the Year Award.

Section 4

References

REFERENCES | SIMILAR SERVICES

With many Interwest staff having worked directly for public agencies, we understand the importance and challenges of municipal government. Below are a few samples of our relevant experience:

City of Bell

In November 2010, as part of its recovery process, the City of Bell selected Interwest Consulting Group to provide building plan check services. The opportunity to assist Bell in its recovery presented unique challenges with nearly every manager and the entire City Council departing the City in a matter of months. We worked closely with staff to maintain a high level of customer service and deliver quality plan reviews. We were selected to provide City Engineering services in December 2011, Building and Safety services in 2012 and Information Technology Services in 2014. Our staff seamlessly integrated into the City working closely with new managers helping identify new policies and procedures that were needed, reconnecting with regional projects and preparing master plans.

We currently provide the following on-site and off-site services:

- ✓ City Engineering
- ✓ Building Official
- ✓ Plan Review
- ✓ Building Inspection
- ✓ Project /Program Management
- ✓ Construction Management
- ✓ Construction Observation
- ✓ Information Technology (IT)
- ✓ Geographic Information Systems (GIS)



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HIGHLIGHTED PROJECTS

Engineering

Assessment Districts Services: Interwest provided engineering services to update two of the City's assessment districts in accordance with a number of State and Local Statutes. The City was required to update both the Landscape & Lighting District, and the Sewer Maintenance District. The project included the preparation of staff reports and resolutions for the City Council, and the engineer's reports. Interwest issued the notice of intent to levy assessments, assisted the City Clerk with public hearing protest votes, and prepared the assessment roles and submitted them to the County Assessor for implementation.

I-710 Freeway Corridor Project EIR/EIS Review: The project consisted of a specialty review of the I-710 Freeway Corridor Project EIR/EIS report and related documents, which included traffic and planning review, and an economic

analysis. After the completion of the review, Interwest prepared comments for the City to submit to the lead agency on the associated environmental, economic and traffic impacts of the project.

Energy Efficiency and Conservation Block Grant: The City of Bell was awarded an Energy Efficiency and Conservation Block Grant (EECBG) to replace existing sodium vapor lamps with energy efficient LED lamps on City owned street lighting, which expired on December 31, 2011. Interwest filed the necessary documentation and extensions which were necessary to preserve the City's funding, and completed the implementation of the lighting replacement recording all City owned lighting information in the City's GIS system. The project scope included coordinating project payments using the Federal Government ASAP system and processing payments to the City for the grant. Interwest additionally, prepared and filed the necessary closing documentation and reports with the granting agency.

Construction Management | Inspection

Veterans Memorial Park: Interwest provided pre-construction bid preparation services and managed the bid and award process for the softball field renovation project at Veterans Memorial Park. The project involved removing and replacing all turf in the outfield and survey and laser leveling the infield and outfield. Furthermore, Interwest monitored the project schedule and budget, and provided construction management administration, field inspection and close-out services.



Bandini: The project is a single-story tilt up building structure/demolition with groups S1, F1, and B occupancy classifications and Type III-B construction. The total area of the proposed project consists of 484,400 square feet. Interwest provided all public works inspection and on-site building inspection. Our staff conducted full plan review services for specification shell office/warehouse with a detached fire pump house, truck court, screen walls, fences, truck enclosure and light poles. The estimated construction cost for this project is \$20 million.

Florence Avenue Resurfacing: Interwest provided pre-construction bid preparation services and managed the bid and award process. During construction, Interwest provided construction management administration, field inspection, and close-out services. Valuation: \$280,000. Interwest's construction manager closely monitored the project schedule and budget, and acted as the City's central point of contact for all project team members. The project also included coordination with the adjacent mobile home park to provide a temporary access drive on Live Oak Avenue.



Americans with Disabilities Act (ADA) Improvement: Interwest developed a transition plan that complied with the



regulations under 28 CFR Part 35.150(d) that set forth the steps necessary to ensure compliance with the ADA and its implementing regulations. The project's scope included the investigation and identification of barriers to access and to compile an ADA Transition Plan for City owned facilities, public rights-of-way (streets, intersections, ramps and sidewalks, etc.), and program services, in accordance with Americans with Disabilities Accessibility Guidelines (ADAAG) and the California State Accessibility Standards (CSAS).

Pavement Management Plan Update: Interwest updated the City's PMP providing an effective planning, programming tool enabling the City to evaluate maintenance priorities and make informed recommendations for improvements. The project scope included Streetsaver Program installation and set-up, updating of PMP, and GIS linkage & map reporting. The PMP had not been updated since 2008 and the City needed the most current and complete information to be in compliance with the LA County MTA Congestion Management Plan, and to certify that the streets have been assessed and inventoried to receive both local and federal funds. Interwest is now implementing the recommendations for the year one improvements which include re-construction and overlay projects throughout the city.

Street Rehabilitation Project 2012/2013 in Various Streets: To implement the Pavement Management Plan, Interwest provided design, pre-construction bid preparation, managed the bid and award process for the Street Rehabilitation Project 2012/2013 in various streets. This project involves work such as overlay, reconstruction, striping and improvements of curb ramps, sidewalks, curb & gutter and cross gutters. Interwest is providing construction management administration, field inspection, and will be providing close-out services. The estimated construction costs for this project is \$1.8 million.

Stormwater

MS4/NPDES: Interwest coordinates with the Principal permittee, Los Angeles County Public Works Department by monitoring and implementing the MS4 permit (Separate Storm Sewer System Permit) and advises the City staff as to the need to meet NPDES permit regulations and policies accompanying SUSMP and SWPPP. Interwest reviews the required post construction BMPs plan prior to the issuance of building/grading permit. Interwest also prepares NPDES annual reports for Los Angeles County Public Works and has participated in Gateway Cities Water Management Committee to provide communication about common problems and solutions concerning the stormwater quality in Bell.

Geographic Information Systems (GIS)

The Interwest GIS team continues to provide as needed GIS support for mapping and analysis requests from Public Works, and Planning staff. Below are several GIS projects

Web GIS Mapping 2012 – 2015, \$26,000: Developed a Web GIS mapping tool resulting in city staff having the capability to search over 15 map layers for information such as current parcel ownership.

ADA / ROW Improvement Plan, 2012: Utilized efficient and accurate GIS methods to collect and process ADA curb ramp locations and information to help the City of Bell to create an ADA ROW improvement plan.

Pavement Management System, 2012: Provided GIS support by developing reports and maps which allowed the City to create a 5 year CIP improvement plan for the city's roadways.

Assessment District Updates, 2012: Staff gathered the essential data so the city could perform an audit of their Street Light and Sewer fee programs. The data helped the staff better understand current fees and to correct hundreds of properties that were being incorrectly charged.

Transit, 2012 - 2013: Provided GIS analysis and mapping support to assist in the creation of a new Bell Transit service for the residents of the City.

Storm and Sewer GIS Data, 2012 – 2014, \$10,000: Interwest designed a process to develop GIS datasets representing both storm and sewer infrastructure. Through the use of the completed GIS dataset and products, Bell



Engineering Staff can now meet State of California mandates for storm water monitoring. They have also been able to develop a maintenance plan for infrastructure.

City of Pomona

Interwest Consulting Group began serving the City of Pomona [population 160,000] in September 2009. Traditionally a full service city, Pomona examined a number of cost saving strategies including contracting for services that had historically been provided by in-house staff. Interwest Consulting Group successfully transitioned all building and safety services from the city's in-house staff and implemented new, streamlined processes and procedures. The change resulted in a higher level of service for the city's customers at a significant cost savings to the city. We currently provide the following on-site services:

- ✓ Building Official
- ✓ Building Plan Review
- ✓ Building and Safety Inspections
- ✓ Permit Technician
- ✓ Housing Abatement Enforcement
- ✓ Front Counter Support
- ✓ Administrative Services
- ✓ Construction Management



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HIGHLIGHTED PROJECTS

Fairplex Conference Center



with an eco-friendly balance.

Interwest Consulting Group provided building inspection services on the FairPlex Conference Center, the City's first **LEED Silver** engineered project. The FairPlex Conference Center is an 85,000 square foot, state-of-the-art building featuring the latest in construction styles and technology features

Understanding the importance of this project we dedicated seasoned inspectors who collaboratively worked with a half dozen deputy inspectors and maintained a weekly inspection schedule, plus weekend inspections, as needed to keep the project on schedule.

The project presented some unique challenges due to the incorporation of the new construction with an existing Depression-era historical building. This required that all adjoining parts of the Exhibit Hall, including electrical and plumbing, conform to rigorous Fire Rating Standards.

Mayfair Hotel

The Mayfair is a downtown icon and landmark for the City of Pomona. The Interwest team provided plan review and inspection services on the Mayfair Hotel.

Our experienced engineers reviewed the project design, which included both structural and non structural elements. Our inspectors were on the project every week to resolve any potential issues, ensure the project is adhering to current building codes and collaboratively working with the contractor to maintain an aggressive schedule.

The five story hotel will deliver four floors of completely new and modern housing, targeting primarily the Western University campus, mixed retail, a restaurant on the ground level and an Irish Pub in the basement. The developer is targeting completion before the end of 2012.



Western University Campus

Interwest Consulting Group was honored to work on such a premier project for the City. Our staff has provided plan review and inspection services since 2010 on the Western University Campus. As part of a growing campus Interwest provided plan review and inspection for many tenant improvements (TI) which included the 2nd Floor Administration Offices & Testing, Patient Care Center, Health Building, Student Housing Building and a 300,000 square-foot residential, assembly, and offices. Western University's \$10 million, 133,000 square foot mixed-use project for student housing and administration offices began construction in the spring of 2013. The university set an aggressive completion date for the contractor to be finished and occupied for the 2014 fall semester.



The contractor met with Interwest staff to discuss their dilemma and concerns that such an aggressive time schedule placed by the university in all probability could not be met. The main contributing factor the schedule possibly not be met was due to an extremely congested area where the building was proposed to be built. Logistics in moving material and construction crews was going to be critical. Over the course of about a month of meetings with the



general contractor, Interwest began the process of developing an inspection schedule that would help the contractor achieve completion of the project within the deadlines of the owner without compromising fire and life safety of the students that will ultimately reside in the building. **The project was completed in July 2014, thirty days ahead of schedule** and in time for occupancy of the building for the fall semester. Interwest's experience within the fields of Construction Management, Engineering and Building & Safety has been the road to successfully partnering with the construction community to deliver quality projects that are completed on time, deliver quality construction to the owner, a safe environment for the end user and, in this case, approximately 450 students and school administrators.

Monterey Station

Monterey Station is a 150,000 square foot, 4 story, 311 unit mixed-use retail/apartment complex developed within an entire city block. One goal of the mixed use concept is to lower the carbon footprint for the community. This project does that through people being able to work from home and being within walking distance to the Pomona MetroLink station; keeping citizens out of their cars and on the commuter rail system.



Interwest recognized the overall concept and importance of a pedestrian friendly project. The project management team initially forecasted a project of this scope and magnitude taking 18 to 24 months to complete – at a minimum. To complete a project of this size has its own inherent complexities and challenges to complete in a timely fashion. Interwest, owner and contractor met at the onset to discuss scope and expectations. From this meeting, Interwest and the contractor

devised a strategy to complete the project on time, benefiting the owner, without compromising fire and life safety provision of the building code. Interwest provided an on-the-job resident inspector to ensure timely inspections and quality of construction. The collaborative process of all stakeholders working in partnership (the development team, contract and Interwest) the project was completed for occupancy within 12 months!



Interwest reviewed the operational processes, scope and expectations of the owner and worked in a collaborative manner with the general contractor to meet, and even exceed, those expectations. Monterey Station project is a testament to the Interwest philosophy of working in partnership with the development community.

Construction Management | Inspection

Target Shopping Center – Project includes multi-use shopping center with several restaurant and anchor stores. Interwest provided complete inspection related to storm drain, sewer line, private streets and site work. Also coordinated all project related underground utilities.

Pomona Valley Hospital– Two story building, OSHPD3 building where Interwest provided inspection services related to storm drain, sewer line, private streets and site work.

Rancho Camino Project – Included two 3 story new office buildings and 1 Mental Health building that is 400,000 sq ft. Interwest provided inspection services related to storm drain, sewer line, private streets and site work.

City of Eastvale

Interwest Consulting Group performed a variety of services resulting in the delivery of efficient and cost effective services to the newly incorporated City of Eastvale. These services included: (1) the gathering of essential information and key data which served as the basis for confirming service area responsibilities for the City of Eastvale, (2) preparation of fiscally prudent and conservative operating budgets and, (3) identified cost effective, efficient, and innovative methods of providing public works, planning, building and safety activities and services transitioned from the County of Riverside

Since incorporation of the City of Eastvale on July 1, 2010, Interwest Consulting Group has created and implemented necessary systems and processes to provide the following services:

- ✓ City Engineering
- ✓ Program Management
- ✓ Construction Management | Public Works Inspection
- ✓ Engineering Support Services
- ✓ Building Department Administration
- ✓ Building Plan Review, Inspections and Permit Counter
- ✓ Building and Safety Code Compliance
- ✓ NPDES – Storm Water Compliance Support Services
- ✓ Grant Writing Services
- ✓ Development Engineering and Entitlements
- ✓ Transportation Planning
- ✓ Traffic Engineering Services
- ✓ Drainage Engineering
- ✓ Geographic Information Systems
- ✓ Real Estate Acquisitions Services



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HIGHLIGHTED PROJECTS

Capital Improvement Program

After completing the City's Pavement Management Program, Interwest identified a priority list of preventive maintenance projects to further the design life of the pavement. The budget in FY 2013/2014 includes more than \$2 million of thin overlays, crack seal, and slurry seal projects.

The City's Capital Improvement Program expenditures for FY 2013-2014 total more than \$13.6 million over the next five years. The CIP identified Measure A, Gas Tax and AB2766 funds to program and advance projects consistent with Council direction. The CIP includes resurfacing arterial streets, implementing the pavement management program, preparing grant applications for SR2S and SB 821 to fund schools safety projects and synchronizing traffic signals along Limonite Avenue. The budget also includes \$100,000 to prepare a Citywide Bicycle and Pedestrian and a Truck Route.



Santa Ana Regional Water Control Board MS4 Permit - Interwest is representing the City of Eastvale in the development of its new MS4 storm water permit. Compliance requirements and task are being coordinated with the County Flood District and other agencies to meet all permit requirements.

Bridge Projects - Interwest is an active participant and worked with local, regional and state transportation agencies to plan, design and fund two major bridge widening projects. The first bridge is a new interchange on Limonite at I-15 (\$30 million). The second bridge is a widening project at Hamner at Santa Ana River set to replace four lanes with six lanes (\$60 million). Interwest was successful to fund pre-planning work for both bridges using Western Riverside Council of Government (WRCOG) Transportation Uniform Mitigation Fee (TUMP). While the County of Riverside is the lead agency, Interwest staff is involved in reviewing and commenting on the work.

Project Management | Public Works Inspection

The Public Works Inspector is responsible for inspecting all of the streets, sidewalks, curb and gutter, and installation of all traffic control devices that are installed in new subdivisions. We are also responsible for overseeing the construction of utilities in the City's right-of-way to ensure trenches are properly compacted, streets are repaired to the satisfaction of the City, and proper traffic control is provided during construction.

Hellman Ave and Schleisman Road – This development project consists of 354 new single family homes. Inspections performed by Interwest will include approximately 3.15 miles of new residential roadway pavement (19 new streets), 6.3 miles of sidewalk, curb and gutter, .85 mile of arterial roadway pavement, .85 mile of sidewalk, curb and gutter on the major roadway and all traffic control devices.

Archibald Ave and Schleisman Road – This development project consists of 173 new single family homes. Project includes approximately 1.3 miles of new residential roadway pavement (8 new streets); 2.6 miles of sidewalk, curb and gutter; 1.5 miles of arterial roadway pavement; 1 mile of sidewalk, curb and gutter on the arterial roadway and all traffic control devices associated with the improvements.

Limonite Ave and Bellegrave Avenue – Development project with 204 new single family homes. Interwest will inspect approximately 1.5 miles of new residential roadway pavement (16 new streets); 3 miles of sidewalk, curb and gutter; .16 mile of major roadway pavement; .16 mile of sidewalk, curb and gutter on the major roadway and all traffic control devices.

River Road West of Archibald Avenue – Project required repairs due to pavement failure at several locations caused by sewer line failure. River Road was excavated on a section and re-compacted to avoid future settlement of the roadway. Interwest provided inspections and oversight of the trench excavation and all traffic control associated with this work. This work was part a total project with 290 homes.

Grant Funding

The City of Eastvale was successful in receiving SB 821 and SR2S grant funds (\$220,000 and \$150,000 respectively) to construct sidewalks at two elementary schools to enhance pedestrian safety. Interwest is also designing the sidewalks and will perform construction management in 2013 when construction begins.

In the spring of 2013, the City applied for \$100,000 in State funds to prepare a Bicycle and Pedestrian Master Plan. Interwest prepared and submitted all the grant application to RCTC and Caltrans. The study involved four major categories of data collection and analysis. The study and recommended speed limits were also reviewed by the Police Department.

Development Services

Interwest Consulting Group analyzes and regulates private development impacts and improvement within the public right-of-way as well as planning, design, and construction of private development improvements including residential developments, commercial, and office/retail projects. Projects involving significant staff effort and coordination include:

Eastvale Commerce Center – A 200 acre industrial / commercial development along the west side of I-15. The project includes 3.1 million square foot of industrial space, 610,000 square feet of Business Park, and 340,000 square feet of commercial retail. The project is surrounded by the Cities of Ontario and Jurupa Valley requiring close coordination for transportation improvements. Interwest prepared the conditions of approval and reviewed the traffic impact analysis of the EIR.



Walmart Retail Center – A 175,000 square foot retail store with fast food component. The retail center is adjacent to 220 KV Southern California Edison lines that require the relocation of a tower to widen a major arterial highway. Interwest is coordinating efforts with SCE to shift the centerline of the highway to avoid relocation of the SCE tower. Additionally, preparing the conditions of approval and reviewing the EIR is the responsibility of Interwest.

The Enclave – KB Homes - A 90-acre, gated development planned with five neighborhoods; the largest new home community launched in Riverside and San Bernardino counties since the housing downturn in 2007. Includes 106 homes, large recreation center, pools, parks, featuring an array of energy-saving and water-conserving technologies such as tankless water heaters, rooftop solar systems, electric car-charging stations and roof tiles coated with a catalyst that neutralizes nitrogen oxide, a key component of smog. Public Improvements included but not limited to, extensions of water, sewer, and storm drainage to the site and half street improvements of two major arterial (6-lane) streets. Median and parkway landscape improvements have also been installed at the beginning of the project.



Everton Grove - Pulte Homes - A 51 acre residential project made up of 204 units. This project was initiated in the County of Riverside and Pulte Homes stopped the process to have the City and Interwest provide a significantly shorter review and approval process of approximately 3 months from submittal of maps and plans to approval of the maps and subdivision agreements by the City Council. Construction includes over 1500 LF of off-site sewer within a major arterial involving multiple layers of traffic control for safe movement of local and regional traffic.

Eastvale Gateway South – 60,000 square-foot mixed use center including Walgreens, McDonalds, Taco Bell and Chevron on 15.3 acres at the entrance into the City. Improvements include major flood control facilities, water upgrades and loop systems, and substantial improvements and signalization of two major arterial (6-lanes) streets.



Speed and Traffic Study

Interwest completed an Engineering and Speed Survey in 2013 on 29 street segments where the speed limit was established five years ago or where a street segment was recently opened to traffic.

City of Newport Beach

Interwest Consulting Group began working with the city in 2010 providing plan review services and complete onsite inspection services on the new Newport Beach Civic Center and Library Expansion project. In 2013 we were selected to provide construction management services in support of their public works projects.

Services Provided:

- ✓ Construction Management
- ✓ Building Plan Review
- ✓ Structural Plan Review
- ✓ Onsite Inspection Services



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Director*
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HIGHLIGHTED PROJECT

Newport Beach Civic Center, Library Expansion and Parking Structure - This \$130 million project consisted of a 103,000 square foot, two story City Hall Office Building, a 25,850 square foot, one story City Hall Assembly Building which



includes a Council Chambers, a 67,370 square foot, two story addition to an existing library and a 155,000 square foot, three story parking structure. Also included in the project is a 16 acre park which contains numerous retaining walls, pedestrian bridges and a pedestrian bridge over a busy street to connect two portions of the park.

The City Hall Office, City Hall Assembly, Council Chambers Building and the library expansion are constructed of structural steel supporting steel decking with concrete fill at the second floor levels and steel decking at the roof level. The lateral force resisting system for the City Hall Office Building and the City Hall Assembly Building incorporate buckling restrained braced frames to resist lateral seismic loads.

The parking structure is constructed of poured-in-place concrete columns and supported post-tensioned concrete floor slabs. The lateral force resisting system for the parking structure consists of concrete shear walls.

The construction type is II-B (fully sprinklered) with two hour fire walls, and with B, A-2, A-3 and F-1 occupancies at the City Hall Office Building, City Hall Assembly Building, Council Chambers Building and the library expansion. The construction type for the parking structure is type II-B with S-2 occupancy.

For Civic Center Project:
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Assistant City Manager
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sbadum@newportbeachca.gov

City of Wildomar

Since incorporation of the City of Wildomar on July 1, 2008, Interwest Consulting Group has created and implemented necessary systems and processes to provide the following services:

- ✓ City Engineering
- ✓ Development Engineering and Entitlements
- ✓ Transportation Planning
- ✓ Public Works Inspection
- ✓ Traffic Engineering Services
- ✓ Building Department Administration
- ✓ Building and Safety Code Compliance
- ✓ Building Plan Review and Inspections
- ✓ Code Enforcement
- ✓ Drainage Engineering
- ✓ Geographic Information Systems
- ✓ Information Technology
- ✓ Real Estate Acquisitions Services
- ✓ Grant Writing Services



Gary Nordquist

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HIGHLIGHTED PROJECTS

Accessibility Evaluation Report and ADA Transition Plan - Interwest prepared for the City of Wildomar the "Accessibility Evaluation Report." This Report identified the existing architectural barriers at the various City facilities and along City Right-of-Way. Specifically, Interwest conducted extensive surveys of city hall, parks, bus stops, and roadways (curb ramps, sidewalks) and provided information in a detailed checklist of each location. Interwest furnished suggestions to remove those barriers that are readily achievable and suggested a method of providing equivalent facilitation. Interwest also prepared cost estimates for improvements. In cases where the barrier was not proposed for removal, Interwest provided documentation justifying that the barrier is an undue hardship to remove. The Report is based on the guidelines established by the Department of Justice's Title III of the Americans with Disabilities Act. With information from the evaluation report, Interwest developed the ADA Transition Plan for the city which prioritized the improvements.



Safe Routes to School Sidewalk Project - Interwest was responsible for the design and management of sidewalk and roadway improvements to two existing elementary schools - Wildomar Elementary School and Ronald Reagan Elementary School. Improvements included new sidewalks, handicap-accessible ramps, curb and gutter, and roadway widening along selected routes to each school. The projects were funded by bicycle and pedestrian safety grants. The Wildomar Elementary improvements were approximately 1.5 acres in size and the Ronald Reagan improvements consisted of approximately 0.5 acres. This project involved coordination with the police department and School District to bring to fruition and received extensive coverage in the local news. Interwest provides oversight for the City's participation in the WRCOG Transportation Uniform Mitigation Fee (TUMF) Program and assisted the City in evaluating a regional effort to consider TUMF reductions. There were multiple unique challenges associated with each site. The Wildomar Elementary improvements had several challenges including maintaining multiple existing driveway access points, meandering the sidewalk to avoid existing trees and utilities, and minor drainage improvements along the affected area. The biggest challenge associated with the Ronald Reagan improvements was acquiring the additional right-of-way required to construct the roadway and



sidewalk. Interwest services provided included Transportation Planning, Capital Project Management, Grant Writing, and Traffic Engineering. The project was made possible by two grants written and secured by Interwest for the City.

The City adopted its first CIP in 2009 with the design of an expanded interchange, implementation of a slurry seal program, a traffic signal and trail improvements being the focus of the program the first year. Our team also approached the local water district and have scheduled quarterly meetings which have allowed both agencies to alleviate a strained partnership the water district had prior to City incorporation.

City's first Capital Improvement Program, totaling over \$8 million in revenue over the next five years. The CIP identified Measure "A", gas tax, and air quality revenue (AB 2766) to advance projects and programs consistent with Council direction. The CIP included the traffic signal program, the unpaved roadway program, the slurry seal program, and accessibility program which involved Interwest collaboration with Riverside County, City Council, and the public. We also secured and administered over \$1 million dollars in grants from the Riverside County Transportation Commission's SB 821 program, Caltrans Safe Routes to School Program, and the Caltrans Highway Safety Improvement Program. These funds leveraged existing Measure "A" revenues to bring in state and federal funds, significantly augmenting the City's Capital Improvement Program budgets.



Hoover Ranch: This project consisted of a Tentative Subdivision Map, Zone Change, General Plan Amendment and an Environmental Assessment to evaluate the impacts of the project for a 51 lot subdivision map in a proposed gated community. The site required the extension of street infrastructure to provide access to this parcel. Additionally, this site is adjacent to a creek and was to provide emergency access through an existing park. Interwest reviewed the tentative subdivision map, the proposed site plan and how it interfaced with the surrounding infrastructure and land use, water quality plan and hydrology study. Due to the urgency of the project, conditions were generated to deal with the inadequacies of the submittals as well as the required infrastructure to make this a feasible development.



Canyon Plaza: This project consisted of a Conditional Use Permit for a gasoline service station with carwash, three drive-thru restaurants, and two retail buildings totaling approximately 37,000 square feet of floor area, a Tentative Parcel Map to subdivide two existing parcels into 6 commercial parcels and 1 reciprocal access parcel, and an Environmental Assessment to evaluate the impacts of the project. Interwest provided review of the tentative map, commercial site plans and how it interfaced with the surrounding infrastructure and land use, review of the water quality plan, hydrology study. Traffic was evaluated to determine if the project impacted the surrounding area. Study comments were provided to have the Applicant for study revisions to address the various issues.

Sand Diego Regional Water Control Board MS4 Permit Negotiation – Interwest represented the City of Wildomar in the negotiation of its new MS4 storm water permit. Battling two different watersheds the City found itself in a unique position relative to the new requirements. Interwest was able to assist the City in these negotiations to be in compliance with 1 watershed set of requirements. Staff participated on the negotiating team which consisted of the County of Riverside, Riverside County Flood Control, and neighboring cities.

Town of Atherton

Interwest Consulting Group has been serving in the capacity of Community Services Director for the Town of Atherton since 2011. In addition to providing staff to perform all City Engineering and Building and Safety services, we also oversee, manage, and are responsible for the Town's Public Works, Planning, and Code Enforcement functions. Interwest also provides technical assistance and support to the City Manager, City Council, City Council appointed Committees, and the community on Community Services programs, policies, activities, and projects.

- ✓ Public Works
- ✓ Building Official
- ✓ Plan Review
- ✓ Building and Safety Code Compliance Plan Review
- ✓ Permit Technician
- ✓ Building and Safety Inspections
- ✓ Administrative Services

Interwest serves as the primary link between the Community Services Department and other Town departments, elected officials, regional partners/regulatory agencies, and community stakeholders. Specific responsibilities include:

- Perform policy and technical analysis, prepare all staff reports, and provide recommendations and guidance to the City Manager, City Council, and Town Committees.
- Represent the Town at regional meetings and regulatory agencies regarding projects, issues, and other matters relevant to the Town of Atherton
- Review agenda's and perform staff analysis in support of Council members representing the Town on Regional Transportations Agencies and Boards.
- Responsible for performing all work related to municipal engineering including civil, transportation, development review, traffic engineering, water resources, structural engineering, and GIS.
- Work closely with the Finance Director and City Manager to prepare and administer the Community Services Department operating budget and 5-year Capital Improvement Program.
- Participate in the Town's Strategic Planning activities and continually review and assess performance outcomes to identify and initiate organizational improvements to improve the delivery and value of services to the community.



George Rodericks

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Section 4

Billing Rates

The rates displayed in the fee schedule below reflect Interwest's current fees. Hourly rates are typically reviewed yearly on July 1 and may be subject to revision unless under specific contract obligations. In addition, there is no charge for shipping, supply, or material costs.

CLASSIFICATION	HOURLY BILLING RATE
Engineering	
Principal in Charge.....	\$160
Project Manager.....	160
Senior Advisor.....	140
Traffic Engineer.....	130
Supervising Engineer.....	125
Senior Engineer.....	120
Engineering Associate III.....	105
Engineering Associate II.....	100
Engineering Associate I.....	85
Engineering Technician III.....	75
Engineering Technician II.....	70
Engineering Technician I.....	65
Student Trainee.....	30
 Building and Safety Services	
Certified Building Official.....	\$130
Senior Structural Engineer.....	120
Senior Plan Review Architect.....	120
Senior Plans Examiner.....	80
Fire Plans Examiner.....	95
CASp.....	90
Senior Permit Technician.....	65
Permit Technician.....	55
Inspector III.....	80
Inspector II.....	65
Inspector I.....	50
Code Enforcement Officer.....	80
 Construction Management	
Construction Manager.....	\$125
Assistant Construction Manager.....	110
Supervising Public Works Observer.....	105
Senior Public Works Observer.....	95
Public Works Observer III.....	85
Public Works Observer II.....	80
Public Works Observer I.....	75

Transportation

Supervising Transportation Planner	\$120
Senior Transportation Planner	110
Associate Transportation Planner III	95
Associate Transportation Planner II	85
Associate Transportation Planner I	80

Real Estate

Real Estate Property Manager	\$120
Senior Real Property Agent	115
Real Property Agent III	105
Real Property Agent II	100
Real Property Agent I	90

GIS

GIS Manager	\$120
Senior GIS Analyst	115
GIS Analyst III	100
GIS Analyst II	90
GIS Analyst I	80

Information Technology

Project Manager	\$120
Network Engineer	115
Senior GIS Analyst	110
IT Technician	65
GIS Technician	65

Administrative

Management Analyst II	\$90
Management Analyst I	80
Senior Administrative	65
Administrative III	58
Administrative II	54
Administrative I	48

BILLING PROCESS

Invoices are typically generated upon the conclusion of the month. Interwest Consulting Group will work with the City to supply the necessary billing information.